A Message from the President

Dear Vatterott Students,

It is the primary goal of Vatterott College to provide our students with a productive and interactive academic learning environment. Our facilities house industry standard learning tools which provide our students the ability to achieve their academic goals. The Vatterott College staff is dedicated to assisting our students with their educational careers by providing friendly, knowledgeable guidance. Making the decision to return to school is a life changing decision which will positively impact one's personal and professional life. It is our hope that Vatterott College offers you the skills, knowledge and guidance that you seek as you transition into your chosen career path.

Possessing an education is a lifetime investment which will hopefully assist you in achieving the goals that you have set for yourself. We welcome you to Vatterott College and hope your learning experience is one that is both fulfilling and rewarding to your personal growth.

Sincerely,

Pamela Bell
President
Vatterott Educational Centers, Inc.
# Table of Contents

- About Vatterott College .............................................. 5
- Admissions Information ............................................. 7
- Financial Information ................................................. 10
- Academic Information ................................................ 15
- Student Information & Services ................................. 22
- Program Offerings .................................................... 26
- Course Descriptions .................................................. 31
- Academic Calendar .................................................... 42
- Class Schedule .......................................................... 42
- Advisory Committees ................................................ 43
- Appendix A - Tuition & Fees ...................................... 44
ABOUT VATTEROTT COLLEGE
About Vatterott College

Our Philosophy
The student is our primary concern at Vatterott College. We are student-centered and committed to giving full attention and effort to the development of our students’ skills.

Our focus on the student affects every aspect of the educational program. Recruitment, admissions, training, and career services policies are designed to develop a student’s abilities, attitude, and interests so that he/she becomes a skilled and successful employee.

Our training goal is to provide the basic skills and understanding of common techniques and procedures required for employability. Higher-level technical skills are also offered to qualified students.

Our programs are dedicated to achieving maximum development of each student’s skills and personal potential so that he/she is qualified to begin employment in a trade or vocation. The skills and work attitudes taught at Vatterott College are of practical use to the student in his/her chosen career and ensure successful adjustment to the work environment. Our requirements for graduation are demanding.

History of Vatterott College
In June 1996, Vatterott College of St. Louis, MO acquired the Business and Banking Institute’s two locations in Omaha, NE and Des Moines, IA. Students enrolled in the banking program during the change of ownership were taught out and completed training in December 1996.

Vatterott College received approval for the change of ownership from the Accrediting Council for Continuing Education and Training (ACCET) in December 1996.

Vatterott College, Deerfield Campus, secured its 5318 South 136th Street location in September 1999 and classes began on February 10, 1999. The first technical graduates of Vatterott College, with special recognition from Omaha Mayor Hal Daub, received their diplomas on July 17, 1999.

Vatterott College, Deerfield Campus, received accreditation on its Computer Aided Drafting, Computer Programming, and Computer Electronics diploma programs from the Accrediting Commission of Career Schools and Colleges of Technology (ACCSC) in February of 1999.

Application was made, and ACCSC Accreditation was granted to award Associate of Occupational Studies degrees for these three programs effective in May 2000.

In December 1999, Vatterott College acquired Universal Technology Institute located at 5141 F Street. This school became Vatterott College – Spring Valley, another main campus, and offered programs in Heating, Air Conditioning & Refrigeration (diploma and AOS) and Commercial Art (diploma and AOS).

In September 2001, a Vatterott College-Deerfield Campus branch (Vatterott College – Dodge campus) at 225 North 80th Street, Omaha, Nebraska, was established and accredited by ACCSC to teach the programs formerly offered by Omaha College of Health Careers, which ceased operations in August 2001. Diploma programs included Dental Assistant, Medical Assistant, Medical Administrative Assistant, Psychiatric Assistant, and an Associate of Applied Science Veterinary Technician.

In June 2002, the Spring Valley campus changed location to the Dodge Branch located at 225 North 80th Street in Omaha, assuming responsibility for the programs offered at the Dodge campus and closing the Commercial Art program. The Deerfield location added the Commercial Art programs and closed the branch of Deerfield Dodge.

Additional new diploma programs, Office Accounting with Data Processing and Construction were added to Deerfield in early 2003. Associate of Occupational Studies degree programs in Accounting and Pharmacy soon followed. In August 2004, the Spring Valley campus began offering Associate of Applied Science degrees in Alcohol and Drug Abuse Counseling, Advanced Medical Assistant, and Medical Administrative Specialist.

In January 2005, both Vatterott College locations in Omaha - Spring Valley and Deerfield – changed location and moved to 11818 “I” Street to a 100,000 square foot new facility. A Cosmetology program was added at the end of the year. When all Deerfield students finished their programs of study, the Deerfield campus office closed in December, 2006.

Vatterott College – Spring Valley added a Personal Fitness Trainer program in May 2008, and a degree program, Business Management, in 2009.

Accreditation, Authorization, and Approvals
Vatterott College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

Authorized to operate by the Nebraska Department of Education as a private postsecondary career school.

Programmatic Accreditation
The Medical Assistant Associate of Occupational Studies Degree program is accredited by the Accrediting Bureau of Health Education Schools.

The Dental Assistant Specialist Associate of Occupational Studies program is accredited by the Commission on Dental Accreditation.

The Veterinary Technician Associate of Applied Science Degree program is accredited by the American Veterinary Medical Association.

Campus Location
Vatterott College Spring Valley Campus

11818 I Street

Omaha, Nebraska 68137

(402) 891-9411

Administrative Offices

11818 I Street

Omaha, Nebraska 68137

(402) 891-9411

Branch Campus: Vatterott College Fairview Heights

110 Commerce Lane

Fairview Heights, IL 62208

(618) 293-0025

Campus Facilities
Vatterott College – Spring Valley Campus administrative offices, labs, and classrooms are located at 11818 “I” Street, Omaha, Nebraska 68137. The facility is 102,579 square feet complete with a library/learning resource center, ample classrooms, 2 student lounges, 3 multipurpose rooms, staff lounge, medical, dental, pharmacy, personal fitness trainer, and veterinary labs, cosmetology salon, fully functional veterinary clinic, and a heating, ventilation, air-conditioning and refrigeration lab. The building has been custom-fitted to meet the needs of our students and is sufficient in size to create an effective and suitable learning environment. Great parking and curb appeal of this modern facility adds to the school’s overall atmosphere. Maximum class size is 30 students. Enroll Capacity: 1200 students per session. Theory classes are limited in size to a 30:1 student/teacher ratio and labs are limited to a 20:1 ratio.
ADMISSIONS INFORMATION
Admissions Information

Admissions Policy

Students should apply for admission as soon as possible in order to be accepted for a specific program of study and start date. All applicants are required to complete a personal interview with an education coordinator, either in person or by telephone, depending upon the distance from the institution. Parents and/or significant others are encouraged to attend. This provides applicants and their families an opportunity to see and learn about the institution’s equipment and facilities and to ask questions relating to the institution’s curriculum and career objectives. Personal interviews also enable institution administrators to determine whether an applicant is a strong candidate for enrollment into the program.

Applicants must have a minimum of a High School Diploma, General Education Diploma (GED), or the equivalent (e.g., homeschool credential, diploma from a foreign institution).

The following items must be completed at the time of registration:

- Application for Admission
- Enrollment Agreement (if applicant is under 18 years of age, it must also be signed by parent or guardian)
- Request for High School Diploma or GED transcript (and college transcripts, where applicable)
  - Students must provide a copy of a high school transcript, high school diploma, or GED transcript to be (1) granted provisional acceptance pending the receipt of an official high school or GED transcript, and (2) permitted to start classes. All transcripts will be verified by the campus registrar according to predetermined verification standards in place at all Vatterott campuses. Upon receipt of the official transcripts and verification, the student will receive full admission into the program. If Vatterott cannot obtain the official high school or GED transcript by the end of week 5 of the initial term of enrollment, the student’s enrollment will be cancelled. Exceptions may be granted by the Chief Academic Officer for students that provide official transcripts from another accredited post-secondary institution.
  - Applicants who received a homeschool education must provide a secondary completion credential from the State in which they received their homeschool education. In the event their State does not issue any such credential, they will be required to certify that they completed a secondary school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under the laws of the State in which they received their homeschooling.
- Financial aid forms (if applicant wishes to apply for financial aid)
- Reference Sheet
- Payment of registration fee (non-refundable unless applicant is denied admission or cancels application within three business days of the institution’s receipt of the application and fee)

The institution reserves the right to reject applicants if the items listed above are not successfully completed.

Commercial Driver’s License - Additional Admissions Requirements

- Must be 18 years old (21 years old preferable)
  - Persons under the age of 21 completing training and entering the field of Commercial Driving will have less opportunities to find employment in an interstate driving position. Those under the age of 21 should consider employment options and discuss possible employment opportunities with the admissions personnel prior to enrolling. Persons age 21 and older with no experience may also experience employment limitations and should inquire with the admissions personnel regarding this issue prior to enrollment.
- Must be able to meet the Department of Transportation (DOT) physical requirements.

- Must provide a current Motor Vehicle Report (MVR).
- Must provide a state certified birth certificate.
- Must have held a valid U.S. Driver’s License for the past 36 months.
- Must never have had a DUI or DWI and/or refused to submit to an alcohol test.
- No felony convictions.
- Must have a valid operator’s license.
- Must submit to a finger printing background check.
- Be drug free and consent to random drug testing.
- Must be alcohol free during training and consent to random alcohol testing.
- Must be able to read, speak and understand the English language.
- Meet course specific enrollment criteria, when applicable, as defined by the course description.

Admissions for the Veterinary Technician Program

Applicants enrolling in the Veterinary Technician program must complete all general admission requirements (as listed above) along with completing and passing the Scholastic Level Exam (SLE) with a minimum score of 18. If the applicant does not pass the exam with a minimum score of 18, the applicant may repeat the exam One (1) time immediately after failing the exam. If the applicant does not get a score of 18 on the initial test or the 1 repeat, the applicant must wait 30 days prior to attempting an additional retake.

Re-Entering Students

Students who have previously attended the institution will be subject to the same admission requirements and procedures as new applicants, with the exception of the registration fee. The registration fee will be waived for all students who re-enter less than a year after leaving the institution. All re-entering students must complete a new Enrollment Agreement and are charged the rate of tuition in effect at the time of re-entry. Students that were dismissed or withdrew for any reason other than grades or failing to make Satisfactory Academic Progress while on academic probation must write an appeal letter and receive approval from the Director of Education prior to re-enrollment.

Students that were dismissed due to grades or failing to make Satisfactory Academic Progress are not eligible for re-enrollment. These students can appeal using the Grievance Policy.

Non-Degree Non-Program Students

It is the policy of Vatterott College to permit Non-Degree Non-Program students to enroll on a term-by-term basis in up to two terms or a maximum of 27 quarter-credit hours without declaring intent to seek a diploma or degree. Students enrolled as Non-Degree Non-Program are not required to have a high school diploma or GED. Prospective students under the age of 18 must have written consent from a parent or legal guardian prior to enrollment.

To be eligible for a diploma or degree, Non-Degree Non-Program students must declare their intent to obtain a diploma or degree in writing to the registrar. To complete the enrollment into a diploma or degree program, the student must submit a signed letter of intent to the campus registrar and complete the necessary enrollment and change of status paperwork. Transfer credit will be granted under the Vatterott Educational Centers, Inc., transfer credit policy as outlined in this catalog.

Federal financial aid is not available to non degree non program students. Prerequisites and/or refresher courses may be required.

Institutional Calendar

New classes begin frequently. For a particular course, please contact the institution for the exact start dates or refer to the calendar section of this catalog.

Classes are not held on the following holidays: New Year’s Day, Martin Luther King’s Birthday, President’s Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day and New Year’s Eve.
Tuition/Fees Policies

- Tuition may either be paid in full upon enrollment or complete payment must be accounted for on the Information Sheet for Student Tuition Financing (Tuition Proposal).
- All tuition payments are to be made in accordance with the terms of the Enrollment Agreement/Retail Installment Contract. Special circumstances that may warrant other payment terms are granted only at the discretion of the institution.
- Any student delinquent in the payment of any sum owed to the institution may be suspended from the institution, at the institution’s sole discretion, until the institution receives payment of all such delinquent sums, or the student makes arrangements to pay such delinquent sums. Arrangements to pay must be accepted by the institution.
- In the event of withdrawal by the student, tuition refunds will be made according to the terms of the Enrollment Agreement.
- If a student repeats any portion of a program, the student must pay the current tuition and fees applicable to such portion of the program and execute a written addendum to the Enrollment Agreement with the institution, specifying the terms of the repeat.

See Tuition & Fees section of this catalog for current tuition and fees. (If missing, notify the institution.)

Add/Drop Period

Add/Drop Period is the first two weeks (14 calendar days) of the term. Initial enrollment students* may request to withdraw at any time within the first two weeks of a term. If that request is received by the end of the second week of the initial term of enrollment, the student will be considered a cancel.

Any initial enrollment student who fails to attend a combined 50% of the scheduled clock hours or quarter credit hour classes from their date of enrollment through the end of the add/drop period of their initial term of enrollment may have their entire enrollment cancelled by the institution unless there are mitigating circumstances, late enrollment, or documented communication from the student that would warrant continued enrollment.

Any student not considered an initial enrollment student who fails to attend any classes during the add/drop period may be withdrawn from the institution and issued a grade of W unless there are mitigating circumstances, late enrollment, or documented communication from the student that would warrant continued enrollment.

A student is not eligible for financial aid for any course in which he or she fails to begin attendance. The determination as to whether a student has begun attendance will be made prior to the disbursement of any financial aid funds.

The school reserves the right to cancel a student’s enrollment. Students can appeal their enrollment cancellation in writing to the Director of Education within 1 business days of cancellation.

*An initial enrollment student is: any student that is starting classes for the first time at a Vatterott Educational Centers, Inc. school, a student that is in their initial period of re-enrollment or a student in their initial period of enrollment in a subsequent program after completing or graduating from the previous program.
Financial Information
It is the goal of Vatterott College to assist every eligible student in procuring financial aid to enable the student to attend the institution. The institution participates in various federal and state financial assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment, but whose financial resources are inadequate to meet the full cost of their education. The primary responsibility for meeting the costs of education rests with the individual student and their families. Financial aid will be determined by a student’s need, eligibility factors, enrollment status, and fund source availability, regardless of sex, age, race, color, religion, creed or national origin. Need is defined as the difference between the cost of attendance for one academic year and the amount a student’s family can be reasonably expected to contribute to this cost of attendance for the same period.

Consumer Information
Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

Financial Student Aid Eligibility
In order to be eligible for financial aid, a student must:
- Complete and submit a Free Application for Federal Student Aid (FAFSA).
- Meet the Basis of Admissions for the institution and be enrolled as a regular student in an eligible program of study on at least a half-time basis (With the exception of Pell and FSEOG);
- Have a high school diploma, a General Education Development (GED) certificate, or meet other standards established by the state and approved by the U.S. Department of Education.
- Be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required.
- Demonstrate financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education.
- Maintain satisfactory academic progress.
- Provide required documentation for the verification process and determination of dependency status.
- Have a valid Social Security Number.
- Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs.
- Be registered for the Selective Service, if required.
- Not be in default or owe a repayment on a Federal Student Aid grant or loan.
- Not have been convicted under Federal or State law of possession or sale of illegal drugs while receiving Federal Student Aid.
- Provide the Office of Financial Aid any required documentation in cases of verification or resolving conflicting information or comment codes.
- Repay any financial aid received as a result of inaccurate information (Any person who intentionally misrepresents facts on the application violates federal law and may be subject to a $20,000 fine and/or imprisonment).
- Notify the Office of Financial Aid of changes in enrollment status or of additional resources received.

Students Chosen for Verification
Each year certain students are randomly chosen to provide documentation to verify that all information submitted on the FAFSA is correct. If a student is chosen for verification, all documents must be submitted to the Financial Aid Department no later than the fifth week of the first term for which the student is enrolled in the award year. Students who do not supply the needed documents within the five week time frame will be dismissed from the institution if alternative methods of payment are not resolved.

Application for Federal Student Aid
To apply for financial aid, a student must complete the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Student Financial Aid Department is available to assist students in the completion of this form and to answer any questions. Students may also complete this application online at www.fafsa.ed.gov and click “Fill out a FAFSA”. To fill out the FAFSA a student will need access to prior year tax information and possibly parental tax information if the student is under the age of 24 and unmarried with no dependents. If a student did not file taxes in the previous year, proof of earnings will be needed.

The FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce an Expected Family Contribution (EFC) which determines eligibility for all types of Federal Student Aid. Financial aid from federal programs is not guaranteed from one year to the next; therefore it is necessary for each student to reapply every year.

Need and Cost of Attendance
Once the FAFSA is completed, the information will be used in a formula established by Congress that calculates need and helps determine eligibility of available funds. When combined with other aid and resources, a student’s federal student aid package may not exceed the cost of attendance.

Satisfactory Academic Progress and the Receipt of Federal Financial Aid
Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a regular student of the institution. Satisfactory academic progress for purposes of continuing eligibility for federal financial assistance is determined by applying the cumulative grade point average (CGPA) requirements, progression towards completion requirements, maximum completion time restrictions, warning and probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the Academic Information section of this catalog.

Satisfactory academic progress is evaluated at the end of each term of enrollment. A student who fails to meet either the cumulative grade point average or rate of progress requirements for satisfactory academic progress will be placed on financial aid warning for one term and remain eligible for federal financial aid. If the student fails to meet the required standards by the end of the financial aid warning term, the student is not eligible to participate in the federal financial aid programs until satisfactory academic progress is regained after completing at least one additional term of enrollment. Eligibility for participation in the federal student aid programs will be reinstated when the student meets both the cumulative grade point average and rate of progress requirements.

Students who have been academically dismissed are no longer active students of the institution and are ineligible for federal student aid. Following dismissal, reinstatement of financial aid eligibility will occur only if a student’s appeal (see section below) is granted, or after re-admittance and meeting satisfactory academic progress after completion of at least one additional term of enrollment.

Satisfactory Academic Progress (SAP) and new terms associated with SAP
Due to recent changes in policies issued by the Department of Education, Vatterott Educational Centers has revised its Satisfactory Academic Progress policy. This revised policy will go into effect beginning July 1, 2011. This policy affects any student that has or will apply for financial aid.

Standards of Satisfactory Academic Progress
Federal regulations (CFR 668.32(f) and 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied specifically, and must include all periods of enrollment, regardless of whether or not aid was received. The student must meet the published SAP standards for all students in order to receive financial aid.
Students must meet both the published qualitative (cumulative GPA) standard and the pace (quantitative completion rate) standard to be eligible to be considered “meeting SAP.” In addition, a student may never receive Federal Student Aid if the 150% maximum timeframe component has been or will be exceeded.

Students who fail to meet SAP standards will automatically receive one additional period of “financial aid warning” to meet SAP and will be eligible to receive Federal Student Aid during that one additional period. Students who fail to meet SAP after the one period of “financial aid warning” will be ineligible to receive further Federal Student Aid unless an appeal is filed and granted, or until the student once again meets SAP after completing at least one term of enrollment for which non-Federal Student Aid was used in financing that period of enrollment.

Students enrolled in credit hour programs will have both components of SAP evaluated at the end of each term of enrollment. Students enrolled in clock hour programs will have both components of SAP evaluated by the end of each 450 scheduled clock hours, regardless of whether the student attended them or not.

**SAP Appeals for Financial Aid Eligibility**

SAP Appeals must include:

- Letter written by the student requesting the appeal and why
- Information on why the student failed to make SAP
- What has changed that will allow a student to make SAP after one additional term,
- Documentation of extenuating circumstances (extenuating circumstances, as defined by the Department of Education, include death of family member, injury or illness of student or immediate family member for which the student must assist in care, other equally serious extenuating circumstances)

Appeals should not be submitted and will not be considered unless the student is able to meet SAP after the next period of SAP evaluation. Appeals will be accepted no later than the following Friday after the term end date when the SAP determination was made.

**New SAP Terminology for Financial Aid Eligibility**

Beginning July 1, 2011, the Federal Regulations that apply to schools who are Title IV eligible have new language regarding Satisfactory Academic Progress (SAP). It is important for all students to understand the new terminology that schools are required to use. When viewing their transcript, students will see four new terms associated with SAP: Financial Aid (FA) Warning, Financial Aid (FA) Probation, Financial Aid (FA) Suspension.

**FA Warning** is defined as a status conferred automatically at the end of a term and without action by a student. This status will allow students to continue receiving Title IV aid for one additional payment period. At the end of that additional payment period, the student should be meeting SAP. If SAP has not been met at the end of that additional payment period, the student must appeal. This warning status exists that prevented him/her from meeting SAP.

If a student does not have a basis to appeal, or chooses not to appeal after not meeting SAP following a term of FA warning, the student will be dropped. An enrollment status of “drop” terminates a student’s enrollment, and the student may not continue in classes.

**FA Probation** is a status that is only available to students who have appealed and been granted an approved FA SAP appeal. FA probation status is only available for one term only, and students are eligible to receive Title IV funding during that one term of FA probation.

This financial aid terminology will be combined with academic terminology. When viewing transcripts students may see the following combinations:

**FA Warning-Academic Warning** (this is used for the first term after which a student has not met SAP)

**FA Probation-Academic Probation** (this is used for the term after a student has completed one term of FA warning-academic warning, did not yet meet SAP, has filed an appeal, and the student’s appeal was approved, allowing the student to be eligible to attend one additional term of enrollment and remain eligible for Federal Student Aid)

**FA Suspension-Academic Suspension** (this is used for the term after a student has completed one term of FA warning-academic warning, did not yet meet SAP, has filed an appeal, and the student’s appeal was not approved for Federal Student Aid funding; the student is, however, allowed to remain enrolled if using non-Federal funds to pay for educational costs)

It is important to note that an SAP appeal for FA will only be granted if:

- The student is statistically able to once again meet SAP at the end of one additional term
- The student has provided documentation for an extenuating circumstance that prohibited the student from meeting SAP
- All Vatterott paperwork required for the appeal is complete and has been submitted timely, including:
  1. An academic plan that specifies the plan and specific point in time for the student to meet SAP standards
  2. A letter by the student explaining why he/she failed to meet SAP and what has changed that would now allow him/her to meet SAP at the end of the next term

Once Title IV eligibility has been lost due to not meeting SAP, students may only regain Title IV eligibility by paying for his/her education using non Title IV funding for a minimum of at least one complete term and until SAP is once again met.

**Federal Pell Grant**

This grant program is considered gift aid and is designed to assist needy undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant by filling out a FAFSA. Eligibility is determined by a standard U.S. Department of Education formula that uses family size, income and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, the expected family contribution, and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**

The FSEOG is a grant program for undergraduate students with exceptional need. Recipients must also be eligible for a Federal Pell Grant. FSEOG is awarded to students with the greatest need. The federal government allocates FSEOG funds to participating institutions. This is a limited pool of funds, and the institution will determine to whom and how much it will award based on federal guidelines.

**Federal Stafford Student Loans**

Federal Stafford Loans are provided through the William D. Ford Federal Direct Loan (Direct Loan) Program. The federal government, through the U.S. Department of Education, is the lender. These loans must be repaid after a six month grace period following graduation, withdrawal from school, or entering a status of less than half time enrollment. These loans require a Master Promissory Note (MPN). These loans must be used to pay for direct and/or indirect educational expenses.

A subsidized loan is awarded on the basis of financial need. If a student is eligible for a subsidized loan, the government will pay (subsidize) the interest on the loan while the student remains in school, for the first six months after the student leaves school, and if the student qualifies to have payments deferred. Unlike a subsidized loan, an unsubsidized loan is not need-based. The student is responsible for the interest from the time the unsubsidized loan is disbursed until it is paid in full. The student may choose to pay the interest on a quarterly basis or allow it to accrue (accumulate) and be capitalized (that is, added to the principal amount of your loan). Capitalizing the interest will increase the amount the student must repay in the end.

**Federal Stafford Parent Loan for Undergraduate Students (PLUS)**

Parents may be eligible to borrow a PLUS Loan to help pay their child’s education expenses if the student is a dependent undergraduate enrolled at least half time in an eligible program at an eligible school. Parent(s) must have an acceptable credit history. This loan is not need-based. The interest rate for 2011-12 is a fixed 7.9%. Generally, the first payment is due within 60 days after the loan is fully disbursed. There is no grace period for these loans and, interest begins to accumulate at the time the first disbursement is made. Parents must begin repaying both principal and interest while the student is in school.
Private Loans
Students may apply to various lending institutions outside the school who offer loans to help cover the gap between the cost of education and the amount of federal student aid the student has been awarded. Interest rates and fees vary by program and may be determined by the applicant’s credit history. Students are encouraged to apply with a co-borrower to secure the best terms and loan approval.

Scholarships
Make-the-Grade Scholarship - Vatterott College offers the Make-the-Grade Scholarship to any high school graduate who enrolls at Vatterott College within one year of high school graduation. The Make-the-Grade scholarship is a tuition remission scholarship that allows the student a $25 tuition credit for every semester grade of A and $20 for every semester grade of B that he/she received in high school, with a limit of $1,000. Contact the Admissions Department for a scholarship application.

Vatterott College Presidential Scholarship - The Vatterott College Presidential Scholarship is a $100 tuition remission scholarship offered on a term-by-term basis to qualifying students in select programs. In order to be eligible for the scholarship, candidates must be enrolled in a qualifying program and meet the following criteria:
- Complete the term with 95% attendance of scheduled hours (including makeup hours) for the term.
- Have a cumulative GPA of at least a 2.0.
- Obtain a term GPA of at least a 2.0.
- Be enrolled as a full-time student.
- Be enrolled in a program of study participating in the scholarship.

Eligibility for the Presidential Scholarship is evaluated by the Program Director of the respective Program of Study. The Program Director evaluates students after each term based on the above criteria. The Director of Education notifies scholarship recipients by week 5 of the following term. As noted above, the Vatterott College Presidential Scholarship is not available to students in all programs of study.

For additional information on the Vatterott College Presidential Scholarship, please contact the Director of Education.

Vatterott Cosmetology Scholarship - The Cosmetology department at Vatterott College provides an institutional scholarship that cosmetology students may qualify for each term.

Scholarship Requirements
In order to qualify for the scholarship, candidates must meet all criteria below.
- Complete the term with 100% attendance of scheduled hours (including makeup hours) for the term.
- Cumulative GPA of at least a 2.0.
- Term GPA of at least a 2.0.
- Enrolled as a full-time student in the Cosmetology program.

Qualification for the scholarship is for the term most recently completed and may be one or more terms, based on the student’s completion of the program. The amount of the scholarship may vary by Campus Location. Scholarship recipients will be notified by the Director of Education of the amount of their award.

Other Financial Resources
There are other potential resources you should consider for financing your education. Scholarship aid is often available from high school organizations, church groups, and social, civic, and fraternal organizations with which you or your parents may be affiliated. Many companies provide scholarship aid for children of employees, while others provide tuition assistance to students who work for them part-time or full-time.

Veterans Educational Benefits — Vatterott College is approved for the training of veterans and veterans’ children in accordance with the rules and regulations administered by the United States Department of Veterans Affairs. Representatives of the Department of Veterans Affairs, the individual State Approving Agencies, and the Financial Aid Office, are available to advise you on eligibility for veterans’ educational benefits. Be sure to contact the financial aid office regarding filing of proper forms to plan your benefits well in advance of the start date for the class in which you desire to enroll.

The Department of Veterans Affairs may pay monthly educational allowances to qualified students to help defray the cost of tuition and living expenses. For further information, contact the Department of Veterans Affairs, the State Approving Agency, or a financial aid officer at Vatterott College. PLEASE NOTE: STUDENTS ARE RESPONSIBLE FOR THEIR TUITION PAYMENTS, NOT THE DEPARTMENT OF VETERANS AFFAIRS.

NOTE: All Vatterott College locations may not be eligible for Veterans Educational Benefits by the Department of Veterans Affairs. Please check with the institution Director for the State Approving Agency representative in your area.

Government Sponsored Programs — Vatterott College accepts qualified students eligible to participate in various state-administered programs. Contact the Institution Director for details.

Veterans Yellow Ribbon Program — Vatterott College accepts all qualified veterans and their qualified dependent children in this program. Not all campuses may be approved to offer said program so a student should check with the Certifying Official within the campus Financial Aid Office.

Company Tuition Reimbursement — Vatterott College may be approved as a training facility in your area. It is recommended that you check with the Human Resources office of your particular employer for reimbursement policies.

Entrance and Exit Interview/Loan Counseling
The Department of Education requires that any student receiving a Federal Stafford Loan be notified concerning their loans. The institution requires counseling upon entrance and upon exiting the institution. Each student is counseled regarding loan indebtedness and each student must participate in an entrance counseling regarding the loans to make sure the student understands the amount borrowed and the student’s rights and responsibilities regarding repayment.

Students must report to the Financial Aid Office prior to withdrawal, graduation, or advance knowledge that they will drop below half time enrollment status for loan exit counseling. The purpose of this session is to inform the student of their tentative total loans received while in attendance at the institution, refunds that may be made, and to provide the student with an estimated payment amount. Debt management strategies as well as how students can access loan information are provided to the student during exit counseling. Information is also provided on repayment plans and options, loan forgiveness, forbearance, cancellation, the consequences of default, potential tax benefits, NSLDS access, and how to contact the FSA Ombudsman are also discussed. If the student is unable to meet with the Financial Aid Office, an exit interview will be mailed which includes instructions on how to access loan information through Interactive electronic means.

Refund Policy
After the last day of the add/drop period for each term, as defined in the school catalog, no refunds or adjustments will be made to tuition for students withdrawing from individual classes but otherwise still enrolled. Refunds are made for STUDENTS who withdraw or are withdrawn from the COLLEGE prior to the completion of their program. Refunds will be based on the current tuition charge incurred by the STUDENT at the time of withdrawal, not the amount the STUDENT has actually paid. Tuition and fees attributable to any future periods of enrollment that have not yet been charged will not be assessed. Any books, equipment, and/or uniforms that have been issued are nonrefundable. If a STUDENT withdraws from the COLLEGE, he/she must complete a STUDENT withdrawal form with the Registrar or Director of Education. Refunds will be calculated according to the following formula.

\[ \text{Refund} = \text{Amount of tuition and fees assessed the STUDENT by the COLLEGE} \times \frac{\text{Terms remaining}}{\text{Terms in program}} \]

Refund to STUDENTS attending the COLLEGE for the first time (first academic term):

The COLLEGE shall refund uneearned tuition, fees, room and board, and other charges as set forth in state or federal regulations, if applicable. In the absence of state or federal regulations, the COLLEGE shall make a pro rata refund of tuition, fees and other charges as defined below.

1. A pro rata refund is a refund of not less than their portion of the tuition, fees and other charges assessed the STUDENT by the COLLEGE.
The withdrawal date is used to determine when the student is no longer enrolled at the College and is defined as:

- The date the student began the official withdrawal process, either by submitting an official withdrawal form to the Registrar or Director of Education or by verbally communicating the student’s intent to the Registrar or Director of Education, and ceasing to attend classes or other institution activities. A student who submits a completed official withdrawal form or verbally communicates his/her intent but who continues to attend classes or other institution activities will not be considered to have officially withdrawn from the institution; or

- The date the student exceeds the attendance policy; or
- The date the student does not return from an official LOA; or
- The date the student fails to meet the Satisfactory Academic Progress policy; or
- The date a student is determined to have violated any other applicable institutional policy or federal regulation that results in withdrawal.

Students may obtain a copy of the official withdrawal form from the Registrar or the Director of Education.

Students who choose to withdraw or are withdrawn from the College may be required to sit out a minimum of 10 weeks before being allowed to re-enroll. Documentation of changes in personal circumstances that resulted in withdrawal must be presented for re-enrollment.

Last Day of Attendance

A student’s last day of attendance will be the last recorded day the student attended an on-ground class, or for those students taking online classes, the last day the student attended class as defined under the Online Student Attendance Guidelines.

Funding Agency Return of Funds Policies

Information regarding third party funding agency return of funds policies (e.g., Title IV, Veterans Administration, WIA) may be obtained from the College’s Financial Aid Office.

Withdrawal Date/Policy

The withdrawal date is used to determine when the student is no longer enrolled at the College, and it is defined as:

- The date the student began the official withdrawal process, either by submitting an official withdrawal form to the Registrar or Director of Education or by verbally communicating the student’s intent to the Registrar or Director of Education, and ceasing to attend classes or other institution activities. A student who submits a completed official withdrawal form or verbally communicates his/her intent but who continues to attend classes or other institution activities will not be considered to have officially withdrawn from the institution; or
Academic Information

Grading Systems

Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit hour value of the course. For example, a 4.0 credit course with a grade of B would earn 12.0 quality points (credit value of course (4) times quality point value of B (3)). The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total attempted credits.

<table>
<thead>
<tr>
<th>Quarter Credit Hour Programs</th>
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<tbody>
<tr>
<td>Letter Grade</td>
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<tr>
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</tr>
<tr>
<td>A</td>
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<th>Clock Hour Programs</th>
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<tr>
<td>Letter Grade</td>
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<td>TC</td>
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<tr>
<td>TO</td>
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<td>AU</td>
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</tbody>
</table>

Application of Grades and Credits

The charts above describe the impact of each grade on a student’s academic progress. For calculating rate of progress for students enrolled in quarter credit hour programs; grades of F (failure), WF (withdrawal/failure) and I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. For calculating rate of progress for students enrolled in clock hour programs; grades I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. Grades of W (Withdrawn), WF (withdrawal/failure) and F (failure) are counted as hours attempted and earned.

A grade of W will not be awarded after the student has completed the add/drop period of the term unless they are granted a Leave of Absence during the term. Withdrawal after the add/drop period of the term will result in the student receiving a grade of WF.

The student must repeat any required course in which a grade of F, W or WF is received. Students will only be allowed to repeat courses in which they received a grade of D or below.

The charts above describe the impact of each grade on a student’s academic progress. For calculating rate of progress for students enrolled in quarter credit hour programs; grades of F (failure), WF (withdrawal/failure) and I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. For calculating rate of progress for students enrolled in clock hour programs; grades I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. Grades of W (Withdrawn), WF (withdrawal/failure) and F (failure) are counted as hours attempted and earned.

The student must repeat any required course in which a grade of F, W or WF is received. Students will only be allowed to repeat courses in which they received a grade of D or below.

In the case of D or F, the better of the two grades is calculated into the CGPA. The lower grade will include a double asterisk “***” indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations.

TC and TO credits are included in the maximum time in which to complete and the rate of progress calculations but are not counted in the CGPA calculation.

To receive an incomplete “I”, the student must petition, by the last week of the term, for an extension to complete the required course work. The student must be satisfactorily passing the course at the time of petition. Incomplete grades that are not completed within fourteen calendar days after the end of the term will be converted to a grade of F and will affect the students CGPA.

Academic Advisement

Students are provided the opportunity to review their academic progress at any time in the Registrar’s office. In addition, students are trained during the initial quarter (phase) to access the student’s online portal which provides constant updates as grades are earned.

Students not making Satisfactory Academic Progress are advised in writing and given an academic plan to reach Satisfactory Academic Progress.

Grading Policy

The course grade earned by a student and assigned by the instructor will be based on an evaluation of the student’s mastery of the objectives of the course. The instructors’ grading policy will be published in the course syllabus and approved by the Director of Education or designee in advance of the first day of class. A student is responsible for all work missed during an absence and must contact the faculty member for allowed make-up work.

Grade Point Averages

A student’s grade point average (GPA) is computed by dividing the total number of quality points earned by the total number of credits/clock hours for which grades were awarded. The grade points are calculated by multiplying the quality points for the grade earned for each course by the number of credit/clock hours associated with the course. The term grade point average applies to work in a given term. A student’s overall academic average is stated in a cumulative grade point average (CGPA), which is based on all grades and credits/clock hours earned in the declared program of study to date.

Grade reports are available to students at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus.

Both the term GPA and CGPA only include courses that are required for graduation in the student’s current program of study and exclude developmental courses and any other courses considered to be ineligible by licensing, state, or provincial authorities. CGPAs help determine whether a student is meeting the standards of academic progress, eligibility for graduation and academic honors. The GPA may range from 0.00 through 4.0.

Failing Grade

A student who receives a failing grade (F) in a required course must repeat the course and receive a passing grade or receive transfer credit for the course in order to graduate. A course for which an “F” is awarded is included in the term GPA and CGPA. When the student repeats the course with a passing grade or receives transfer credit, the CGPA will be adjusted accordingly. The failure grade will remain on the transcript.
Incomplete Grade
An incomplete grade “I” signifies that not all the required coursework was completed during the term of enrollment. The “I” grade is not calculated into the term GPA or CGPA at the time it is awarded.

Instructors submitting “I” grades must receive approval from the Director of Education or designee and documentation of the “I” grade must be placed in the student’s academic file. For students not enrolled in an externship or other formal experiential learning activity, all required coursework must be completed and submitted within two weeks after the end of the term.

For students enrolled in an externship or other formal experiential learning activity, please refer to the “externship or other formal experiential learning activities” section of the catalog. If course requirements are not satisfied by the deadline, the “I” is converted to an “F.” An “I” grade may be assigned only when all of the following conditions are met:

- The student has been making satisfactory progress in the course, as determined by the instructor;
- The student is unable to complete some coursework because of unusual circumstances that are deemed acceptable by the instructor;
- The student presents these reasons in writing, with any required documentation prior to the last day of the term.

Distance Education Courses
Students have the option to take select courses via distance education through Vatterott College Sunset Hills, provided the total number of distance education courses taken in this manner does not exceed 50% of the student’s program.

Conversely, students enrolled in an online program at Vatterott College Sunset Hills have the option to take select courses on-ground at several Vatterott College campuses, provided the total number of on-ground courses taken in this manner does not exceed 50% of the student’s on-line program.

Under certain circumstances, General Education courses also may be taught via distance education by Vatterott College Sunset Hills. Students should consult with the Director of Education, Registrar, or Campus Director regarding distance learning opportunities.

Directed Studies Course Work
Under certain circumstances some courses may be taught as an independent study course. Students will be required to complete all learning objectives, assignments and exams as outlined on the course syllabus and lesson plans. The student will meet with the assigned instructor at scheduled times throughout the course.

Audit Grade
A student must declare the intention to audit a course during the add/drop period as specified in the institution catalog. Tuition is charged for audited courses; however, this tuition is non-refundable. Evaluation of work and class participation is optional, but class attendance is required. A student must inform the faculty member of the audit status. The designator “AU” is placed on the student’s transcript regardless of whether or not the student completed the course.

Withdrawal Grade
A student enrolled in courses after the add/drop deadline who wishes to withdraw must apply through the Director of Education or designee. If the withdrawal occurs within the add/drop period as stated in the Application of Grades and Credits, the course remains on the transcript and is designated with a “W”. A course withdrawal after the add/drop period receives a designator of “WF”.

Transfer Credit
Vatterott College will evaluate the student’s previous education, training and work experience to determine if any subjects or training activities in the student’s program may be waived and thereby reduce the amount of training or education required for the student to reach the educational objective. Credits earned at a postsecondary accredited institution may be accepted on the basis of a valid transcript provided by the student. Only grades of “C” 2.0 GPA or higher will be eligible for transfer. Credit will be awarded where appropriate. Vatterott College will notify the student and appropriate agencies (i.e., Veterans Administration, Voc. Rehab, etc.) upon completion of evaluation and determination of outcome.

Transfer credits must be earned in courses that are similar in nature to the course offered by Vatterott College. Technical course credits from institutions other than Vatterott College that were earned more than five (5) years prior to the current enrollment will not be considered for transfer.

For active duty service members and their adult family members (spouse and college age children) as well as Reserve and National Guardsmen on active duty – Vatterott College will limit academic residency to 25% or less of the degree requirement for all degrees.

In addition, there are no “final year” or “final semester” residency requirements for active-duty service members and their family members. Academic residency can be completed at any time while active-duty service members and their family members are enrolled. Reserve and National Guardsmen on active-duty are covered in the same manner.

For all other Vatterott College students – A minimum of 50% of the required program credits must be completed at Vatterott College.

It is the responsibility of the student to request an official transcript be mailed to Vatterott College in order for transfer credit to be considered. Any fees associated with transcript requests are the responsibility of the student. All transfer of credit requests must be evaluated and approved within the first week of training. Any credit or advanced placement transferred in that reduces the length of the program will reduce the cost of the total program. The amount of credit will be based on the current tuition and fee schedule at the time of transfer. Transfer credits will appear as a TC on the student’s transcript. Decisions concerning the acceptance of credits by an institution other than the granting institution are made at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability of any credits to any institution.

Courses considered developmental in nature at another institution are not transferable for credit at Vatterott College.

Prospective students may request transfer credit for developmental courses offered at Vatterott College by providing an official transcript to the campus registrar within the first 2 weeks of the student’s enrollment program start date.

Courses similar in nature and at or above 100-level will be evaluated by the Director of Education to determine course transfer eligibility.

Military Training and Experience
Military Service School Experience — Academic credit for military service school experiences will be accepted based on the recommendations prepared by the American Council on Education (ACE) and published in the “Guide to the Evaluation of Educational Experiences in the Armed Services”.

Military Occupational Specialties (MOS) — Academic credit for military occupational specialties will be accepted based on the recommendations prepared by the American Council on Education (ACE) and published in the “Guide to the Evaluation of Educational Experiences in the Armed Services”.

Credit for military training and experience can only be transferred if it is applicable to the students’ degree program requirements at Vatterott College.

Internal Proficiency Credit Test Out
Students are responsible for requesting proficiency examinations. Such a request should be granted if an examination is available and is not transferable. The Director of Education or designee has reason to believe the student’s experience or training warrants such an evaluation. The Director of Education is responsible for developing local proficiency examinations, for examination procedures that ensure the integrity of the examination process. The student shows competency by satisfactorily (minimum of 70%) completing the institution-developed proficiency test. The testing fee is $100.00 per term and is non-refundable.

A student who receives proficiency credit for test out course or courses is awarded a grade of “TO”. The course is noted on the transcript with a grade of “TO” and is included in the maximum time in which to complete the course and the rate of progress calculations but is not counted in the CGPA calculation.

Proficiency examination requests will not be honored for students in the following categories:

- Student is currently enrolled in the course beyond the add/drop deadline, which is defined as the first two weeks of the program enrollment;
- Student was previously enrolled in the course for which the exam is being requested; and

Military Training and Experience
Military Service School Experience — Academic credit for military service school experiences will be accepted based on the recommendations prepared by the American Council on Education (ACE) and published in the “Guide to the Evaluation of Educational Experiences in the Armed Services”.

Military Occupational Specialties (MOS) — Academic credit for military occupational specialties will be accepted based on the recommendations prepared by the American Council on Education (ACE) and published in the “Guide to the Evaluation of Educational Experiences in the Armed Services”.

Credit for military training and experience can only be transferred if it is applicable to the students’ degree program requirements at Vatterott College.
Effective 10-20 13. Vatterott College Spring Valley

Student previously failed the proficiency exam for that course. Any student requesting a proficiency exam, who does not have credit for the prerequisite course, must obtain approval from the Director of Education or designee. If the proficiency credit is granted, the student must still earn credit for the prerequisite course through proficiency credit, transfer credit or successful completion of the course. All tests and supporting documentation must be retained in the student’s academic file.

External Proficiency Credit

Proficiency credit for certain undergraduate courses may be granted to students who achieve acceptable scores on specific nationally recognized examinations such as College Level Examination Program (CLEP), Advanced Placement (AP), and Defense Activity for Non-Traditional Education Support (DANTES) program. The American Council on Education (ACE) recommendations should be used when awarding CLEP or DANTES credit. Credit for AP coursework is based solely upon the student’s performance on the national examination administered by the College Board and not upon the student’s performance in the AP course. A score of three (3) or better on the examination is required for AP credit acceptance.

Professional Training/Certification Credit

Proficiency credit for certain courses may be granted to students who hold current specific industry-recognized professional certification. Such certifications may be reviewed by the Director of Education or designee for proficiency credit. Where available, the ACE College Credit Recommendation Service should be used to assess such certifications or training. Evaluations and supporting documentation should be retained in the student’s academic file.

Standards of Satisfactory Academic Progress

All students must meet the standards of the satisfactory academic progress policy in order to remain enrolled. Additionally, these standards of satisfactory academic progress must be maintained in order to remain eligible for federal financial assistance. Satisfactory academic progress is determined by measuring the student’s cumulative grade point average (CGPA) and the student’s rate of progress toward completion of the academic program. Students must meet the standards of both components (CGPA and completion rate) to remain eligible. These are outlined below.

Application of Grades and Credits for Satisfactory Academic Progress

For calculating rate of progress for students enrolled in credit hour programs, a grade of W (Withdrawn) will be counted as hours attempted. For calculating rate of progress for students enrolled in clock hour programs, a grade of W (Withdrawn) will be counted as hours attempted and earned. This grade is awarded when a student withdraws from a course within the add/drop period of a term or when a student is granted a Leave of Absence. Please refer to the Leave of Absence Policy for further information regarding Leave of Absences.

Rate of Progress towards Completion Requirements

In addition to the CGPA requirements, a student must successfully complete a minimum percentage of the cumulative credits or clock hours attempted at specific points in the program to maintain satisfactory academic progress. These rates of progress are outlined along with the CGPA requirements in the tables below. Credits or clock hours attempted are defined as those credits or clock hours for which students are enrolled in the term and have incurred a financial obligation. As with the CGPA requirements, the rate of progress will be reviewed at the end of each term after grades have been posted to determine if the student is progressing satisfactorily.

For clock hour programs, logged hours of attendance in a course will be considered earned unless otherwise noted by the faculty member. Attempted hours are based on the expectation that a student is scheduled for 30 hours of class time each week for 10 weeks (night students) or 25 hours of class time each week, for 10 weeks (night students). Rate of Progress for Satisfactory Academic Progress is calculated by dividing earned hours by attempted hours. For clock hour students who withdraw during the middle of a term, the attempted hours for that term will be prorated based on 30 scheduled hours per week for day students and 25 scheduled hours per week for night students up to and including the last day of attendance. The earned hours for that term will be the logged hours of attendance up to and including the last day of attendance.

Certificate/Diploma Program Quarter Credits

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<thead>
<tr>
<th>Quarter Credits</th>
<th>Minimum CGPA Required</th>
<th>Minimum Rate of Progress</th>
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</thead>
<tbody>
<tr>
<td>0-15</td>
<td>1.0</td>
<td>33%</td>
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<tr>
<td>16-30</td>
<td>1.5</td>
<td>50%</td>
</tr>
<tr>
<td>≥31 credits - graduation or maximum allowable credits reached</td>
<td>2.0</td>
<td>66.67%</td>
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</table>

Associate Degree Program Quarter Credits

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<tr>
<th>Quarter Credits</th>
<th>Minimum CGPA Required</th>
<th>Minimum Rate of Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-15</td>
<td>1.0</td>
<td>33%</td>
</tr>
<tr>
<td>16-45</td>
<td>1.5</td>
<td>50%</td>
</tr>
<tr>
<td>≥46 credits - graduation or maximum allowable credits reached</td>
<td>2.0</td>
<td>66.67%</td>
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Cosmetology Program Clock Hours

<table>
<thead>
<tr>
<th>Clock Hours</th>
<th>Minimum CGPA Required</th>
<th>Minimum Rate of Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-300</td>
<td>1.0</td>
<td>33%</td>
</tr>
<tr>
<td>301-900</td>
<td>1.5</td>
<td>50%</td>
</tr>
<tr>
<td>901 clock hours - graduation or maximum allowable clock hours reached</td>
<td>2.0</td>
<td>66.67%</td>
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Maximum Time in Which to Complete

A student is not allowed to attempt more than 1.5 times, or 150% of the number of credits or clock hours in their program of study. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will complete their programs within the maximum time frame. The maximum allowable attempted credits are noted below.

Program Maximum Allowable Attempted Credits

Diploma

Dental Assistant – 98.25 QCH
Heating, Air Conditioning and Refrigeration Mechanic – 108 QCH
Medical Assistant with Occupational Focus – 62.25 QCH
Personal Fitness Trainer – 75 QCH
Cosmetology – 3.150 Clock Hours

Associate of Occupational Studies (AOS Degree)

Business Management – 135 QCH
Heating, Air Conditioning and Refrigeration Technology – 162 QCH
Pharmacy Technician – 165.75 QCH

Associate of Applied Science

Advanced Medical Assistant – 148.5 QCH
Alcohol Drug Abuse Counselor – 158.25 QCH
Veterinary Technician – 208.5 QCH
How Transfer Credits or Change of Program Affect Satisfactory Academic Progress (SAP)

Credit that has been transferred into the institution by the student has no effect on the grade point average requirement for the SAP. Transfer credit is considered when computing the rate of progress towards completion calculation in the SAP and the maximum timeframe allowed for a program of study. For example, a student transfers from institution A to institution B. The student is able to transfer 30 credits earned at institution A into a program at institution B. The program requires 180 credits to graduate. Thus, the maximum time frame for this student’s new program at institution B will be one and half times (1.50x) 180 = 270 credits. The 30 transfer hours will be added to the attempted and earned hours when the rate of progress and maximum time frame are being calculated.

When a student elects to change a program at Vatterott College (this does not include moving from a diploma to an Associate’s degree in the same program), the student’s earned credits and grades will be transferred into the new program as applicable, including transfer credit.

Credits earned at the institution in the original program of study will be used when computing grade point average, rate of progress and maximum time frame.

Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average, but will be considered as credits attempted and earned in the rate of progress and maximum time frame calculation.

For example, a student transfers from program A to program B, the student is able to transfer 30 external credits and 10 credits earned in program A into program B. Program B requires 180 credits to graduate. Thus, the maximum time frame for this student’s new program will be one and half times (1.50x) 180 = 270 credits. The 30 external transfer hours will be added to the attempted and earned hours when the rate of progress and maximum time frame are being calculated and the 10 credits earned in program A will be included in the grade point average, rate of progress and the maximum time frame calculations.

Students who are dismissed for not meeting SAP may not transfer programs and immediately regain eligibility for Federal Student Aid. Eligibility is only regained after the student met the requirements specified at the end of each term in the new program and once again meeting the requirements of SAP at the end of at least one completed term of enrolment in the new program.

Academic Probation

At the end of each term after grades have been posted, each student’s CGPA and rate of progress are reviewed to determine whether the student is meeting the satisfactory academic progress requirements.

Students will be placed on FA Warning - Academic Warning the first term after the CGPA or the rate of progress falls below the values specified in the CGPA and Rate of Progress Towards Completion requirements sections of this catalog. Students will meet with academic staff and an academic plan will be developed indicating what must be accomplished to meet SAP in the ensuing term. Students who are not able to meet the SAP requirements at the end of the ensuing term, and who wish to continue their education may complete a SAP Appeal in accordance with the SAP Appeal guidelines as stated in this policy. A student placed on FA Warning-Academic Warning may receive Title IV funding. At the end of the FA Warning - Academic Warning term in which the student is enrolled, the student will be returned to regular status if he/she meets or exceeds the minimum standards.

If the student fails to meet the minimum CGPA or rate of progress requirements at the end of the FA Warning - Academic Warning term, the student will be dismissed (dropped) from the institution, unless he or she successfully appeals and is placed on FA Probation - Academic Probation. Students who have submitted a SAP Appeal will be placed on a Financial Aid Hold until the appeal has been reviewed. A Student with a pending SAP Appeal, and currently on Financial Aid Hold, is approved to observe class as an inactive student for the first week of the term or until the appeal has been reviewed.

Students facing dismissal for failing to make Satisfactory Academic Progress may appeal their dismissal in writing to the Director of Education. An appeal should explain why the student failed to make satisfactory progress and what has changed in his or her situation that will allow the student to make satisfactory progress at the next evaluation. The institution may grant an appeal and place a student on FA Probation - Academic Probation if the institution determines [1] that the student should be able to meet SAP standards after the subsequent term or [2] that the student should be able to meet SAP standards by a specific point in time if he or she follows an academic plan developed by the institution.

A student on FA Probation - Academic Probation may not receive Title IV funding for the subsequent payment period unless the student [1] makes SAP by the conclusion of the probationary period or [2] for students with an academic plan developed by the institution, the institution determines that the student met the requirements specified at the end of each term in the academic plan.

In the case that a student is not allowed a period of Financial Aid probation from the Financial Aid office, but has been making progress and the appeal is approved by the Academics department, the student will be placed on FA Suspension - Academic Appeal. Students placed on FA Suspension - Academic Appeal will not be eligible to receive Title IV funding, but may be able to continue in school if other payment arrangements are procured.

If at any point it is determined that it is mathematically impossible for the student to meet the minimum SAP requirements, the student will be dismissed from the Institution. The Institution also reserves the right to place students on or remove them from academic monitoring based on their academic performance, notwithstanding these published standards.

Notification of academic dismissal will be in writing. The Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons.

As a dismissed student, a tuition refund may be due in accordance with the institution’s stated refund policy.

Students not meeting the SAP requirements must participate in academic advising as deemed necessary by the institution as a condition of their academic monitoring. Students who fail to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

Students who do not have an approved appeal and are dismissed for not meeting SAP may regain eligibility for Federal Student Aid only after completing at least one additional term and once again meeting the requirements of SAP.

Notification of academic dismissal will be in writing. The Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons.

As a dismissed student, a tuition refund may be due in accordance with the institution’s stated refund policy.

Students not meeting the SAP requirements must participate in academic advising as deemed necessary by the institution as a condition of their academic monitoring. Students who fail to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

Students who are dismissed for not meeting SAP may regain eligibility for Federal Student Aid only after completing at least one additional term and once again meeting the requirements of SAP or upon successful appeal.

Satisfactory Academic Progress (SAP) Appeal for Reinstatement

All SAP appeals must include:

1. Official SAP Appeal form prepared by the Director of Education
2. A letter of appeal prepared by the student stating the reasons for past issues and what has changed to prevent further issues in SAP;
3. An attached academic plan that would state what the student needs to do specifically to meet SAP within the next term/s; this form must be signed by the student showing the student is aware of the work required to once again meet SAP
4. An unofficial transcript with final grades for the most recently completed term.
5. Attached documentation relating to the extenuating circumstance/s

All appeal documents must be submitted to the Director of Education at the campus. To attempt to continue enrollment in the subsequent term, the SAP Appeal must be received within ten days of the end of the previous term. The campus Director of Education will forward the appeal packet to the Academic Dean who will review it for academic approval. The Academic Dean will forward the appeal to the Vice President of Financial Aid who will review it for approval to continue receiving Federal Student Aid.
Academic Honors

A graduate who has a minimum cumulative grade point average (CGPA) of 3.30 is eligible for one of the following recognitions:

President’s List: 4.0 Cumulative GPA
Dean’s List: 3.0 – 3.9 Cumulative GPA

Externships or Other Formal Experiential Learning Activities

All externships and other formal experiential learning activities will be registered in the student system. Attendance or participation is to be tracked and posted at least once a week and final grades will be recorded at the end of the enrollment period. Students who are unable to complete their externship or other formal experiential learning activity by the end of the term of enrollment will be granted an Incomplete Grade “I” for up to 10 additional weeks to complete their remaining requirements. The student will not be charged any additional tuition for the externship or other formal experiential learning activity. Once the student completes all of the requirements for the externship or other formal experiential learning activity within the additional 10 week period, the Incomplete Grade “I” will be changed to the appropriate letter grade.

For externships or other experiential learning activities that occur at the end of the student’s curriculum and that are required for graduation, the graduation date will coincide with the last day of the term in which the student completes all program requirements, unless the student completes such requirements during the add/drop period, in which case the graduation date may be back dated to the last date of the previous term.

Only externship hours that are submitted before the student drops or takes a Leave of Absence will be counted as hours towards completion of the externship. A student who receives an “F” for failing to perform essential duties at the site may be re-enrolled in the externship or experiential learning activity course for the subsequent term, if a student chooses to re-enroll, hours completed and submitted in the previous term will not be counted toward the completion of the externship and other formal experiential learning activity.

Leave of Absence Policy

The institution permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 calendar days during any 12-month period and as long as there are documented, legitimate extenuating circumstances that require the student to interrupt their education.

Extemating circumstances include but are not limited to: Medical (including pregnancy), Extenuating circumstances that require the student to interrupt their education.

Students who are on an approved LOA will receive no disbursements of federal funds during their LOA. Students who are on an approved LOA will receive no disbursements of federal funds during their LOA.

Appeal to Grade Challenge, Course Work, and Satisfactory Academic Progress Determination

A student who has been identified as not meeting satisfactory academic progress or who has been academically dismissed may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Academic Review Committee (consisting of Campus Director, Director of Education, and Program Director). To request to continue enrollment in the subsequent term, the SAP Appeal must be submitted within ten days of receiving notification of his/her SAP status or request to file a SAP appeal.

Re-entering students are eligible to appeal for re-installment into the program at a future start date after the ten day period. Refer to the Satisfactory Academic Progress Appeal for Reinstatement section of the catalog for appeal procedures and requirements, including requirements for students seeking to re-enter into the program.

The student should explain what type of circumstances contributed to the academic problem and what plans the student has made to eliminate those potential problems in the future. The decision of the Committee is final and may not be further appealed.

Students have the right to appeal a final course grade by submitting their appeal in writing within 10 business days of the end of the course. For details on submitting an appeal, students should speak with the Director of Education.

Reinstatement

A student who has been dismissed for any reason other than disciplinary or academic dismissal may apply for reinstatement to the institution by submitting all application materials along with a written request to the Director of Education. The request should be in the form of a typed letter explaining the reasons why the student should be readmitted. A student may be required to wait at least one grading period before they are eligible for reinstatement and financial aid. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student’s commitment to complete the program.

Dismissed students who are readmitted will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate, and will be eligible for federal financial aid.

Graduation Requirements

In order to graduate, a student must have earned a minimum of a 2.0 CGPA, must have successfully completed all required credits within the maximum credits that may be attempted and must have completed the exit interview process. Students must also be current on all financial obligations in order to receive final transcripts.

Completers

A completer is a student who is no longer enrolled in the institution and who has either completed the time allowed or attempted the maximum allowable number of credits for the program of study but did not accomplish one of the following graduation requirements:

1. Achieve a minimum GPA of 2.0; or
2. Complete required competencies and/or Externship; or
3. Satisfy non-academic requirements (e.g., outstanding financial obligations)

Completers are not eligible to receive Federal Financial Aid.
Leave of Absence Due to Military Obligations

When a service member of the Armed Forces is called to active duty, the student must provide proof of active duty orders. When the student is called to active duty during the term, the institution will:

- Excuse tuition and fees for the term.
- Refund any payments received for the term to the proper source.
- Expunge the student’s record of registration for the term so that the student is not penalized academically.

Re-Admission Following a Leave of Absence

Upon return from leave, a clock-hour student will be required to re-enroll in the courses from which he/she left upon entering the LOA and receive final grades for the courses. Or if the term was completed before an LOA was granted, both clock-hour and credit-hour students will be expected to reenroll in next offered courses in normal sequence of the educational program. The student will not be charged any fee for the repeat of courses from which the student took leave or for reenrollment from the leave. A student whose tuition and fees were reversed due to military obligations, will charged for tuition and fees as applicable to the reentry term.

The date a student returns to class is normally scheduled for the beginning of the term.

Failure to Return from a Leave of Absence

A student who fails to return from a LOA on or before the date indicated in the written request will be terminated from the program, withdrawn from the institution, and the institution will invoke the cancellation/refund policy. As required by federal statute and regulations, the student’s last date of attendance prior to the return from approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under federal, state or institutional policy. The withdrawal date will be the date the student was required to return and did not.

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

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

Effects of Leave of Absence on Satisfactory Academic Progress

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

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

Unit of Credit, Clock/Credit Hour Conversion

The quarter credit hour is the unit of academic measurement used by Vatterott College. A quarter credit hour equals 30 units accumulated over a ten-week period of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit

One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student’s achieved competency relative to the required subject matter objectives = 0.5 unit

Make-Up Work

Vatterott College is committed to caring for its students. Our policy on graduation clearly spells out the criteria for graduation. Strict enforcement of these requirements is the norm, but since we are committed to the individual needs of our students, there are exceptions. Vatterott may allow the student, at the discretion and supervision of the Director of Education, to perform independent student projects, to make up missed days, or to make up work.

The make-up work policy is defined as follows:

Make-up work shall:

- Be supervised by an instructor approved for the subject being made up.
- Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session.
- Be completed within two weeks of the end of the grading period during which the absence occurred.
- Be documented by the school as being completed, recording the date, time, duration of the make-up session, including the name of the supervising instructor; and
- Be signed and dated by the student to acknowledge the make-up session.

The guiding principle will be the academic progress of the student. If a student can make up his work, then the student will remain academically sound and maintain satisfactory progress. The Director of Education has the responsibility to determine the outcome of these exceptional situations.

NOTE: Independent study projects are not applicable for students enrolled in clock hour programs.

Attendance Policy

Class attendance, preparation, and participation are integral components to a student’s academic success. Students are strongly encouraged to attend every class session and to spend an appropriate amount of time outside of class reviewing and preparing for each class session. Failure to attend class may result in reduced participation, comprehension, and/or involvement with group projects, which may have an impact upon a student’s overall course performance.

In the instance that a student is absent from all classes for two consecutive weeks (14 calendar days), on the 14th day following the student’s last date of attendance the institution will make a determination as to whether the student intends to return to classes or to withdraw. At that time, in the absence of any communication from the student indicating that the student intends to return to classes, the institution will determine that the student intends to withdraw and initiate the administrative withdrawal process.

In the instance that a student is absent from an individual class for two consecutive weeks (14 calendar days), on the 14th day following the student’s last date of attendance, institutional staff will review and document the student’s return to class and authorize the discontinuation of the pending administrative withdrawal.

If a student returns to class prior to the completion of the administrative withdrawal process, which shall be completed no later than the 25th calendar day following the student’s last date of attendance, institutional staff will review and document the student’s return to class and authorize the discontinuation of the pending administrative withdrawal.

The student is not penalized academically. Students retuming from a leave of absence are not guaranteed that the education program will be available at the time of reentry;

the phase/course required to maintain the normal progress in their individual class and initiate the administrative withdrawal process with respect to that class.

If a student returns to class prior to the completion of the administrative withdrawal process, which shall be completed no later than the 25th calendar day following the student’s last date of attendance, institutional staff will review and document the student’s return to class and authorize the discontinuation of the pending administrative withdrawal.

If a student is experiencing a mitigating circumstance and requests that the school permit him or her to return to school subsequent to the 25th calendar day following the student’s last date of attendance, institutional staff will review and document the request and may grant an exception to hold the student up to the stated return date. Failure to return on the stated date will result in immediate withdrawal from the program.

A student in a Quarter Credit hour program may be placed on attendance warning if absences exceed 30% of the total scheduled hours for a term/phase of enrollment. Students who withdraw or are removed from a course for failure to attend will receive a grade of W or WF; grades of WF count toward the time to completion (quantitative component) when evaluating a student’s satisfactory academic progress, but will not affect the student’s cumulative grade point average (qualitative component).

Any initial enrollment student who fails to attend 50% of the scheduled clock hours or QCH classes in the first two weeks of their initial term of enrollment
may have their enrollment cancelled by the institution. Students can appeal their enrollment cancellation in writing to the Director of Education. Students who fail to record attendance for a course during the add/drop period may be withdrawn from the course and issued a grade of W. Students who are withdrawn from a course for failure to attend within the first two weeks may experience a reduction in their financial aid funding. *An initial enrollment student is: any student that is starting classes for the first time at a Vatterott Educational Centers, Inc. school, a student that is in their initial period of re-enrollment or a student in their initial period of enrollment in a subsequent program after completing or graduating from the previous program.

Students Receiving Veterans Benefits

Students receiving Veterans education benefits must meet satisfactory academic progress (SAP) and attendance requirements in order to remain eligible to be certified for VA education benefits. Students on academic/attendance probation are considered to be maintaining satisfactory progress and will continue to be certified for education benefits to the U.S. Department of Veterans Affairs (VA). If students fail to meet attendance/academic requirements while on probation, their enrollment certification will be terminated which may result in VA requiring students to repay a portion or all benefits received. Once benefits are terminated, students must wait one (1) term/phase before their enrollment is certified for benefits.

Term

A term is defined as a consecutive ten-week period of continued instruction.

Placement Testing

Effective 2009, all Vatterott Educational Centers Inc. schools strongly suggest that all newly enrolled students are to complete math and English placement testing. The examinations are to be administered through the LRC manager or Campus Librarian who will be responsible for proctoring the examination. In the event that the LRC Manager/Librarian is unavailable, the Registrar, Retention Officer or Director of Education may administer and proctor the examinations.

Students who do not meet the minimum assessment scores are highly encouraged to take remedial courses in math and English prior to their Algebra or English required courses towards their Degree Program and students in diploma programs will be encouraged to participate in the program. Student will not be charged tuition for these courses, but will be required to purchase the books.

Examination Details

Students are strongly suggested to complete both the mathematics and English assessments. The assessments are timed and last twenty minutes each. In the event that the student does not complete the examination in the designated twenty minutes, the system will lock the student out and all unanswered questions will be graded as incorrect.

Students are not allowed to use calculators, cell phones, dictionaries or glossaries during the examination. Students should be given scratch paper and pencils prior to the examination to use during the mathematics assessment.

Scoring

Remedial courses are structured to lend assistance to students who score less than Level 2 – 265.

Prerequisite Assignment

All students are strongly suggested to complete remedial testing. Although not recommended until the student reaches the Associate’s level, students should be encouraged to complete these courses as soon as possible to ensure the greatest chance for success in their given programs. Prerequisite courses are not covered by Federal Financial Aid, nor do they count towards graduation requirements or SAP requirements.

Program Transfers

Some students wish to change their program of study after they have completed certain coursework toward the completion of a program. Under certain conditions, Vatterott students may transfer between Diploma, Associate and Bachelor level programs within the Vatterott College system by completing a new Enrollment Agreement; and, receive full credit for successfully completed Vatterott College system courses, provided such courses are either in the same program or are comparable to or substantially the same in scope and content, were earned within five (5) years (technical courses only), and meet all other established Vatterott policies and criteria. A student who wants to change from one program to another must initiate the procedure by requesting a Request for Program Transfer form from the Director of Education. The completed Request for Program Transfer form must be processed by the Financial Aid Department and submitted to the Campus Director for final approval. Students must be making Satisfactory Academic Progress to be eligible for a program transfer.
Student Information & Services

Vatterott College offers students a variety of success-oriented services as well as activities for the benefit of students and the community. Vatterott College endorses an open-door policy with respect to students and staff. Students have the right to request an appointment with any member of Vatterott College staff regardless of the person’s title or function. Office hours for Vatterott College personnel are available from the receptionist.

Career Services

During the admissions interview, prospective students are advised of the many career paths that are available to them upon graduation. Education Coordinators assist students in assessing their talents and discuss the motivation necessary to achieve their career goals. It must be stressed that Vatterott College cannot and will not guarantee students jobs, and the ultimate responsibility for securing employment is with the student. Although the school cannot guarantee employment, Career Services is available to assist students with part-time employment while they pursue their studies, as well as, training related employment upon completion of their education. Career Services acts as the liaison between students and employers by promoting Vatterott College to prospective employers. Both students and employers benefit by the referral of qualified employees from Vatterott College.

Even though the ultimate responsibility for securing appropriate employment is with the student, Career Services support students throughout their education. However, the placement process intensifies as students near graduation. Career Services helps students with updating resumes, fine tuning of interview skills, and professional and personal networking techniques. Information regarding employment opportunities with both local and nationally recognized organizations is provided to qualified graduates. Students may interview both on and off campus depending on the preference of the employer.

Agencies and institutions that accept our students for internship/externship placement and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues, such as bankruptcy, might not be accepted by these agencies for internship/externship or employment following completion of the program.

Some agencies and employers may require candidates to submit to a drug test. Some programs may require additional education, licensure and/or certification for employment in certain positions. Those decisions are outside the control of Vatterott College.

Academic Assistance

Students seek help and advice during their education for many reasons. At Vatterott College, the student is the primary priority. Every effort is made to develop a relationship with the student body so individuals feel comfortable in requesting and receiving assistance.

The Director of Education is responsible for providing academic assistance and should be consulted when assistance is desired. Referrals to outside agencies may be provided as needed. The administrative staff and the faculty are also available for advising assistance.

Retention Services

It is the responsibility of the Retention department to ensure that students are provided continuous support throughout their academic careers. Following their initial enrollment, each student will be assigned a Retention Officer who will serve as their campus liaison.

The Retention department is responsible for the following duties:

- Administering the primary, midterm and end of phase surveys;
- Providing academic support to include tutoring and advising;
- Administering the V-STAR (Vatterott Student Tutoring Advising and Retention) Program; and
- Monitoring student attendance

Faculty

The faculty members are the keystone of Vatterott College’s teaching success. Each member of the faculty has industry or professional experience in addition to appropriate academic credentials. The faculty members lend an outstanding level of professionalism to the classroom and are recognized by their academic and industry peers. Through the guidance of the faculty, theoretical, practical and creative applications are addressed in the curricula and reinforced by interaction with professionals in the industries.

Faculty members are dedicated to academic achievement, to professional education, to individual attention, and to the preparation of students for their chosen careers. In essence, faculty members practice what they teach. It is through personal attention that students can reach their potential, and it is the dedicated faculty who provide the individual guidance necessary to assure every student that his/her time in class is well spent.

Housing

Vatterott College does not provide on-campus housing, but does assist students in locating suitable housing off campus.

Learning Resource Center/Library

Vatterott College Learning Resource Center (LRC/Library) provides materials to support the mission and curriculum and assist each student to attain his/her educational goals.

The collection includes books and assortments of current periodicals and DVDs/CDs. The LRC/Library schedule is posted in the Learning Resource Center. Students also have access to an electronic library system to support the programs and students of the institution.

The electronic library system provides online reference databases accessible 24 hours a day via the Internet.

Orientation

Prior to beginning classes at Vatterott College, all new students attend an orientation program. Student orientation facilitates a successful transition from everyday pace into the institution schedule.

New students are required to attend regardless of their prior institution experience. During orientation, students are acquainted with the campus, the administrative staff, the faculty and their peers.

Course Schedules

Applicants and currently enrolled students receive course schedules before the beginning of each term. Tuition payments are due at that time. Schedules cannot be processed until financial obligations are fulfilled. Students who fail to record attendance for a course during the add/drop period may be withdrawn from the course. Students who fail to record any attendance during the add/drop period may be withdrawn from the program.

Inclement Weather and Campus Closure Policy

In the event that the campus must close due to inclement weather or other issues, the campus must provide students with a schedule of make-up opportunities with as much advanced notice as possible. The school will make the missed instructional time available to all students according to the time missed due to the closure. Student attendance will be monitored during make-up times according to the Vatterott College Attendance Policy.

Hours of Operation

Vatterott College administrative offices are open from 9 a.m. to 6 p.m., Monday through Friday, and 9 a.m. to 1 p.m. on Saturday.

Accommodations for Individuals with Disabilities

Vatterott College is committed to offering reasonable accommodations to students who ask, in order to make its facilities and services available to persons with disabilities, and individuals with disabilities are encouraged to request accommodations. Requesting an accommodation is voluntary. A student is not required to disclose a disability or to request an accommodation. However, the student, and not Vatterott College, must initiate the request for accommodation, if the student wants an accommodation.

A student is not entitled to receive any accommodation requested, but Vatterott College will evaluate every request and provide an accommodation if it would be reasonable under the circumstances. Vatterott College will provide reasonable accommodations for students with disabilities, based on documented conditions, as long as the accommodations would not fundamentally alter the nature of the relevant program or service provided by Vatterott College. A student requesting an
accommodation for a disability must contact the Director of Education, complete the “Student Application for Accommodation” form requesting an accommodation, and submit documentation demonstrating the disability and/or past accommodations for that condition. Vatterott College’s Accommodations Committee will thoroughly review each student’s request for accommodation and supporting documentation and will notify the Director of Education and student of the Accommodations Committee’s decision about the student’s request. To ensure that accommodations are provided in a timely fashion, Vatterott College strongly encourages students to submit all completed requests for accommodation, along with supporting documentation, immediately after enrollment and before the first day of classes, or otherwise as soon as possible.

Information pertaining to a student’s disability is confidential. If a student discloses information about a disability, it will be kept as confidential as reasonably possible and will be used only to consider and to act on the student’s request for accommodation.

To request an accommodation, please contact the Director of Education. Please contact the Director of Education or the Corporate Administrator of Student Affairs, with any questions or concerns about this policy.

What is a disability?

An individual is considered to have a disability if he or she:

- Has a physical or mental impairment that substantially limits one or more major life activities; or
- Has a record of such an impairment; or
- Is regarded as having such impairment.

A qualified individual with a disability is defined as an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

What is a reasonable accommodation?

A reasonable accommodation is any modification or adjustment to the learning environment that makes it possible for a qualified individual with a disability to participate in the academic program.

Campus Security

Vatterott College publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Financial Aid office during regular business hours.

Vatterott College will report to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

Vatterott College reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

Drug-Free Environment

As a matter of policy, Vatterott College prohibits the unlawful manufacture, possession, use, sale, dispersion, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any institution activity. Any violation of these policies will result in appropriate disciplinary action up to and including expulsion in the case of students and termination in the case of employees, even for a first offense.

Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the institution’s drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the Financial Aid Office.

Student Records Access and Release

Vatterott College has established a policy for the release of and access to records containing information about a student.

Each student enrolled at Vatterott College shall have the right to inspect and review the contents of his/her education records, including grades, records of attendance and other information. Students are not entitled to inspect and review financial records of their parents. Parental access to a student’s records will be allowed without prior consent if the student is a dependent as defined in Section 132 of the Internal Revenue Code of 1986.

- A student’s education records are defined as files, materials, or documents, including those in electronic format that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student’s education records is afforded to institution officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, advising, and determining financial aid eligibility.

- Students may request a review of their education records by submitting a written request to the institution Director. The review will be allowed during regular institution hours under appropriate supervision. Students may also obtain copies of their education records for a nominal charge.

- Copies of education records will only be made available where the parent or eligible student establishes extenuating circumstances that precludes inspection and review at the respective campus. Extenuating circumstances may include, but are not limited to, a serious medical condition, military obligation, or relocation outside of commuting distance to the institution. The request for copies must be made in writing to the Institution Director and must be substantiated through submission of records such as, in the case of relocation, a copy of a utility bill that includes your new address. The decision to provide copies is at the sole discretion of the Institution Director.

- Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the Registrar or Director of Education, with the reason for the requested change stated fully. Grades, course tests, and evaluations can be challenged only on the grounds that they are improperly recorded. The instructor or staff member involved will review the request, if necessary meet with the student, and then determine whether to retain, change, or delete the disputed data. If a student requests a further review, the Institution Director will conduct a hearing, giving the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the Director’s decision, which will be the final decision of the institution. Copies of student challenges and any written explanations regarding the contents of the student’s record will be retained as part of the student’s permanent record.

- Directory information is information on a student that the institution may release to third parties without the consent of the student. Vatterott College has defined directory information as the name, address, telephone number, e-mail address, date and place of birth, dates of attendance, major field of study, credit hours earned, degrees earned, honors and awards received, participation in the official school activities and most recent previous educational agency or institution. To request restriction of directory information, students must complete a “REQUEST TO RESTRICT RELEASE OF STUDENT DIRECTORY INFORMATION” form available in the campus registrar office.

- The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law.

- A student who believes that Vatterott College has violated his or her rights concerning the release of or access to his or her records may file a complaint with the U.S. Department of Education.

Non-Discrimination

The institution admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.
Unlawful Harassment Policy

Vatterott College is committed to the policy that all members of the institution’s community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the institution’s community. Should a student feel that he/she has been sexually harassed; the student should immediately inform the Institution Director and/or the Director of Education.

Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances.

All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Unlawful sexual harassment will not be tolerated.

Catalog Addendum

See the catalog addendum for current information related to the institution calendar, tuition and fees, listing of faculty, and other updates.

Changes

This catalog is current as of the time of publication. From time to time, it may be necessary or desirable for Vatterott College to make changes to this catalog due to the requirements and standards of the institution’s accrediting body or licensing agency or to U.S. Department of Education or, due to market conditions, employer needs or other reasons. Vatterott College reserves the right to make changes at any time to any provision of this catalog, including the amount of tuition and fees, academic programs and courses, institutional policies and procedures, faculty and administrative staff, the institution calendar and other dates, and other provisions. Vatterott College also reserves the right to make changes in equipment and instructional materials, to modify curriculum and, when size and curriculum permit, to combine classes.

Conduct Policy

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the national, state and local government, and for conducting themselves in a manner consistent with the best interests of the institution and of the student body.

Vatterott College reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay tuition fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger to the health or welfare of students or other members of the Vatterott College community, or failure to comply with the policies and procedures of the Vatterott College catalog.

Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student’s dismissal from the institution. The institution will also determine if any Title IV funds need to be returned (see Financial Information section of this catalog).

Rules, Regulations and Expectations

The institution has certain rules and regulations that must be followed. Students attending the institution are preparing for employment and are required to conduct themselves while in the institution in the same manner as they would when working for an employer. While at Vatterott College, you are expected to dress in accord with the skill for which you are training. A uniform may be required for your program of study. Prospective employers unexpectedly visit Vatterott College to recruit potential employees. A student’s appearance is generally the first and most lasting impression on these visitors.

An attempt is made to keep regulations to a minimum. They are established entirely at the Campus Director’s discretion. A Campus Director’s denial of permission is final and not appealable.

Students are not allowed to return to any campus for any reason without prior written permission from the Campus Director. The decision to provide permission is entirely at the Campus Director’s discretion.

Suspension means permanent termination of student status at Vatterott College. Generally, students who are terminated from training are not allowed to return to any campus for any reason without prior written permission from the Campus Director. The decision to provide permission is entirely at the Campus Director’s discretion.

Students are expected to attend every class in which they are enrolled. Personal business must be handled after institution hours. Carelessness in safety will not be tolerated.

Professional attitude and professional appearance are expected. All students are expected to maintain the appearance of personal hygiene. Torn and provocative clothes are not permitted. The following items of clothing are also unacceptable: hats (unless approved by instructors), tank tops, tube tops, halter tops, and shirts with abusive or offensive language. Any students enrolled in a program that requires a uniform must wear the uniform to class every day.

Unacceptable behavior will not be tolerated. Unacceptable behavior is any action which hinders an instructor’s ability to teach or a student’s ability to learn or any action which would endanger other students or staff.

Student Disciplinary Appeal

A student who has been suspended or terminated from training as a result of a disciplinary decision at the campus-level may appeal the determination to the Student Disciplinary Review Committee (“Committee”). The Committee is comprised of the respective Eastern or Western Divisional Senior Vice-President, Senior Vice-President of Academic Affairs, Vice President of Regulatory Affairs and Associate Legal Counsel. The Committee will meet bi-monthly and will review all appeals at that time. The process in which the Committee chooses to review is entirely at their discretion. The decision of the Committee is final and may not be further appealed.

Any and all appeals must be submitted in writing within ten calendar days of the date of written notification of your suspension or termination from training. If mailed, the written letter of appeal must be postmarked within ten calendar days of the date of the written notification of your suspension or termination from training. If you fail to provide a written Letter of appeal within ten calendar days, you waive your right to appeal and the campus disciplinary decision becomes final. In your written appeal, you should include your basis for overturning the disciplinary decision.

If you choose to appeal your suspension or termination from training, please mail your written letter of appeal to:

Vatterott Educational Centers, Inc.
Administrator of Student Affairs
P.O. Box 28269
Olivette, Missouri 63132

Suspension means termination of training for a specified time period. During this time, students do not earn any credit toward their grade. Nevertheless, students are encouraged to complete their work during a suspension to ensure understanding of materials.

Termination from training means permanent termination of student status at Vatterott College. Generally, students who are terminated from training are not allowed to return to any campus for any reason without prior written permission from the Campus Director. The decision to provide permission is entirely at the Campus Director’s discretion. A Campus Director’s denial of permission is final and not appealable.

(This appeals process applies only to student disciplinary decisions.)

Reinstatement from disciplinary dismissal

A student who has been terminated from training may apply for reinstatement thirty (30) weeks after the date of the Committee’s written decision. A student may apply for reinstatement by submitting a written request to the Administrator of Student Affairs. The request will be reviewed by the Committee.

The request should be in writing explaining the reasons why the student should be readmitted. The decision regarding reinstatement will be based upon factors such as grades, attendance, student account balance, conduct, the student’s commitment to complete the program or any other factor(s) the Committee determines relevant.

The Committee retains sole authority as to whether they will review a student’s application for reinstatement. The process in which the Committee will consider the request is entirely at the Committee’s discretion.

Cellular phones, beepers, and pagers are a distraction during class and lab time and therefore must be kept in the off position. Calls may be made during break times only.
Terminated students who are readmitted will be required to sign a new Enrollment Agreement, a Zero Tolerance Notification, will be charged tuition consistent with the existing published rate, and will be eligible for federal financial aid.

Safety
All safety rules and procedures are to be followed without exception. All machinery and equipment are provided with proper safety devices, which are to be used whenever the machinery and equipment are operated. The instructor is to be notified immediately of any accident, fire, or personal injury.

Photographs
While not all photographs in this publication were taken at Vatterott College, they do accurately represent the general type and quality of equipment and facilities found at Vatterott College.

Institution Policies
Students are expected to be familiar with the information presented in this institution catalog, in any supplements and addenda to the catalog, and with all institutional policies. By enrolling in Vatterott College, students agree to accept and abide by the terms stated in this catalog and all institution policies.
If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement supersedes and is binding.

Statement of Ownership
Vatterott College is owned and operated by Vatterott Educational Centers, Inc.

Student Grievance Policy
Should a student have a grievance or complaint concerning any aspect of his or her recruitment, enrollment, attendance, education, or career services assistance, the student should first contact the faculty or staff member to whom the grievance or complaint refers.
If a solution satisfactory to the student is not reached with the faculty or staff member, the student may submit his or her grievance or complaint in writing to the Director of Education, clearly describing the grievance or complaint. The Director of Education will review the grievance or complaint, seek resolution and notify the student of the remedy within 10 days. In the event the student is not satisfied with the resolution provided by the Director of Education, the student must appeal to the institution’s Director in writing within 10 days of receiving the decision of the Director of Education. The institution’s Director will review the pertinent facts and evidence presented. Within 10 days of receipt of the student appeal, the institution’s Director will formulate a resolution.
Students who wish to contest the Director’s resolution may submit a written appeal to the Chief Administrator, Vatterott Educational Centers, Inc. as the final entity seeking a favorable resolution to reported grievance or complaint.
At any time, the student may contact the Vatterott Educational Centers, Inc. Student Affairs division for additional support via email at studentaffairs@vatterott.edu.
Schools accredited by the Accrediting Commission of Career Schools and Colleges 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 Commission. Complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

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

A copy of the Commission’s Complaint Form is available at the school and may be obtained by contacting the school director or director of education.

Students may also contact the following agencies concerning any grievance or complaint about the institution: Office of the Ombudsman, United States Department of Education, Toll-free phone: (877) 557-2575. Students may also contact the Office of the Commissioner of Education, Nebraska Department of Education, 301 Centennial Mall South, P.O. Box 98987, Lincoln, NE 68509.
The student may contact the Program Director of Private Postsecondary Career Schools at the Nebraska Department of Education.
All student complaints shall be handled in accordance with the above procedure and, upon exhaustion of the above, are subject to the Arbitration Agreement executed by all students as part of their Enrollment Agreement. The Arbitration Agreement sets forth that the student and Vatterott College agree that the exclusive means of enforcing any state, federal, regulatory or other right(s) will be in accordance with and governed by the Arbitration Agreement. A copy of the Arbitration Agreement can be obtained by requesting a copy in writing directed to the institution’s Director.

Transfer of Credit to Other Institutions
Vatterott College’s Education Department provides information on other institutions that may accept credits for course work completed at Vatterott College towards their programs. However, Vatterott College does not imply or guarantee that credits completed at Vatterott College will be accepted by or transferable to any other college, university, or institution, and it should not be assumed that any credits for any courses described in this catalog can be transferred to another institution. Each institution has its own policies governing the acceptance of credit from other institutions such as Vatterott College. Students seeking to transfer credits earned at Vatterott College to another institution should contact the other institution to which they seek admission to inquire as to that institution’s policies on credit transfer.

Student Portal
The student portal is a secure website that allows a student access to his or her information including schedule, grades, account balance and activity, school events, school contact information, and much more.
Vatterott College is excited to offer this capability, making it easy for our students to be in touch with us and enhance their college experience. Upon acceptance to Vatterott College, students will be issued a student number that can be used to gain access to the student portal. An email will be sent to each student describing how to register and begin using the student portal upon enrollment.

Transcript Request Policy
A student wishing to request an official school transcript must complete the Transcript Request Form located in the Registrar’s Office. After the completion of the form and the payment of a $10.00 fee, the Registrar’s office will process the request within two calendar weeks.
# Program Offerings

**Vatterott College Spring Valley Campus**

## Program Offerings

### Certificate
- Commercial Driver's License

### Diploma
- Cosmetology
- Dental Assistant
- Heating, Air Conditioning and Refrigeration Mechanic
- Medical Assistant with Occupational Focus
- Personal Fitness Trainer

### Associate of Occupational Studies (AOS) Degree
- Business Management
- Heating, Air Conditioning and Refrigeration Technology
- Pharmacy Technician

### Associate of Applied Science (AAS) Degree
- Advanced Medical Assistant
- Alcohol Drug Abuse Counselor
- Veterinary Technician

Vatterott College at the Omaha Spring Valley Campus, only offers those specific programs of study listed above and expressly discussed in the curriculum section of this catalog. Other Vatterott College campuses only offer those specific programs of study specified in their respective current catalog. The institution reserves the right to alter the scope and sequence of course offerings at any time.

## Commercial Drivers License Certificate

The Commercial Driver's License training program provides learners with the opportunity to complete a portion or all of the training necessary to assist them in securing a Commercial Driver’s License (CDL). The training consists of classroom, range, and behind the wheel (BTW) driving experience. Successful completers will be eligible to test for the Commercial Driver’s License. The program totals 160 clock hours in 5 weeks.

Theory classes are limited in size to a 30:1 student/teacher ratio and the Behind the Wheel Driving course is limited to a 4:1 ratio.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDL-100</td>
<td>Basic Knowledge and Skills of Commercial Driving</td>
<td>60</td>
</tr>
<tr>
<td>CDL-101</td>
<td>Vehicle Knowledge and Behind the Wheel Driving</td>
<td>35</td>
</tr>
<tr>
<td>CDL-105</td>
<td>Behind the Wheel Driving</td>
<td>35</td>
</tr>
<tr>
<td>CDL-110</td>
<td>Additional Certifications</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>160</strong></td>
</tr>
</tbody>
</table>

## Cosmetology Diploma

The objective of this program is designed to meet the ever-increasing demand for trained professionals in cosmetology. Class time will be spent learning the technical skills and theory of hairdressing, haircutting, permanent waving, hair coloring, manicuring, iron curling and the business. Students will study hair structure and hair chemistry to give students a better understanding of the chemicals with which they work. After receiving a professional cosmetology license, students will be able to perform any standard cosmetology service required in a beauty salon. Graduates will possess the skills to be employed as an entry-level cosmetologist.

The program consists of 2100 clock hours to be completed over a period of 70 weeks. Instruction is designed for entry every 10 weeks. The State of Nebraska Regulations 172 NAC 36 requires that each student completes a total of 2100 clock hours to be divided into the following areas:

<table>
<thead>
<tr>
<th>Area</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shampooing of all kinds</td>
<td>50</td>
</tr>
<tr>
<td>Hair coloring, bleaches and rinses</td>
<td>340</td>
</tr>
<tr>
<td>Haircutting and shaping</td>
<td>335</td>
</tr>
<tr>
<td>Permanent waving and relaxing</td>
<td>340</td>
</tr>
<tr>
<td>Hair setting, pin curls, finger waving, thermal curling</td>
<td>168</td>
</tr>
<tr>
<td>Comb outs and hair styling techniques</td>
<td>168</td>
</tr>
<tr>
<td>Scalp treatments and scalp diseases</td>
<td>30</td>
</tr>
<tr>
<td>Facial, eyebrow and lash dyes, and arches</td>
<td>68</td>
</tr>
<tr>
<td>Manicuring, hand and arm massage, treatment of nails</td>
<td>85</td>
</tr>
<tr>
<td>Cosmetic chemistry</td>
<td>25</td>
</tr>
<tr>
<td>Salesmanship and shop management</td>
<td>30</td>
</tr>
<tr>
<td>Sanitation and sterilization</td>
<td>11</td>
</tr>
<tr>
<td>Anatomy</td>
<td>20</td>
</tr>
<tr>
<td>State law</td>
<td>10</td>
</tr>
<tr>
<td>Miscellaneous lectures and test reviews</td>
<td>420</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Course Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS-101</td>
<td>Basic Cosmetology</td>
<td>300</td>
</tr>
<tr>
<td>COS-102</td>
<td>Intermediate Cosmetology I</td>
<td>300</td>
</tr>
<tr>
<td>COS-103</td>
<td>Intermediate Cosmetology II</td>
<td>300</td>
</tr>
<tr>
<td>COS-104</td>
<td>Intermediate Cosmetology III</td>
<td>300</td>
</tr>
<tr>
<td>COS-105</td>
<td>Advanced Cosmetology I</td>
<td>300</td>
</tr>
<tr>
<td>COS-106</td>
<td>Advanced Cosmetology II</td>
<td>300</td>
</tr>
<tr>
<td>COS-107</td>
<td>Advanced Cosmetology III</td>
<td>300</td>
</tr>
</tbody>
</table>

**Total Number of Clock Hours Required for Graduation 2100**
Dental Assistant - Diploma

The objective of this program is to provide students with the knowledge and skills necessary for an entry level position as Dental Assistants in private dental offices or dental clinics. The program consists of 65.5 credit hours completed over a period of 60 weeks. Instruction is designed for entry every 10 weeks. Upon completion of the Dental Assisting Program, students are eligible to sit for national boards. This is provided by Dental Assisting National Boards (DANB). After completing the boards, the student will be a Certified Dental Assistant.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>DNTL-101</td>
<td>Introduction to Dental Assisting</td>
<td>1</td>
</tr>
<tr>
<td>DNTL-102</td>
<td>Human Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>DNTL-103</td>
<td>Microbiology</td>
<td>1.5</td>
</tr>
<tr>
<td>DNTL-104</td>
<td>Dental Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>DNTL-105</td>
<td>English</td>
<td>1.5</td>
</tr>
<tr>
<td>DNTL-106</td>
<td>Dental Terminology</td>
<td>1.5</td>
</tr>
<tr>
<td>DNTL-107</td>
<td>Introduction to Chairside</td>
<td>2.5</td>
</tr>
<tr>
<td>DNTL-108</td>
<td>Introduction to Radiology</td>
<td>5</td>
</tr>
<tr>
<td>DNTL-109</td>
<td>Introduction to Dental Materials</td>
<td>3</td>
</tr>
<tr>
<td>DNTL-110</td>
<td>Office Management</td>
<td>2.5</td>
</tr>
<tr>
<td>DNTL-111</td>
<td>Introduction to Computers</td>
<td>1</td>
</tr>
<tr>
<td>DNTL-112</td>
<td>Introduction to Dental Specialties</td>
<td>3</td>
</tr>
<tr>
<td>DNTL-113</td>
<td>Oral Pathology</td>
<td>1.5</td>
</tr>
<tr>
<td>DNTL-114</td>
<td>Speech</td>
<td>1</td>
</tr>
<tr>
<td>DNTL-115</td>
<td>Nutrition</td>
<td>1.5</td>
</tr>
<tr>
<td>DNTL-116</td>
<td>Pharmacology</td>
<td>1.5</td>
</tr>
<tr>
<td>DNTL-117</td>
<td>Dental Emergencies</td>
<td>1.5</td>
</tr>
<tr>
<td>DNTL-118</td>
<td>Intermediate Chairside</td>
<td>3</td>
</tr>
<tr>
<td>DNTL-119</td>
<td>Advanced Radiology</td>
<td>5</td>
</tr>
<tr>
<td>DNTL-120</td>
<td>Advanced Chairside</td>
<td>2.5</td>
</tr>
<tr>
<td>DNTL-121</td>
<td>Preventive Dentistry</td>
<td>1</td>
</tr>
<tr>
<td>DNTL-122</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>DNTL-123</td>
<td>Advanced Dental Materials</td>
<td>4</td>
</tr>
<tr>
<td>DNTL-126</td>
<td>Externship</td>
<td>10.5</td>
</tr>
<tr>
<td>DNTL-130</td>
<td>Career Search</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 65.5

Medical Assistant with Occupational Focus - Diploma

The objective of this program is to prepare the student for employment as an entry level Medical Assistant. Students graduating from this program will have the skills necessary to help them obtain employment in the medical field working in both administrative and clinical settings. Proof of Hepatitis B inoculation series initiation is required before starting the second phase. Note: Past criminal history may affect one’s ability to obtain employment in this field. Students are encouraged to be immunized against and tested for infectious diseases, such as mumps, measles, rubella and tuberculosis prior to contact with patients and infectious objects or materials, in an effort to minimize the risk to patients and healthcare personnel. Additional information regarding policies on blood borne and infectious diseases is available upon request. Students enrolling in this program must sign the Allied Health Externship/Employment Disclosure prior to enrollment stating that the student is in good health and in proper physical condition to participate in the program.

The program consists of 40 weeks, 37.5 Quarter Credit Hours of theory and associated labs along with 4 Quarter Credit Hours of General Education instruction. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE 124</td>
<td>Technical Mathematics</td>
<td>2.0</td>
</tr>
<tr>
<td>GE 125</td>
<td>Interpersonal Communications in Healthcare</td>
<td>2.0</td>
</tr>
<tr>
<td>ME 105</td>
<td>Medical Terminology</td>
<td>2.0</td>
</tr>
<tr>
<td>ME 108</td>
<td>Introduction to Medical Billing and Coding</td>
<td>2.0</td>
</tr>
<tr>
<td>ME 115</td>
<td>Computer Applications for Healthcare</td>
<td>2.0</td>
</tr>
<tr>
<td>ME 121</td>
<td>Anatomy and Physiology</td>
<td>2.5</td>
</tr>
<tr>
<td>ME 125</td>
<td>Clinical Medical Assisting</td>
<td>6.0</td>
</tr>
<tr>
<td>ME 140</td>
<td>Pharmacology</td>
<td>2.0</td>
</tr>
<tr>
<td>ME 150</td>
<td>Medical Law and Ethics</td>
<td>2.0</td>
</tr>
<tr>
<td>ME 155</td>
<td>Laboratory Procedures</td>
<td>6.0</td>
</tr>
<tr>
<td>ME 175</td>
<td>Medical Office Procedures</td>
<td>2.0</td>
</tr>
<tr>
<td>ME 180</td>
<td>Externship and Exam Preparation</td>
<td>3.0</td>
</tr>
<tr>
<td>ME 190</td>
<td>Medical Externship</td>
<td>8.0</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 41.5

Heating, Air Conditioning and Refrigeration Mechanic - Diploma

The objective of this program is to prepare students with the theory and working knowledge necessary to enter the work field as an entry level heating, air conditioning and refrigeration service mechanic. The program consists of 72 credit hours completed over 60 weeks. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>TC-101</td>
<td>Introduction to Craft Skills and Safety</td>
<td>4.0</td>
</tr>
<tr>
<td>HW-113</td>
<td>Basic Electricity for HVAC/R</td>
<td>8.0</td>
</tr>
<tr>
<td>HW-114</td>
<td>Basic Refrigeration for HVAC/R</td>
<td>12.0</td>
</tr>
<tr>
<td>HW-115</td>
<td>Residential Air Conditioning</td>
<td>12.0</td>
</tr>
<tr>
<td>HW-116</td>
<td>Residential Heating</td>
<td>12.0</td>
</tr>
<tr>
<td>HW-118</td>
<td>Commercial Refrigeration HVAC/R</td>
<td>12.0</td>
</tr>
<tr>
<td>HW-119</td>
<td>Commercial Air Conditioning</td>
<td>9.0</td>
</tr>
<tr>
<td>GR-104</td>
<td>Green Awareness</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 72
**Personal Fitness Trainer Diploma**

The objective of this program is to prepare the graduates for entry level employment in personal trainer positions in gyms, fitness centers, private studios, corporate wellness programs or to begin their own personal fitness training business. Students will be trained to perform a variety of exercise related assessments and tests, design safe and effective fitness programs, implement safe and effective weight loss/gain programs and be proficient in a variety of business related skills. The student/faculty ratio will not exceed a 30:1 ratio that will include quality and professional instruction. This program will include certification training in cardiopulmonary resuscitation (CPR), automated external defibrillators (AED) and preparation for taking the NASM-CPT certification exam offered by the National Academy of Sports Medicine Association as accredited by the National Commission for Certifying Agencies (NCCA) as a Certified Personal Trainer.

The program consists of 50 weeks, 50 Quarter Credit Hours of Personal Fitness Trainer theory, lab and associated externship experience. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>PFT-101</td>
<td>Anatomy and Physiology I</td>
<td>3.5</td>
</tr>
<tr>
<td>PFT-102</td>
<td>Anatomy and Physiology II</td>
<td>3.5</td>
</tr>
<tr>
<td>PFT-103</td>
<td>Anatomy and Physiology III</td>
<td>3.5</td>
</tr>
<tr>
<td>PFT-104</td>
<td>Personal Wellness</td>
<td>1.5</td>
</tr>
<tr>
<td>PFT-105</td>
<td>Fundamental Nutrition</td>
<td>1.5</td>
</tr>
<tr>
<td>PFT-106</td>
<td>Contemporary Nutrition</td>
<td>1.5</td>
</tr>
<tr>
<td>PFT-107</td>
<td>Exercise Psychology</td>
<td>5</td>
</tr>
<tr>
<td>PFT-108</td>
<td>Exercise Physiology</td>
<td>6</td>
</tr>
<tr>
<td>PFT-109</td>
<td>Kinesiology</td>
<td>5</td>
</tr>
<tr>
<td>PFT-110</td>
<td>Fitness Assessment &amp; Exercise Prescription I</td>
<td>5</td>
</tr>
<tr>
<td>PFT-111</td>
<td>Fitness Assessment &amp; Exercise Prescription II</td>
<td>5</td>
</tr>
<tr>
<td>PFT-112</td>
<td>Business Management</td>
<td>5</td>
</tr>
<tr>
<td>PFT-113</td>
<td>Personal Trainer Externship</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 50

**Business Management Associate of Occupational Studies**

The objective of this program is to prepare the student for entry level employment in the field of business management. Graduates of this program will have a working knowledge of fundamental business principles, financial accountability, business ethics, organizational behavior, business law, marketing, retail management, and customer service.

The program consists of 70 weeks, 76.5 Quarter Credit hours of Business Management theory (including five business electives and 13.5 Quarter Credit Hours of General Education (including two general electives), totaling 90 Quarter Credit Hours.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-102</td>
<td>Intro to Accounting</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS-110</td>
<td>Intro to Business</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS-200</td>
<td>Business Management</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS-210</td>
<td>Business Information Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS-220</td>
<td>Organizational Behavior</td>
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<td>BUS-222</td>
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<td>BUS-290</td>
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<tr>
<td>MKT-102</td>
<td>Intro to Marketing</td>
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Total Number of Quarter Credit Hours Required for Graduation 90

**Heating, Air Conditioning and Refrigeration Technology Associate of Occupational Studies**

The objective of this program is to prepare students with the theory and working knowledge necessary to enter the work field as an entry-level heating, air conditioning and refrigeration service mechanic.

The program consists of 108 credit hours completed over a period of 90 weeks. Instruction is designed for entry every 10 weeks.

<table>
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<tr>
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<td>TC-101</td>
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<td>HV-113</td>
<td>Basic Electricity for HVAC/R</td>
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<td>HV-114</td>
<td>Basic Refrigeration for HVAC/R</td>
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<td>Residential Air Conditioning</td>
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<td>Residential Heating</td>
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<td>HV-118</td>
<td>Commercial Refrigeration HVAC/R</td>
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<td>HV-119</td>
<td>Commercial Air Conditioning</td>
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<td>HV-220</td>
<td>Blueprint Reading and Application</td>
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<td>HVAC-202</td>
<td>Programming Logic Controllers with Windows and DOS</td>
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<td>HVAC-203</td>
<td>Commercial Building Systems</td>
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<tr>
<td>GR-104</td>
<td>Green Awareness</td>
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Total Number of Quarter Credit Hours Required for Graduation 108
Pharmacy Technician  Associate of Occupational Studies

The objective of this program is to enhance the student’s pharmacy knowledge as well as gain advanced pharmaceutical skills. Students will engage in a higher level of hands-on IV preparation technique. A greater understanding and appreciation for pharmacy tasks performed by pharmacy technicians will be explored. Additionally, an array of general education courses will provide knowledge and skills needed to be effective employees. Graduates of this program will have valuable knowledge to gain employment in all areas of the pharmacy industry. By completing this program, employment in hospital and home infusion pharmacy can be obtained. This program, will prepare students for the National Pharmacy Technician Certification Exam. During this Program students will also have the opportunity to receive CPR certification through the American Heart Association.

The program consists of 110.5 credit hours to be completed over 90 weeks. Instruction is designed for entry every 10 weeks.

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<tr>
<td>POA-102B</td>
<td>Pharmacy Practice and Law</td>
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<tr>
<td>POA-103B</td>
<td>Integrated Software Applications</td>
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<tr>
<td>POA-104B</td>
<td>Pharmacology for Pharmacy Technicians</td>
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<td>POA-105B</td>
<td>Pharmacy Office Management</td>
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<tr>
<td>POA-106B</td>
<td>Medical Dosages and Pharmaceutical Calculations</td>
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<td>PT-201B</td>
<td>Pharmaceutical Career Planning</td>
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<td>PT-202B</td>
<td>Advanced Pharmacy Practice for Technicians</td>
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<td>Pharmacy Technician Internship</td>
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Total Number of Quarter Credit Hours Required for Graduation 110.5

Advanced Medical Assistant  Associate of Applied Science A.A.S.

The objective of this program is to provide and enhance the student’s medical knowledge and to provide the student with the skills necessary for entry level management positions in the medical assistant field in such area arenas as private medical offices, medical clinics or hospitals. The general education coursework provided in this program equips graduates with more advanced math and communication skills than provided in the Medical Assistant diploma program. This program also provides students with instruction that prepares them for the limited radiography certification exam.

Please note: For Advanced Medical Assistant students, certification is not required for graduation; however, it is becoming increasingly required for employment. Because of this, recent graduates should sit for the AAMA certification exam. This exam consists of three parts: General, Clinical, and Administrative. The students are required to answer questions with 80% accuracy.

The Advanced Medical Assistant Associate of Applied Science Degree program consists of 99 credit hours completed over a period of 90 weeks.

<table>
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<td>MED 101A</td>
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<td>MED 101B</td>
<td>Medical Terminology I-B</td>
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<td>MED 102A</td>
<td>Human Anatomy and Physiology I-A</td>
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<td>MED 102B</td>
<td>Human Anatomy and Physiology I-B</td>
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<tr>
<td>MED 103A</td>
<td>Medical Disorders I-A</td>
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<td>MED 103B</td>
<td>Medical Disorders I-B</td>
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<tr>
<td>MED 106</td>
<td>Introduction to Medical Laboratory</td>
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<tr>
<td>MED 107</td>
<td>Word Processing Computer Concepts I</td>
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Total Number of Quarter Credit Hours Required for Graduation 99
**Alcohol/Drug Abuse Counselor**  
**Associate of Applied Science**

The objective of the Associate of Applied Science degree in Alcohol/Drug Abuse Counselor is to provide students with the knowledge and skills necessary for entry-level positions as an Alcohol Drug Abuse Counselor in the behavioral health field. Successful completion of this program prepares students to apply for provisional licensure with the State of Nebraska. Additional client contact hours are necessary to qualify for full licensure. The program consists of 105.5 credit hours to be completed over 90 weeks. Instruction is designed for entry every 10 weeks.

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<tr>
<th>Course #</th>
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<tr>
<td>BH-101</td>
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<td>BH-104</td>
<td>Computer Concepts</td>
<td>2</td>
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<td>BH-105</td>
<td>Psychiatric Law and Ethics</td>
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<tr>
<td>BH-106</td>
<td>Principles of Psychology I</td>
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<td>BH-107</td>
<td>Medical Assisting</td>
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<tr>
<td>BH-109</td>
<td>Introduction to Behavioral Health</td>
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<td>BH-110</td>
<td>Introduction to Developmental Disabilities</td>
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<td>BH-111</td>
<td>Self Assessment</td>
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<td>BH-113</td>
<td>Geriatric Psychology</td>
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<td>BH-114</td>
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<td>BH-115</td>
<td>Image and Eating Disorders</td>
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<td>BH-116</td>
<td>Patient Management</td>
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<td>Developmental Psychology</td>
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<td>BH-118</td>
<td>Addictions and Issues</td>
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<td>BH-120</td>
<td>Behavioral Assessment and Charting</td>
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<td>BH-123</td>
<td>Introduction to Counseling Theories</td>
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<td>BH-125</td>
<td>Family Therapy</td>
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<td>BH-126</td>
<td>Multi-Cultural Counseling</td>
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<td>BH-127</td>
<td>Research Writing</td>
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<td>BH-128</td>
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<td>BH-129</td>
<td>Group Counseling</td>
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<td>BH-130</td>
<td>Alcohol and Drug Assessment Techniques</td>
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<td>BH-131</td>
<td>Clinical Treatment Issues of Chemical Dependency</td>
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<td>BH-132</td>
<td>Case Planning and Management</td>
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<td>BH-133</td>
<td>Behavior Modification Principles</td>
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<td>BH-134</td>
<td>Career Track</td>
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<td>BH-135</td>
<td>Externship</td>
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<td>BH-137</td>
<td>Medical and Psychosocial Aspects of Alcohol and Drug Use, Abuse and Addiction</td>
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<td>GE-108</td>
<td>Speech</td>
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<td>Principles of Psychology II</td>
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<td>College Algebra</td>
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**Total Number of Quarter Credit Hours Required for Graduation 105.5**

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**Veterinary Technician**  
**Associate of Applied Science**

The objective of this program is to provide students with the knowledge and skills necessary for an entry level position as a Veterinary Technician in veterinary clinics, hospitals or research facilities. Graduates will possess skills in the handling and restraint of animal patients, nursing care, veterinary office procedures, sterilization, radiology, pharmacology, hematology, blood chemistry, parasitology, microbiology procedures, anesthesia and surgical assistance. Students will also have a basic understanding of anatomy, physiology, disease processes, veterinary laboratory procedures, and sterile surgical techniques. Please note: A grade of a “D” is considered below average. Any student receiving a “D” grade in any vet tech core class will not be recommended by the program director to take the VTNE (Veterinary Technician National Exam). A student in the Veterinary Technician program must receive a minimum grade of C in all core classes for them to be eligible to sit for the VTNE.

The program consists of 139 credit hours completed over a period of 90 weeks. Instruction is designed for entry every 10 weeks.

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<td>VT-203A</td>
<td>Medical Terminology</td>
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<td>VT-204A</td>
<td>Animal Nursing I</td>
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<tr>
<td>VT-208A</td>
<td>Computer Concepts I</td>
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<td>VT-210A</td>
<td>Anatomy and Physiology</td>
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<td>VT-213A</td>
<td>Animal Nursing II</td>
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<td>VT-214A</td>
<td>Radiology</td>
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<td>VT-218A</td>
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<td>VT-220A</td>
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<td>VT-222A</td>
<td>Animal Nursing III</td>
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<tr>
<td>VT-224A</td>
<td>Nutrition</td>
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<td>VT-225</td>
<td>Human Relations</td>
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<td>VT-226A</td>
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<td>VT-228A</td>
<td>Pharmacology I</td>
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<td>Anesthesiology &amp; Surgical Procedures  I</td>
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<td>Clinical Pathology II</td>
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<td>VT-234A</td>
<td>Pharmacology II</td>
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<td>VT-235A</td>
<td>Parasitology</td>
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<td>VT-238A</td>
<td>Large Animal Nursing &amp; Diseases</td>
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<td>VT-240A</td>
<td>Lab Animal Procedures</td>
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<td>VT-242A</td>
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<td>Animal Disease and Control</td>
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<td>GE-216</td>
<td>Microbiology</td>
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**Total Number of Quarter Credit Hours Required for Graduation 139**
Course Descriptions

ACC-102: Intro to Accounting  |  4.5 Quarter Credit Hours
Intro to Accounting I provides an introduction to business accounting. Topics include accounting concepts and principles, financial statements, internal control design, and accounting for partnerships.

AMA 201: Human Physiology  |  4.5 Quarter Credit Hours
This course is designed to take the student beyond basic Anatomy & Physiology, into a more detailed aspect of the functions of the major systems of the human body. Emphasis is on understanding how cellular organelles function and how they are integrated and regulated to maintain homeostasis. The systems covered include: cellular, muscles, neural/special senses, cardiovascular, respiratory, urinary, digestive, endocrine, and reproduction.

AMA 204: Telephone Triage in the Medical Office  |  1.0 Quarter Credit Hours
This course provides an introduction to the clinical use of telephone triage. It covers the healthcare environment, including the impact of managed care on telephone triages. In addition to covering practice guidelines, students will learn how to gather critical information for a patient and problem history. This course will also serve as a basic training program for any medical call center.

AMA 205: Microbiology  |  4.5 Quarter Credit Hours
This course is an introduction to the structure, growth, behavior, ecology, infection process, destruction, and health implications of microorganisms. It will include general fundamental principles of laboratory techniques, along with emphasizing characteristics and modes of transmission of the microorganisms that cause human disease.

AMA 206: Advanced Pharmacology  |  2.5 Quarter Credit Hours
This course will introduce the student to the healthcare issues, clinical scenarios, and exercises that will further enhance the understanding of medications and their effects on the human body (physiology/disease).

AMA 208: Certified Medical Assistant Exam Review  |  1.0 Quarter Credit Hours
This course is designed to give a simplified understanding of microcomputing techniques, with special attention given to using the capabilities of PowerPoint, Excel, and Access.

AMA 209: Limited Radiography  |  6.0 Quarter Credit Hours
This course is designed to show the student all aspects of taking and developing X-rays. Basic principles of physics and chemistry are included. Topics covering the machine, safety, protection, darkroom, film processing, and quality control will be covered. Also anatomy in relation to positioning to take an x-ray of the chest, spine, sinuses, extremities and abdomen will be discussed and demonstrated.

AMA 211: Microcomputing for Medical Assistants  |  1.5 Quarter Credit Hours
This course is designed to give a simplified understanding of microcomputing techniques, with special attention to using the capabilities of PowerPoint, Excel and Access.

AMA 237: Extremity  |  10.5 Quarter Credit Hours
The extremity is a practical career development course which provides students the opportunity to demonstrate the knowledge, attitude and skills proficiency obtained in the classroom and laboratory. This work experience is not intended to be a job trial situation, but provides the students with additional theory and skills prior to graduation. This is the final required course for the Program. A faculty member will visit each site for site observation. The externship coordinator will provide specific requirements for the externship.

BH-101: Medical Terminology  |  2.5 Quarter Credit Hours
The purpose of this course is to enable the students to build a foundation of basic medical and psychiatric terminology. The use of prefixes, combining forms and suffixes will be emphasized.

BH-104: Computer Concepts  |  2.0 Quarter Credit Hours
This course is designed to guide the students in producing quality letters, memos, reports, presentations and a variety of other forms that may be used in any professional setting. An emphasis will be placed on sentence structures, punctuation and document formatting.

BH-105: Low and Ethics  |  2.5 Quarter Credit Hours
This course is designed to help students learn the responsibilities of the alcohol/drug abuse counselor to clients, to the profession, and to the community. It will introduce the definitions and principles of ethics, and the models of ethical decision making, from the perspective of the alcohol/drug counseling professional. Students will discuss and understand the “Code of Ethics” outlined in current Nebraska regulations.

BH-106: Principles of Psychology I  |  3.0 Quarter Credit Hours
This course is designed to serve as an introduction and help lay a foundation in the areas of awareness, learning and cognition, health and adjustment and social psychology. It will provide a basic overview of the stages of human behavior, a basic knowledge of sensation, perception and the different states of consciousness.

BH-107: Medical Assisting  |  2.0 Quarter Credit Hours
This course is designed to provide the student with basic knowledge of techniques and skills necessary to render first aid in a medical emergency and to provide students with the knowledge and hands-on skills necessary to successfully perform routine vital signs.

BH-109: Introduction to Behavioral Health  |  2.0 Quarter Credit Hours
Students will be able to identify the changes of attitude toward mental health issues and the progression of treatment methods throughout history. Students will learn about the different mental health pioneers and their significant contributions. Responsibilities of health care providers will be discussed to include confidentiality issues and the Client’s Bill of Rights. Students will be able to define abuse and neglect. They will learn to identify signs and symptoms of physical, emotional, sexual abuse and elder abuse and the mandatory reporting laws of the State of Nebraska.

BH-110: Introduction to Developmental Disabilities  |  1.5 Quarter Credit Hours
The purpose of this course is to provide a comprehensive overview of developmental disabilities and disorders usually first diagnosed in infancy, childhood or adolescence. The course material covers the above aspects of disabilities including the causes and symptoms of each disability. An effort will be made to enhance mastery of course material through the use of videos, student presentations and a field trip to a community agency in addition to lecture. Group discussions are integrated into this course so that students may achieve a better understanding of themselves and others. These discussions are designed to produce insight and healthy introspection.

BH-111: Self Assessment  |  2.0 Quarter Credit Hours
The purpose of this course is to provide a comprehensive overview about emotions and how they are formed. Students will learn the components of establishing appropriate boundaries and be able to identify healthy professional boundaries.

BH-113: Geriatric Psychology  |  1.5 Quarter Credit Hours
The purpose of this course is to provide a comprehensive overview of geriatric psychology. This course will cover various aspects of the aging process including developmental theory, disorders of aging and cognition, depression, substance abuse, psychotic disorders, dementia, delirium and Alzheimer’s. An effort will be made to enhance mastery of course material through the use of videos, workbook, journal articles and lecture. Group discussions are integrated into this course so that students may achieve a better understanding of themselves and others. These discussions are designed to produce insight and healthy introspection.

BH-114: Biological Therapy  |  3.0 Quarter Credit Hours
This course emphasizes three components of psychopharmacology: DSM-IV diagnosis, effects and side effects of pharmacotherapy, and counseling techniques specific to clients taking psychotropic medications. Prior to investigating a medical treatment, we will examine all differential diagnoses related to the identified disorder. When discussing medical interventions, emphasis will be placed on identifying toxic side effects and evaluating effectiveness of the medication. The medications examined include: antidepressants (SSRIS, MAOAs, Dopamine Reuptake Inhibitors, Serotonin and Norepinephrine Reuptake Inhibitors and Tricyclics), mood stabilizers, anti-anxiety medications, and anti-psychotic medications. Interspersed throughout the class, we will examine how students might change their preferred method for intervention to meet the changing needs of the client. For example clients taking tranquilizers may have difficulty concentrating. A purely cognitive intervention is likely to be inappropriate. The class concludes by discussing special complications (e.g., drug interactions with other medications intercessions with this and court-referred clients). Group discussions are integrated into this course so that students may achieve a better understanding of themselves and others. These discussions are designed to produce insight and healthy introspection.

BH-115: Image and Eating Disorders  |  2.0 Quarter Credit Hours
This course will help students identify and differentiate among the various eating disorders. Causes, symptomology and predisposition of eating disorders will be discussed. Different modalities of treatment of eating disorders will be assessed.
COURSE DESCRIPTIONS

BH-116: Patient Management 1.0 Quarter Credit Hours
This course is designed to aid human service professionals in the management of disruptive and assaultive patients during even the most violent moments. This course will provide basic knowledge to enable students to recognize the signs of an agitated patient. De-escalation techniques will also be reviewed. Group discussions are integrated into this course so that students may achieve a better understanding of themselves and others. These discussions are designed to produce insight and healthy introspection.

BH-117: Developmental Psychology 2.0 Quarter Credit Hours
This course is designed to introduce students in health occupation programs to the elementary principles in understanding human behavior. This course will discuss personality development across the lifespan. It is necessary to have a basic understanding of developmental theories in order to understand maladaptive behaviors. Group discussions are integrated into this course so that students may achieve a better understanding of themselves and others. These discussions are designed to produce insight and healthy introspection.

BH-118: Addictions and Issues 2.0 Quarter Credit Hours
This course includes the study of the physiological and sociological aspects of alcohol/drug use, abuse and dependence. This course also includes the etiological, behavioral, cultural and demographical aspects and belief systems about alcohol/drug use along with the processes of dependence and addiction including signs, symptoms and behavior patterns.

BH-119: Abnormal Psychology 9.0 Quarter Credit Hours
This course familiarizes the student with anxiety disorders, mood disorders, personality disorders, eating disorders, neurotic disorders, and the causes and effects of mental illness. This course examines historical and contemporary viewed and issues of abnormal behavior. Methods of explaining, diagnosing and treating disorder behavior are examined.

BH-120: Behavioral Assessment and Charting 2.0 Quarter Credit Hours
This includes the process of collecting pertinent data about client or client systems and their environment and appraising the data as a basis for making decisions regarding diagnosis, treatment and/or referral. Instruction on coordinating and prioritizing client treatment goals and working with other service agencies is included. Students will learn different methods of documenting patient progress and learn about confidentiality requirements.

BH-123: Intro to Counseling Theories 3.0 Quarter Credit Hours
This course is intended for students in the human services and counseling professions. It surveys the major concepts and practices of the contemporary therapeutic systems and addresses some ethical and professional considerations of counseling practice. The course focuses on familiarizing students with major counseling modalities and encouraging students to develop a personal theory and style of counseling. Through the use of role playing and videotaping, students will practice basic counseling skills such as active listening, reflective feedback, summarizing, confronting, self-disclosing and establishing rapport. We will emphasize practicing the core counseling conditions of genuineness, unconditional positive regard and empathic understanding.

BH-125: Family Therapy 2.5 Quarter Credit Hours
In this course students will learn the history and fundamental concepts of family therapy. We will review the classic and more recent schools of theory and technique with case studies and evaluations tools for each. We will also review several resources on parenting and parent training.

BH-126: Multi-Cultural Counseling 3.0 Quarter Credit Hours
This course provides the students with a working knowledge of the ethical standards of alcohol/drug counselors and the mandate for non-discrimination in the delivery of services. Students are also expected to demonstrate expertise and competence in the services they offer. This course will provide an overview of the knowledge, awareness and skills needed to serve culturally different clients. We will explore the concepts of race, ethnicity and culture as they pertain to the provision of mental health and substance abuse services with the goal of becoming more culturally competent.

BH-127: Research Writing 3.0 Quarter Credit Hours
This course offers instruction and practice in writing professional reports, letters and evaluations. This will be specific to the occupational requirements of clinical practice for Licensed Alcohol and Drug Abuse Counselors. Emphasis will be placed on the process of planning, organizing data, choosing accepted formats, writing and editing. The course will also review basic writing skills such as word choice, punctuation, logic, and sentence and paragraph construction. We will also focus on utilizing library and internet resources for the purpose of conducting professional research and writing research reports.

BH-128: Dependency Counseling 5.0 Quarter Credit Hours
The course goal is that students learn the medical, psychological, and sociological aspects of alcohol/drug use, abuse, and addiction. Topics will include a psychosocial understanding of substance use and abuse, the theoretical models which attempt to explain addiction, and the major perspectives which affect society’s response to alcohol/drug problems. We will explore various definitions and classifications of substance use, abuse, and addiction, including symptomology. We will highlight the mcauliffe model of addiction, which is a very influential model in the local area. Understanding drug classifications and pharmacology will be a major learning goal.

BH-129: Group Counseling 3.0 Quarter Credit Hours
This course is intended for students planning to enter the Alcohol/Drug Counseling profession. The course goal is to prepare students to assist and conduct group treatment in various treatment settings. Since most alcohol and Drug Treatment programs utilize a group treatment format, it is vital that students have exposure and treatment in this treatment modality. As our test states, “Group leaders must be aware of group process”. Thus, students are expected to participate in and cooperate with guidelines established for this course. A separate addendum form may be distributed to further outline student expectations.

BH-130: Alcohol and Drug Assessment Techniques 3.0 Quarter Credit Hours
In this course students will receive instruction on testing basics such as reliability, validity and the ethical use of assessment techniques. We will discuss the use of collateral information, clinical interviews, screening tools, and laboratory tests. Specific instruction will be given on the use of the Substance Abuse Subtle Screening Inventory (SASSI), the Michigan Alcoholism Screening Test (MAST), the Addiction Severity Index (ASI) and the Comprehensive Adolescent Severity Inventory (CASII).

BH-131: Clinical Treatment Issues of Chemical Dependency 3.0 Quarter Credit Hours
The course will review treatment issues commonly encountered in the treatment of substance abuse and dependence, including the disorders that often co-occur with substance abuse. We will discuss the special challenges of addiction treatment, such as denial, resistance, and relapse. We will discuss the role and types of family dynamics in the maintenance of substance abuse, as well as in it’s treatment. The modality of Alcoholics Anonymous and Twelve Step treatment groups will be explored, including the importance of support systems and spirituality. We will also study the influences of culture, age, gender, and lifestyle in the treatment of substance disorders.

BH-132: Case Planning and Management 2.5 Quarter Credit Hours
This course will introduce the student to the process of case management, from intake to termination. Students will be prepared to enter a treatment setting and be able to function competently in basic skills and judgments. They will learn to use typical agency forms: referral/contact, intake, treatment plan, case review, termination, etc. Students will also review the foundations of ethics and professional responsibilities and effective communication. In this course students will be introduced to the Twelve Core Functions of the alcohol/drug abuse counselor as well as the American Society of Addiction Medicine, Patient Placement Criteria.

BH-133: Behavior Modification Principles 2.5 Quarter Credit Hours
The key challenge for Alcohol and Drug Abuse Counselors is to facilitate behavior change. In this course students will survey the concepts of behavior therapy most applicable to substance abuse treatment and the treat of co-occurring disorders. Areas to be covered include: social learning theory, coping skills training, relaxation training, assertiveness training, systematic desensitization and urge coping training. We will also explore other techniques of behavior change in substance abuse treatment, such as motivational interviewing and harm reduction therapy. We will also closely examine harm reduction therapy as an alternative treatment method, especially for those who fail to reject other treatment models, and those who are not diagnosed as chemically dependent.

BH-134: Career Track 1.0 Quarter Credit Hours
This course provides practical career development, resume development and interviewing skills to prepare the student for a career in Alcohol/Drug Counseling. This course will also teach the student to reinforce and set goals that are achievable and obtainable within their respective field. HIPPA training and certification are also completed in this course.
This course provides students with an overview of business in an increasingly global society serving as an introduction to business terminology, concepts, environments, systems, strategies, and current issues. Topics include an overview of the business environment, business ethics, entrepreneurship and global business, management, marketing, production, information systems, and financial elements of business. The course provides a solid business foundation for more detailed and higher-level study in subsequent courses.

BUS-200: Business Management 4.5 Quarter Credit Hours

This course introduces students to management philosophies in today's changing world. It includes coverage of globalization, ethics, diversity, customer service, and innovation from a managerial perspective.

BUS-210: Business Information Systems 4.5 Quarter Credit Hours

The purpose of this course is to introduce the various information and communications technologies and to explain how information systems are used to solve problems and make better business decisions.

BUS-220: Organizational Behavior 4.5 Quarter Credit Hours

This course examines organizational theory and application. A comprehensive review is made of individual, group, and organizational performance in relation to organizational structures in contemporary business settings.

BUS-222: Business Law 4.5 Quarter Credit Hours

This business course introduces students to the multiple facets of business law including online commerce. The course emphasizes the basic concepts of how businesses are organized and operate within a legal environment.

BUS-230: Retail Management 4.5 Quarter Credit Hours

This business course covers the principles and practices used in managing a retail business. Topics covered include site selection, layout, organizational staffing, positionining, customer service, promotional techniques, and all aspects of the critical buying function.

BUS-240: Customer Service 4.5 Quarter Credit Hours

This course presents the foundations required for developing skills and knowledge to work effectively with internal and external customers.

BUS-290: Business Ethics 4.5 Quarter Credit Hours

This course examines the dynamic role of ethics in modern society. Throughout the course, students analyze ethical standards through philosophical beliefs and values in personal and professional settings.

MKT-102: Intro to Marketing 4.5 Quarter Credit Hours

This business course provides an introduction to marketing principles and practices. It covers the marketing process of taking a product from concept to consumer.

BUS-107: Intro to E-Business 4.5 Quarter Credit Hours

This course provides an introduction to the opportunities, challenges and strategies for conducting successful E-Commerce ventures. Students will update the impact of E-Commerce on business models, consumer behavior, and market segmentation for both Business-to-Business and Business-to-Consumer operations. The technical and infrastructure requirements for conducting business on the Internet, including security systems, payment systems and client/product support will be explored. Laws, regulations and ethical issues related to E-Commerce business practices will also be discussed.

BUS-115: Office Systems 4.5 Quarter Credit Hours

This course provides the student with an in-depth knowledge of Microsoft Word, PowerPoint, and Excel. Emphasis is placed on applications in a business environment and on reports used to support decision-making.

BUS-125: Motivating Employees 4.5 Quarter Credit Hours

This course focuses on motivating employees to recognize business opportunities. Topics covered include changing markets, customer service, sales, sales management and employee performance.

BUS-130: Multi-Media 4.5 Quarter Credit Hours

This course provides the student with the fundamentals of using multimedia in a business environment. Topics covered include video, online media services, TV, audio, and software systems to support their applications.

BUS-215: Human Resource Management 4.5 Quarter Credit Hours

This course focuses on human resource management skills used by business managers in day-to-day operations. While focusing on the different aspects of human resource management and practices, problem solving and critical thinking skills are applied.

BUS-228: Small Business 4.5 Quarter Credit Hours

This course provides the basic principles of operating a small business. Topics include buying, pricing, promotions, location decisions, and planning.

BUS-234: Advanced Office Systems 4.5 Quarter Credit Hours

This course provides the student with an in-depth knowledge of Microsoft Access and how Access is used in managing data and report development. Emphasis is placed on medical office systems.

CDL-100 - Basic Knowledge and Skills of Commercial Driving 60 hours

This course will provide training on all of the basic operations of commercial driving: reading and interpreting control systems, checking and maintaining vehicle systems and components, diagnosing and reporting malfunctions, handling and documenting cargo, dealing with accident scenes and reporting procedures, planning trips, managing life on the road and hours of service requirements, using effective communication and public relations skills.

CDL-101 - Vehicle Knowledge and Behind the Wheel Driving 35 hours

This course will provide lab and commercial driving experience. Students will perform basic vehicle inspections, exercise basic controls, execute shifting, back and dock trailer trailers, uncouple trailers, manage and adjust vehicle speed, manage and adjust vehicle space relations, identify and adjust to extreme driving hazards, experience night operations and perform emergency maneuvers including skid control and recovery.

CDL-105 - Behind the Wheel Driving 35 hours

This course will provide commercial driving experience. Students will execute shifting, back and dock trailer trailers, manage and adjust vehicle speed, manage and adjust vehicle space relations, identify and adjust to extreme driving hazards, experience night operations and perform emergency maneuvers including skid control and recovery.

CDL-110 - Additional Certifications 30 hours

Hazardous Material handling, bus driver training, air brake training, and doubles and triples training.

COS-101: Basic Cosmetology 300 clock hours

This course will familiarize the student with the six units of the fundamentals of cosmetology, including both theory and practical applications. The students will also cover four chapters of theory and related theory information. Students will be tested using written and practical assessments. This course also includes guest speakers. Topics covered include: introduction to cosmetology; basic haircutting; basic chemical texturizing; basic design; basic color; basic men’s cutting; basic facials; massage, manicuring, pedicuring, waxing and make up; desk procedures; sanitation and sterilization practices and procedures; history of cosmetology; life skills; professional image; communication for success.

COS-102: Intermediate Cosmetology I 300 clock hours

This course will consist of practicing all of the basic applications of cosmetology. It will include theory and related theory, clinical floor experience, worksheets, advancement worksheets, written and practical tests. This course will also include guest speakers and a Hair Show Competition. Topics covered include: haircutting/men’s cutting; chemical texturizing/permanent waving; design; color; facials, massage, manicuring and pedicuring; waxing and makeup; desk duties; disinfection, sanitation, sterilization; infection control; anatomy and physiology; chemistry; properties of the hair and scalp.

COS-103: Intermediate Cosmetology II 300 clock hours

This course will consist of practicing all of the basic applications of cosmetology. This course will include theory and related theory, clinical floor experience, worksheets, advancement worksheets, written and practical tests as well as guest speakers. Topics covered include: haircutting/men’s cutting; chemical texturizing/permanent waving; design; color; facials, massage, manicuring and pedicuring; waxing...
COS-104: Intermediate Cosmetology III 300 clock hours

This course will consist of practicing all of the basic applications of cosmetology. It will include theory and related theory, clinical floor experience, worksheets, advancement sheets, written and practical tests. This course will include guest speakers, field trips and a hair show competition. Topics covered include: haircutting/men’s cutting; chemical texturizing/permanent waving; design; color; facials, massage, manicuring and pedicuring; waxing and makeup; desk duties; dispensary, safety, sanitation and sterilization; budding; and enhancements; chemical texture services; history of the skin.

COS-105: Advanced Cosmetology I 300 clock hours

This course will incorporate all the basic units of cosmetology. Theory and related theory are also included in this course. Students will have clinical floor experience; work on worksheets, advancement worksheets, written and practical tests. Students will have the opportunity to hear guest speakers and experience a field trip to a supply company. Topics covered include: haircutting/men’s cutting; chemical texturizing/permanent waving; design; color; facials, massage, manicuring and pedicuring; waxing and makeup; desk duties; dispensary, safety, sanitation and sterilization; budding; and enhancements; chemical texture services; history of the skin.

DNTL-106: Dental Terminology 1.5 Quarter Credit Hours

This course provides an understanding of dental terminology using a video system to understand the prefixes, suffixes and roots of many medical and dental words. The student will work to understand these terms as they relate to anatomy and physiology in order to better explain dental procedures to patients.

DNTL-107: Introduction to Chariot 2.5 Quarter Credit Hours

This course is designed to provide the student with the basic concepts needed to assist a dentist during a broad range of procedures. It focuses on tooth numbering, charting, instrument identification, instrument transfer, tray set-ups, oral evacuation techniques and tooth morphology. Students will also be provided with supervised practice in lab to develop skills necessary to greeting and seating a patient and reviewing a medical history form.

DNTL-108: Introduction to Radiology 5.0 Quarter Credit Hours

This course presents fundamental principles of dental radiography including the theory of control factors and radiation infection control.

DNTL-109: Introduction to Dental Materials 3.0 Quarter Credit Hours

This course is designed to give the students hands-on experience with all types of dental materials used in the dental office. Students will gain the knowledge of what type and kind of materials are used and when it is necessary to use them.

DNTL-110: Office Management 2.5 Quarter Credit Hours

This course will prepare the student for administrative tasks in a dental office. This includes using the manual pegboard accounting system, scheduling appointments, billing and insurance. The student will also be provided a basic understanding of dental office computer software.

DNTL-111: Introduction to Computers 1.0 Quarter Credit Hours

This course will provide students with a basic understanding of Microsoft Office Word 2003. Upon completion, the student will be able to execute basic commands within the Word Processing Software. This course also includes training in creating and sending email messages in Outlook and performing basic internet searches.

DNTL-112: Introduction to Dental Specialties 3.0 Quarter Credit Hours

This course will provide an introduction to dental specialties and the classification of drugs and the potential effects during dental procedures. The student will also be able to recognize diseases and pathology of the oral cavity.

DNTL-113: Oral Pathology 1.5 Quarter Credit Hours

This course will provide the student with the basic knowledge and understanding of the disease process. The student will also be able to recognize diseases and pathology of the oral cavity.

DNTL-114: Speech 1.0 Quarter Credit Hours

This is a basic speech course providing a college level understanding of speech principles and allowing the student to gain greater confidence in public speaking situations.

DNTL-115: Nutrition 1.5 Quarter Credit Hours

This course will provide a basic understanding of nutrition and its relationship to the oral cavity. The course provides activities and suggestions on critical oral hygiene components that are helpful for counseling patients who seek dental care.

DNTL-116: Pharmacology 1.5 Quarter Credit Hours

This course provides the student with a basic understanding of the classifications of drugs and the potential effects during dental procedures. The student will also learn pain control and anesthesia techniques used in dentistry.

DNTL-117: Dental Emergencies 1.5 Quarter Credit Hours

This course is designed to instruct students on how to recognize potential emergencies within the dental office. Students will learn to take vital signs and learn their expected roles and responsibilities in an emergency situation. This course will also instruct the student on how to avoid occupational hazards in the dental office.

DNTL-118: Intermediate Chairside 3.0 Quarter Credit Hours

This course is designed to teach the student basic chairside assisting techniques including passing instruments, tray set-ups, oral evacuating and dismissing the patient. The student will also learn to deliver post-operative instructions to the patients.

DNTL-119: Advanced Radiology 5.0 Quarter Credit Hours

This course gives students a more in-depth knowledge of x-ray and the proper techniques used in the placement, the exposure and the mounting of dental films. Each student will be taught methods using
COURSE DESCRIPTIONS

SEVERAL DIFFERENT INTRA-ORAL FILM-MAKING TECHNIQUES are used to properly capture specific landmarks on dental films to be used for diagnosis and treatment. Upon completion of this course each student will be certified in Dental Radiology.

DNTL-120: Advanced Chairside  2.5 Quarter Credit Hours
This course is designed to develop proficiency in chairside assisting techniques. In this course, the students will put together all skills and knowledge learned in Introduction to Chairside and Intermittent Chairside courses to deliver care to the patient.

DNTL-121: Preventive Dentistry  1.0 Quarter Credit Hours
This course provides hands-on training in oral hygiene instruction, including: daily brushing and flossing techniques, proper plaque control and maintaining overall oral health. Students will be provided with supervised practice in the proper techniques of coronal polishing on Dexter, peers and members of the outside public. Upon successful completion of this course the student will become Coronal Polish certified.

DNTL-122: Human Relations  3.0 Quarter Credit Hours
This course is designed to introduce students in the health occupation programs to the elementary principles in understanding human behavior. This course is particularly relevant to those fields in which there is a close relationship between the health worker and the patient.

DNTL-123: Advanced Dental Materials  4.0 Quarter Credit Hours
This course provides the student with the knowledge of various dental materials used in dentistry. It covers the proper mixing techniques, composition, ratios, preparation and manipulation of the materials. The student will also learn which material pertains to each specific dental procedure.

DNTL-126: Externship  10.5 Quarter Credit Hours
The externship is a practical career development course which provides students the opportunity to demonstrate the knowledge, aptitude and skills proficiency obtained in the classroom and laboratory. This work experience is not intended to be a job trial situation, but provides the students with additional theory and skills prior to graduation. This is the final required course for the Program. A faculty member will visit each site for evaluation of this student.

DNTL-130: Career Search  1.0 Quarter Credit Hours
The student will be required to take a practical exam, prepare a résumé and learn to reinforce and set goals that are achievable and obtainable within their respective field. This course is designed as a practical career development work course which provides students with an opportunity to demonstrate the knowledge, aptitude and skills proficiency obtained in the classroom and laboratory.

ENG-099: Introduction to Writing  3.0 Quarter Credit Hours
This course is designed as an introduction to the basic tools of effective writing and communication. The course will prepare the student for the demands of writing at the college level. The course is intended to provide the foundation necessary to succeed in writing at this level and achieve basic competence in proper sentence construction, the development of cogent paragraphs and essays providing the building blocks for successful writing at a more advanced level.

GE-100: Basic Math  1.5 Quarter Credit Hours
This course will provide the student knowledge in the medical use of Roman numerals; addition; subtraction; multiplication; division; fractions; decimals; percentages; ratios; proportions; the metric system. The student will gain an understanding of conversion in the metric, household and apothecary systems.

GE-101: English Composition I  4.5 Quarter Credit Hours
In this English Composition I course, students develop written communication skills. The course materials place an emphasis on the principles of effective communication which includes understanding the writing process and analysis of readings, as can be applied personally and professionally.

GE-104: Oral Communication  1.0 Quarter Credit Hours
This course provides the students with a general working knowledge of telephone protocol, emergency situations, reception desk tasks, scheduling, and public speaking.

GE-105: Introduction to Psychology  4.5 Quarter Credit Hours
This psychology course is an introduction to the broad array of topics in psychology. Course covers theories and concepts including: scope of psychology, biological foundations of the brain, sensation, perception, motivation, personality, learning, states of consciousness, personality theories, cognition, life-span development, and applied psychology.

GE-108: Speech  4.5 Quarter Credit Hours
This course is designed to provide the students with both theoretical basis and practical instruction to speak effectively in public. Areas covered include: topic selection, audience analysis, speech preparation and organization, support of messages with credible research, strategic and creative language use, effective listening and delivery skills and common speech types of public speeches.

GE-110: English  3.0 Quarter Credit Hours
This course includes instruction of the basic parts of speech, sentence structure, spelling, grammar and punctuation. This course will enable the student to construct paragraphs and various writing assignments.

GE-113: Principles of Psychology II  4.5 Quarter Credit Hours
The purpose of this course is to provide instruction in the field of health psychology. Methods for identifying stress, factors that influence our reactions to stress and coping mechanisms will be provided. Students will also be introduced to the concepts of social psychology and identify how an individual’s ability to interact with others is influenced by the environment, attitudinal changes and emotions of the individual.

GE 124 – Technical Mathematics  1.5 Quarter Credit Hours
This course provides an introduction to basic mathematical operations and functions as they apply to the technical workplace. The course starts with a review of numbers, their systems, forms, and operations. It then introduces basic algebraic concepts including solving systems of one, two and three variables, simplifying equations, and practical calculations of basic chemical formulas. Also included are basic geometric forms and relationships. The course’s emphasis is on providing students with a practical and useful working knowledge of these concepts for use in the rest of their program, and in their careers.

GE-122: Human Relations  1.5 Quarter Credit Hours
This course is designed to introduce students in the health occupation programs to the elementary principles in understanding human behavior. This course is particularly relevant to those fields in which there is a close relationship between the health worker and the patient.

GE-125 – Interpersonal Communications in Healthcare  2.0 Quarter Credit Hours
This course will introduce the students to different types of communication needed in the healthcare facilities. Topics to be covered include: written communication, body language, verbal and non-verbal communication; the role of culture in communication; human relations; clinical judgment; and the use of electronic media in the healthcare setting. The course will emphasize the importance of excellent customer service.

GE-201: English Composition I  4.5 Quarter Credit Hours
In this English Composition I course, students develop written communication skills. The course materials place an emphasis on the principles of effective communication which includes understanding the writing process and analysis of readings, as can be applied personally and professionally.

GE-203: English Composition II  4.5 Quarter Credit Hours
This English Composition II course builds on lessons learned in English Composition I. In addition to reviewing the writing process, students learn research techniques, citation techniques, documentation formats, and critical analysis of written topics.

GE-205: College Algebra  4.5 Quarter Credit Hours
This college algebra course focuses on algebraic concepts essential for success in the workplace and other courses. Using practical examples and applications, students practice fundamental operations with number systems, formulas, algebraic expressions and linear equations. This course also explores problems involving factoring, inequalities, exponents, radicals, functions, quadratic equations and graphs.

GE-210: Interpersonal Communication  4.5 Quarter Credit Hours
This course is a study of and participation in the communication process. Topics covered include: the self as a communicator; verbal and nonverbal communication; cultural expectations; cooperation; conflict resolution. Experimental exercises encourage understanding and interpretation of the student’s own as well as other people’s attempts at communication.

GE-214 Basic Chemistry  4.5 Quarter Credit Hours
Introduction to a basic understanding of chemistry is certainly a prerequisite for the successful study and practice of any health science. Once done with this course the student will exhibit a basic understanding of the chemical world, as well as perform the calculations needed to utilize a variety of chemical equations and formulas. As we progress, the student will see that chemistry is systematic, and the principles and theories will begin to fit together in a logical fashion. The student will find these basics will be built upon in further course studies.

EFFECTIVE 10-2013. VATTERSTOR COLLEGE SPRING VALLEY
GE-216 Microbiology  6.0 Quarter Credit Hours
Students will have the opportunity to observe and study the microscopic and cultural characteristics of various micro-organisms. They will learn practical laboratory techniques necessary to identify micro-organisms important in veterinary medicine. Following completion of this course, students should have a basic understanding of the transmission of disease, pathogenic properties of micro-organisms, the immune response, and antibiotic susceptibility testing.

GE-237: Career Track  1.5 Quarter Credit Hours
In this course the student will be required to take a practical exam, prepare a resume and learn to reinforce and set goals that are achievable and realizable within their respective field.

GR-104: Green Awareness  2.0 Quarter Credit Hours
Designed for technicians, multi-craft trade personnel, building managers, or anyone interested in understanding the fundamentals of energy conservation and management. Attendees will learn to define new “green” energy terminology and understand the role of green energy and its related commodities within the residential and commercial market. This course covers energy audit techniques, energy conservation and analysis, and life cycle cost analyses to determine the energy efficiency of a building or system, identify green alternatives to conventional building practices and describe the pros and cons of those alternatives and ways to maximize the energy efficiency and water conservation of existing equipment in a given project, specifying the most efficient systems available for the application and the available budget.

HV-113: Basic Electricity for HVAC/R  12.0 Quarter Credit Hours
This course teaches power generation and distribution, and electrical components; explains the theory of solid-state electronics, as well as the operation and use of testing of the various electronic components used in HVAC; and covers transformers, single-phase and three-phase power distribution, capacitors, the theory and operation of induction motors. Additionally, the student learns how to solve problems involving the measurement of lines, area, volume, weights, angles, pressure, vacuum, and temperature.

HV-114: Basic Refrigeration for HVAC/R  12.0 Quarter Credit Hours
Presenting the basic principles of heating, ventilation demand analyses, and air conditioning, this course covers heat transfer, refrigeration, life cycle cost analyses to determine the energy efficiency of a building or system, identifying green alternatives to conventional building practices and describe the pros and cons of those alternatives and ways to maximize the energy efficiency and water conservation of existing equipment in a given project, specifying the most efficient systems available for the application and the available budget.

HV-115: Residential Air Conditioning  12.0 Quarter Credit Hours
Explaining the factors that affect the heating and cooling loads of a building, this course describes the process by which the heating and cooling loads are calculated; explains air properties, related gas laws, and psychrometric principles and charts; and introduces the trainee to various heat recovery/reclaim devices and energy reduction apparatuses. It explains how to analyze circuit diagrams for electronic and microprocessor-based controls and covers the operation, testing, and adjustment of control. It covers single- and multi-duct systems, as well as the operation of common electrical, electronic, and pneumatic circuits used to control HVAC systems. It describes the purpose of planned maintenance and outlines the procedures for checking gas and oil furnaces, electric heating existing equipment, cooling equipment, and heat pumps.

HV-116: Residential Heating  12.0 Quarter Credit Hours
This course focuses on heating fundamentals; the types of furnace designs and their components and presents the basic procedures for installing and servicing furnaces. It describes the tools and instruments used in troubleshooting and servicing furnaces and teaches the principles of fossil-fuel furnace venting; covers various types of iron and steel pipe and fittings and provides step-by-step instructions for cutting, thread-rolling, and threading ferrous piping. It additionally presents the operation and testing of electric furnaces and their components and reviews the operation of electric heating appliances. It covers the principles of reverse cycle heating; describes the operation of the various types of heat pumps and reviews heat pump operation and heat pump control circuits.

HV-118: Commercial Refrigeration (HVAC/R)  12.0 Quarter Credit Hours
This course covers the operation of refrigeration systems, with emphasis on systems used in cold storage and other commercial food preservation applications and presents the basic techniques and equipment used in troubleshooting cooling equipment. It explains the operating principles of the different types of compressors used in comfort air conditioning systems and offers the operating principles, applications, installation, and adjustment of the various types of fixed and adjustable expansion devices. It presents the entire basic refrigerant handling and equipment servicing procedures that a technician must know in order to service HVAC systems and covers in a given project, specifying the most efficient systems available for the application and installation of various types of fasteners, gaskets, seals, and lubricants and the adjustment of different types of belt drives, bearings, and couplings.

HVAC AND SHEET METAL CERTIFICATIONS
NCCE is an official recognized training provider for North American Technician Excellence (NATE), an independent third-party certifier for HVAC/R technicians. NATE-certified technicians can use selected HVAC and sheet metal module completions through NCCER Accredited Training Sponsors for certification through NATE. For more information regarding NATE recertification and details and lists of available NATE Recognized training visit NATE. For additional information, please contact NCCE customer service at 888.422.3720.

HV 119: Commercial Air Conditioning (HVAC/R)  9.0 Quarter Credit Hours
This course describes air distribution systems and their components, air flow measurements, ductwork installation principles, and the use of instruments for measuring temperature, humidity, pressure, and velocity and covers procedures for the startup of hot water and steam heating, chilled water, and forced air distribution systems. It covers heat, temperature, principles, piping systems, preventive maintenance, and servicing of boilers, chillers, chilled water systems, steam systems, and steam traps and describes the systems, equipment, and operating sequences used in a variety of commercial and industrial system configurations. It also explains how computers and microprocessor controls are used to manage and control HVAC systems.

HVAC-202: Programming Logic Controllers with Windows and DOS  7.5 Quarter Credit Hours
Students will learn the basics of Windows applications. Students will also become knowledgeable in the use of PLCs (programmable logic controllers) in HVAC applications. Topics covered include: programmable logic controllers; communications; troubleshooting; computer applications; relay instructions; counters; compare instructions; data handling instructions; and PID application; hardware; number principles, piping systems, preventive maintenance, and servicing of boilers, chillers, chilled water systems, steam systems, and steam traps and describes the systems, equipment, and operating sequences used in a variety of commercial and industrial system configurations. It also explains how computers and microprocessor controls are used to manage and control HVAC systems.

HVAC-203: Commercial Building Systems  7.5 Quarter Credit Hours
Students will understand sheet metal design, fabrication and installation as it pertains to commercial building. Emphasis will be placed on reading, commercial building systems and understanding their related building codes and safety regulations. Topics covered include: sheet metal design and layout; sheet metal fabrication; duct sizing; duct system installation; building codes; safety regulations; advanced HVAC troubleshooting; electrical; and advanced troubleshooting mechanical.

HVAC-220: Blue Print Reading and Application  7.5 Quarter Credit Hours
Students will be introduced to the basic concepts and skills needed to read blue prints and house designs. The students will be exposed to basic computer skills. The students will gain the ability to supply documentation for electrical and HVAC installations and operations that can be used as a reference by others. Students will learn the building codes related to their respective field.

MA-099: Basic College Mathematics
This mathematics course focuses on algebraic concepts essential for success in the workplace and future courses. Using practical examples and applications, students practice fundamental operations with number systems, formulas, algebraic expressions and linear equations.

MA 109: Radiology Procedures  0.5 Quarter Credit Hours
Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 107, MED 101B, and 102B. This course is designed to introduce the student to the basic radiologic procedures for patient teaching. Students will gain an understanding of the patient preparations required to perform the various specialized procedures.
MA 100: Pharmacology Math 1.0 Quarter Credit Hours
Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course provides the student with the knowledge and skills to render first aid in a medical office emergency. Students should be able to administer first aid for shock, fractures, burns, poisoning, control bleeding of wounds, and give first aid for other minor emergencies.

MA 123: Clinical Lab/Venipuncture 2.0 Quarter Credit Hours
Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course involves the introductory and practical study in the performance of phlebotomy techniques. Students will also learn preparation, storage, and handling of blood specimens. Procedures on how to perform various chemistry tests will be demonstrated.

MA 124: Clinical Assist/Instruments 2.0 Quarter Credit Hours
Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course prepares the student for skills necessary for specimen collection, preparation of specimens, microscopic exam and the chemical and physical testing of urine.

MA 113: Clinical Assist/Injections 1.5 Quarter Credit Hours
Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course prepares the student for skills necessary to administer parental medications for intramuscular, intravenous and subcutaneous injections. Safety, techniques and withdrawal of medications from a vial are covered as well.

MA 111: Medical Law and Ethics 1.0 Quarter Credit Hours
Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course introduces the student to the principles of nutrition, to include nutrients, food groups, metabolism & energy, meal plans, and diet modification, and the importance of maintaining a healthy lifestyle.

MA 125: Physical Therapy 1.5 Quarter Credit Hours
Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course prepares the student with the modalities of physical therapy to aid a patient with canes, crutches, walkers, wheelchairs, and hot/cold applications.

MA 126: Nutrition 1.5 Quarter Credit Hours
Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course introduces the student to the principles of nutrition, to include nutrients, food groups, metabolism & energy, meal plans, and diet modification, and the importance of maintaining a healthy lifestyle.

MA 121: Medical Office Emergencies 1.0 Quarter Credit Hours
Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course will introduce the student to the medical assistant to the clinical aspect of the administration, writing prescriptions and dispensing of drugs, as prescribed by the doctor, and the legal and ethical standards of these drugs.

MA 122: Clinical Lab/Urinalysis 1.5 Quarter Credit Hours
Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course will introduce the student to their responsibility as a medical assistant, to the patient, the profession and the community. Instruction will include the code of ethics, consent, medical liability, negligence, arbitration, medical practice acts, medical contract, the Good Samaritan Act, and the Anatomical Gift Act, as well as other medical issues related to the medical office.

MA 115: Office Management 1.5 Quarter Credit Hours
Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course introduces the student to the principles of nutrition, to include nutrients, food groups, metabolism & energy, meal plans, and diet modification, and the importance of maintaining a healthy lifestyle.

MA 114: Medical Law and Ethics 1.0 Quarter Credit Hours
Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course introduces the student to the principles of nutrition, to include nutrients, food groups, metabolism & energy, meal plans, and diet modification, and the importance of maintaining a healthy lifestyle.

MA 116: Clinical Assist/Electrocardiography 1.5 Quarter Credit Hours
Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course provides practical knowledge in the preparation, administration, mounting and safety protection for proper electrocardiography procedures.

MA 117: Clinical Assist/FS/DE 2.0 Quarter Credit Hours
Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course provides the student with the knowledge necessary to prepare a patient for various physical and diagnostic examinations and provides experience in obtaining information for charting.

MA 118: Clinical Lab/Hematology 1.0 Quarter Credit Hours
Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course prepares the student for skills in specimen collection, specimen preparation, and how the perform various hematological tests on blood samples.

MA 119: Medical Insurance 1.5 Quarter Credit Hours
Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course prepares the student for their responsibility as a medical assistant, to the patient, the profession and the community. Instruction will include the code of ethics, consent, medical liability, negligence, arbitration, medical practice acts, medical contract, the Good Samaritan Act, and the Anatomical Gift Act, as well as other medical issues related to the medical office.

MA 120: Medical Manager 1.0 Quarter Credit Hours
Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course provides the student with experience operating one of the many leading medical management software packages for patient data-base and other information.

MA 127: Clinical Assist/FS/DE 2.0 Quarter Credit Hours
Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course prepares the student for their responsibility as a medical assistant, to the patient, the profession and the community. Instruction will include the code of ethics, consent, medical liability, negligence, arbitration, medical practice acts, medical contract, the Good Samaritan Act, and the Anatomical Gift Act, as well as other medical issues related to the medical office.
ME-140: Pharmacology 2.0 Quarter Credit Hours
This course will introduce the student to the clinical aspect of the administration, writing prescriptions and dispensing of drugs, as prescribed by the doctor, and the legal and ethical standards regarding these drugs. This course will include the explanation and demonstration of conversion factors, intravenous fluid and household systems of measuring - body - medication orders; medication labels, and calculations; of insulin and pediatric dosages. Prerequisite ME 105

ME-150: Medical Law and Ethics 2.0 Quarter Credit Hours
This course provides a foundation for handling common legal & ethical challenges in everyday practice. Legal concepts and theories in this course include: international & quasi-international law, professional liability insurance, and required documentation. Ethical components of the course include issues that a health care professional may face on the job. The course will also cover common areas of liability and litigation in different healthcare settings.

ME-155: Laboratory Procedures 6.0 Quarter Credit Hours
This course covers skills and knowledge required for medical assistants to identify and practice clinical and/or lab duties in a medical office. Topics include, but are not limited to: phlebotomy, clinical laboratory testing procedures; and electrocardiography. In addition, this course will cover the importance of microbiology theory and infection control techniques within a clinic or lab setting. Prerequisite ME 105

ME-175: Medical Office Procedures 2.0 Quarter Credit Hours
This course covers the skills and knowledge required to perform administrative tasks in a medical office. Topics include, but are not limited to: receiving patients, scheduling appointments, patient triage, handling medical records, processing insurance claims, and an introduction to medical office management. Prerequisite ME 105

ME-180: Externship and Exam Preparation 3.0 Quarter Credit Hours
This course will prepare the student for their externship experience. It will also culminate all of the learning that has been presented in the program to prepare students to understand employment opportunities and credentialing available to them, job responsibilities, and preparation to sit for one or more exams such as the RMA or the CMA. Prerequisite ME 125 and ME 155

ME-190: Medical Externship 8.0 Quarter Credit Hours
Students will use the knowledge and skills learned in the program and complete a minimum of 240 hours of externship at an approved site. Prerequisite ME 125 and ME 155

MED 101A: Medical Terminology I-A 1.5 Quarter Credit Hours
This course provides the student with an understanding of medical terminology, using textbooks, videos, and computer applications to understand the use of roots, prefixes, and suffixes of medical words. The course will also emphasize medical vocabulary as it applies to anatomy, physiology, and pathology of the human body.

MED 101B: Medical Terminology I-B 1.5 Quarter Credit Hours
Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107. This course provides the student with an understanding of medical terminology, beginning with roots, prefixes, and suffixes of medical words. The student will associate sound medical terminology as it relates to body systems, organs and disorders.

MED 102A: Human Anatomy and Physiology I-A 2.0 Quarter Credit Hours
This course is designed to introduce the student to the structures and functions of the various systems of the body and how these systems maintain homeostasis. It will cover introductory terms, chemistry (brie), cells and tissues; and explain the systems from the skin to the reproductive.

MED 102B: Human Anatomy and Physiology I-B 2.0 Quarter Credit Hours
Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107. This course will introduce the student to the human body structures related to the cardiovascular and lymphatic system, digestive system, the eyes and ears, the musculoskeletal system, the nervous system and common behavioral terms and the endocrine system.

MED 103A: Medical Disorders I-A 1.5 Quarter Credit Hours
This course shows how a disease state can alter the normal anatomy and physiology making up the human system. Students will be expected to use course readings and resources to discuss symptoms, diagnosis, and treatment. The role of prevention in the healthcare field is also covered.

MED 103B: Medical Disorders I-B 1.5 Quarter Credit Hours
Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107. This course will provide the student an understanding of the common diseases and disorders associated with the human body. Students will also be familiar with the related symptoms, diagnosis and treatment of these disorders.

MED 104: Introduction to Medical Laboratory 2.0 Quarter Credit Hours
Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107. This course will provide knowledge of universal precautions, hand washing, laboratory safety, basic microbiology and use of the microscope. Additionally, it covers techniques and hands-on skills required to successfully perform routine vital signs, height, weight, temperature, pulse, respirations, blood pressure and charting for the medical office.

MED 107: Word Processing Computer Concepts I 2.5 Quarter Credit Hours
This course is designed to introduce the student to a personal computer and how to use the computer. The student will learn Microsoft Word to guide the student in proper development of writing skills to produce professional documents, reports and other forms for a professional setting.

MED 108: Medical Transcription I 1.5 Quarter Credit Hours
Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107. This course provides the fundamentals of transcription for the medical office, transcribing reports from dictated audiotapes. The student will prepare reports on history and physical exams.

MKT 102: Intro to Marketing 4.5 Quarter Credit Hours
This business course provides an introduction to marketing principles and practices. It covers the marketing process of taking a product from concept to consumer.

PFT-101: Anatomy & Physiology I 3.5 Quarter Credit Hours
This course is designed to provide the student with an overall understanding of the human body as it relates to personal fitness training. Students will learn the anatomical terminology, and all functions of the body at the cellular level including tissues, nerves, and sensory organs. The focus will be on these systems and how they relate to the functions of the body.

PFT-102: Anatomy & Physiology II 3.5 Quarter Credit Hours
This course is designed to provide the student with an understanding of integumentary, skeletal, muscular, and endocrine systems as it directly correlates to fitness. Students will be directed to learn insertions and origins of muscles and bones, hormonal processes of the interstitial systems, and pathologies of each.

PFT-103: Anatomy & Physiology III 3.5 Quarter Credit Hours
This course is designed to provide the student with an understanding of the reproductive, cardiovascular, lymphatic, respiratory, digestive and urinary systems. Students will be introduced to the pathologies and inter-relationships of these systems.

PFT-104: Personal Wellness 1.5 Quarter Credit Hours
Students will be introduced to the basics of wellness related to self-care. This course serves as a model to assist individuals to manage stress levels and develop thought patterns and tools for successful careers. Students will be introduced to regulating their behavior through a structured process that includes goal-setting, self-reflection, and self-evaluation. Professional ethics and legal applications will be identified and discussed.

PFT-105: Fundamental Nutrition 1.5 Quarter Credit Hours
Students will be introduced to the basics of nutrition and the essential nutrients. This course is also designed to relate diet and exercise as a healthy combination. Students will be introduced to proper nutrition, USRDA recommendations, and chemical properties of the essential and non-essential nutrients and vitamins.

PFT-106: Contemporary Nutrition 1.5 Quarter Credit Hours
Students will be introduced to the contemporary issues of nutrition in the world. This course is designed to develop the proper perspectives on weight management, energy management, and nutritional supplements. The curriculum also explores relevant issues such as eating disorders, malnutrition, sports nutrition, obesity, and food and drug diets.

PFT-107: Exercise Psychology 5.0 Quarter Credit Hours
Prerequisite(s): PFT 101, PFT 102, PFT 103, PFT 104, PFT 105, PFT 106. Students will be introduced to theory related to personal and professional leadership. The focus will be on motivational and situational techniques involving client relationships. Students will study holistic, integrated, and principle-centered approaches to organizing and motivating individuals to be physically active related to personal health and quality of life goals. Students will also study the affects of planned stress (exercise) and routine lifestyle choices (rest and sleep) related to an individual's mental health and quality of life.

PFT-108: Exercise Physiology 5.0 Quarter Credit Hours
Prerequisite(s): PFT 101, PFT 102, PFT 103, PFT 104, PFT 105, PFT 106, PFT 109, PFT 110. This course will provide students with vital information related to fundamental physiological processes within the body that contribute to exercise such as circulatory, nervous and metabolic adjustments to physical exercise.
PFT-109: Kinesiology  
5.0 Quarter Credit Hours
Prerequisite(s): PFT 101, PFT 102, PFT 103, PFT 104, PFT 105, PFT 106. This course will focus upon the mechanical principles that underlie human movement. The students will examine upper and lower extremities, the spinal column, pelvis and thorax. Students will explore the musculoskeletal system as a machine capable of generating and transmitting forces. Students will perform quantitative and qualitative analyses of human movement, design exercise programs to improve selected performance.

PFT-110: Fitness Assessment & Exercise Prescription I  
5.0 Quarter Credit Hours
Prerequisite(s): PFT 101, PFT 102, PFT 103, PFT 104, PFT 105, PFT 106. This course provides a comprehensive and functional approach to the field assessment and application of physical fitness, addressing five components of total fitness which include stability, strength, and power as it relates to the OPT model. Students will develop programs ranging from a client base which would include the novice or deconditioned client to the competitive, elite athlete.

PFT-111: Fitness Assessment & Exercise Prescription II  
5.0 Quarter Credit Hours
Prerequisite(s): PFT 101, PFT 102, PFT 103, PFT 104, PFT 105, PFT 106, PFT 107, PFT 109, PFT 110. Students will examine the skills in working with special population clients that fit outside of the general practice of personal training. These areas will include athletes, obese, adolescents, elderly, and chronic disease clients. Exercise prescription and modified program design will be the focus of this class.

PFT-112: Business Management  
5.0 Quarter Credit Hours
Prerequisite(s): PFT 101, PFT 102, PFT 103, PFT 104, PFT 105, PFT 106, PFT 107, PFT 109, PFT 110. Students will be introduced to the fundamental skills and theories relating to operating or owning a personal fitness business. Students will study basic business principles as applied to career planning and development. The focus will include business organization, office productivity, software, marketing and sales, business plan development, licensing and continuing education. Training will include CPR certification and AED certification seminars.

PFT-113: Personal Trainer Externship  
5.0 Quarter Credit Hours
Prerequisite(s): PFT 101, PFT 102, PFT 103, PFT 104, PFT 105, PFT 106, PFT 107, PFT 108, PFT 109, PFT 110, PFT 111, PFT 112. This course is designed to provide students with supervised, field-based experience in relation to working in the fitness training profession. Students will observe and assist current personal trainer professionals in their daily assignments and appointments. Exposure to management, sales, customer relations, program development, activity design and implementation and daily operations of fitness centers will be emphasized. The final week of externship will be a comprehensive program organized and supervised by the Professional Fitness Institute with students completing their highly regulated “-boot camp” training program.

POA-101A: Medical Terminology and Human Anatomy  
12.0 Quarter Credit Hours
This course provides students with a basic knowledge of word building, use, pronunciations, and spelling of medical terms as well as application of the terms to the function and structure of body systems and specific disease conditions. Emphasis is placed on medical terms in periodicals, textbooks and medical care areas. This is a health career foundational course.

POA-102B: Pharmacy Practice and Law  
12.0 Quarter Credit Hours
This course provides students with a comprehensive study of pharmacy technician responsibilities in clinic, hospital and retail pharmacy settings. Students will learn how to handle, compound, dispense and package drugs properly, as well as learn the drugs, dosage forms and delivery systems. Role playing exercises will allow students to practice communication skills. An overview of professional ethics and federal and state pharmacy law is also included in this course.

POA-103B: Integrated Software Applications  
12.0 Quarter Credit Hours
This course provides students with the working knowledge and skills in Windows and Office Applications using Microsoft Word, Excel, Access, Outlook and PowerPoint. The students will apply these applications to pharmacy technician career field.

POA-104B: Pharmacology for Pharmacy Technicians  
12.0 Quarter Credit Hours
This course provides students with drug classification, nomenclature and the mechanism of action of drugs. Information about look-alike and sound-alike drug names and preventing medication errors will also be covered. Other topics in the class include pharmacokinetics and the drug approval process.

POA-105B: Pharmacy Office Management  
12.0 Quarter Credit Hours
This course provides students with a solid foundation of how Medicare, Medicaid, Worker’s Compensation, personal and commercial insurance work. The student will be introduced to diagnostic and procedure coding using ICD-9, CPT and HCPCS coding systems, as well as provide a thorough knowledge of reimbursement issues. Students will earn health insurance claims processing by completing multiple computerized claim forms as well as case studies.

POA-106B: Medical Dosages and Pharmaceutical Calculations  
12.0 Quarter Credit Hours
This course provides students with the application of basic math skills to the calculations required for the usual dosage determinations, as well as solution preparations using weight and apothecary systems. Additional topics covered in this course include: the application of business calculations in pharmacy operations, an orientation to the working dynamics of the pharmacy and skills necessary to prepare and distribute medications. Students will also develop skills in physician order interpretation and the correct communication of technical information.

PT-201B: Pharmaceutical Career Planning  
7.5 Quarter Credit Hours
This course provides students with a complete overview of all aspects of the pharmacy technician profession that have been presented through the Program. The review will further prepare the student for their career field as well as prepare them for the National Pharmacy Technician Certification Exam. Students will be assessed to determine areas in need of further study and those areas will be addressed.

PT-202B: Advanced Pharmacy Practice for Technicians  
7.5 Quarter Credit Hours
This course provides students with a working knowledge of intravenous admixture through hands-on training. Students are also provided with the basis for pharmacy technicians who will be preparing I.V. medications in the future workplace setting. Students will prepare practice I.V. medications. Chemotherapy and TPN admixture will be taught as well.

PT-203B: Pharmacy Technician Externship  
7.5 Quarter Credit Hours
The externship is a practical career development course which provides students the opportunity to demonstrate the knowledge, aptitude and skill proficiency obtained in the classroom and laboratory. This work experience is not intended to be a job trial situation, but provides the student with additional skills and knowledge prior to graduation. This is the final required course for the Program. A faculty member will visit each site for evaluation of the student. The externship coordinator will provide specific requirements for the externship.

TC-101: Introduction to Craft Skills and Safety  
4.0 Quarter Credit Hours
This course, serving as a pre-requisite to the subsequent trade courses, familiarizes trainees with basic blueprint terms and symbols. Construction Math, Hand Tools, Power Tools, Blueprints.

VT-200A: Veterinary Law & Ethics  
1.0 Quarter Credit Hours
Prerequisite(s): None
In this course the student will be introduced to the definition of a veterinary technician as defined by state statutes and the laws a veterinary technician must practice under. They will learn about the state agencies that govern a licensed veterinary technician as well as the professional organizations that support the profession. The course will also involve two sided discussions on various ethical issues such as biomedical research, puppy mills, zoos/circus/rodeos, horse and dog racing, and hunting.

VT-202A: Medical Terminology  
2.5 Quarter Credit Hours
Prerequisite(s): None
This course will provide the student with an understanding of the root words used to make up medical words used in veterinary medicine. The student will use these roots to then breakdown medical words for an understanding of the meanings of these medical terms. The student will gain understanding of directional terminology and anatomical terminology.

VT-204A: Animal Nursing I  
2.5 Quarter Credit Hours
Prerequisite(s): None
This course is designed to introduce the student to nursing techniques involved in the field of veterinary medicine. The student will be exposed to clinical and nursing tasks including but not limited to: proper restraint, biomed research, puppy mills, zoos/circus/rodeos, horse and dog racing, and hunting.
procedures, dispensing medications, first aid care, disinfectant techniques, and introduction to terms and abbreviations used in charting and an introduction to animal behavior. The course is structured with both lecture and labs. Skills learned in this course will be built upon in future classes.

VT-208A: Computer Concepts I  1.0 Quarter Credit Hours  
Prerequisite(s): None. This course is a beginner course for general Microsoft applications. The class will consist of an overview of four Microsoft programs including Word, Excel, PowerPoint and Access. The course will enable a student to perform common computer oriented tasks associated with general business projects.

VT-210A: Anatomy and Physiology  8.5 Quarter Credit Hours  
Prerequisite(s): VT-200A, VT-202A, VT-204A, VT-208A, GE-201, GE-205, GE-214  
This course will cover basic anatomy and physiology starting at the cellular level and progressing through the musculoskeletal system, the neurological system, the respiratory and cardiovascular systems, the digestive system, the reproductive system, sense organs and the endocrine system. During laboratory hours the student will learn the entire skeletal system of the dog and cat along with some comparative anatomy of the horse and ruminant and will further their study of anatomy through dissection of a canine cadaver.

VT-212A: Animal Nursing II  6.5 Quarter Credit Hours  
Prerequisite(s): VT-200A, VT-202A, VT-204A, VT-208A, GE-201, GE-205, GE-214  
This course will provide the student with an introduction to radiography, concerning production, machine, safety, quality, processing, and positioning. The student will be instructed in how to figure corrections for artifacts and errors, understanding and working with dental radiography, and the making of a technique charts. The student will also be introduced to overviews of ultrasound, fluoroscopy, CT, MRI, and nuclear diagnostic imaging.

VT-214A: Radiology  5.0 Quarter Credit Hours  
This course will provide the student with an introduction to radiography, concerning production, machine, safety, quality, processing, and positioning. The student will be instructed in how to figure corrections for artifacts and errors, understanding and working with dental radiography, and the making of a technique charts. The student will also be introduced to overviews of ultrasound, fluoroscopy, CT, MRI, and nuclear diagnostic imaging.

VT-218A: Shelter Management  1.0 Quarter Credit Hours  
This course will provide the student with an overview of shelter management and medicine. The role of the veterinary technician in shelter management will be emphasized. Animal control, animal behavior and the ethical issues facing shelters will be discussed.

VT-220A: Computer Concepts II  1.5 Quarter Credit Hours  
Students will gain familiarity with AviMark veterinary computer software and its usage in standard practice. The student will use AviMark to prepare medical records including client and patient information, and will gain hospital inpatient skills through scheduling and preparing treatment and inventory lists.

VT-222A: Animal Nursing III  2.0 Quarter Credit Hours  
This course will build on techniques presented in Animal Nursing I and II. In this course, students will be exposed to clinical tasks including but not limited to: blood draws, injections, vaginal and ear cytology, skin scraping, nail trimming, ECGs, urinary catheterization and cystocentesis. The student's perform clinical procedures during lab time. Lectures focus on topics such as veterinary dentistry, oncology, pain management, electrocardiography, fluid therapy, and dermatology.

VT-224A: Nutrition  2.0 Quarter Credit Hours  
This course will introduce the student to dietary management and considerations for the veterinary patient. It will include, but is not limited to, discussions in nutrients and their energy values, animal needs assessments, food and fluid assessments, home food preparations, health maintenance in a normally healthy and in special needs patients, prescription diets, enteral and parenteral nutrition, orphan care and dietary effects on drug metabolism. Labs will focus on the dietary care and management of the Vatterott ward-care animals.

VT-225: Human Relations  3.0 Quarter Credit Hours  
This course is designed to provide the students with both theoretical and practical instruction to work effectively with others in a working environment.

VT-226A: Clinical Pathology I  4.0 Quarter Credit Hours  
Clinical pathology I will give the student an introduction to hematology and the laboratory, which will be built upon in future classes. The student will learn how to use and maintain laboratory equipment, report laboratory results, basic hematology testing, use proper terminology, and how to use blood as a diagnostic tool in veterinary medicine. The student will advance in this course with an introduction to advanced hematology, blood chemistry and immunocassays in preparation of pre-surgical labs.

VT-228A: Pharmacology I  4.0 Quarter Credit Hours  
This course will provide the student with a good understanding of the fundamentals of pharmacology. It will provide a solid foundation in pharmacology upon which the student will be able to build the professional habit of staying current with emerging trends in pharmacology. This course will familiarize the student with: drugs and their absorption, effects on the body, routes of administration, drugs groups and their actions, generic and trade names, labeling and dispensing, reading and filling prescriptions, using weights and measurements, dosage calculations, preparing medications, storage and handling of drugs, controlled substances, laws and regulations. This course will enable the student to use and explain the routes of medications in everyday clinic life as well as give them ample opportunity to develop their confidence in applying pharmacological agents to specific medicinal uses.

VT-230A: Anesthesiology and Surgical Procedures I  9.0 Quarter Credit Hours  
This course will serve to instruct the student in the stages and planes of anesthesia and the types of and actions of anesthetic drugs. The student will become familiar with different types of anesthetic protocols with emphasis placed on performing a safe anesthetic procedure. They will learn patient evaluation, patient monitoring and the safe use of an anesthetic machine. This course will also introduce the student to surgical nursing/assisting, surgical instruments, surgical monitoring equipment, the anesthesia machine, common surgical procedures, and sterile technique/aseptic technique.

VT-232A: Clinical Pathology II  3.0 Quarter Credit Hours  
This class will describe in detail the aspects of a full urinalysis which includes sediment. It will also include a review of previous clinical pathology course material. The course will cover the anatomy and physiology of the urinary system, diseases that affect kidney function, diagnostic procedures used to determine kidney function and identification of structures found in urine during routine analyses. Students will perform all pre-surgical labs on pending surgeries for the current week.

VT-234A: Pharmacology II  3.0 Quarter Credit Hours  
This course will continue from Pharmacology I and provide the student with a good understanding of the fundamentals of pharmacology. It will provide a solid foundation in pharmacology upon which the student will be able to build the professional habit of staying current with emerging trends in pharmacology. This course will familiarize the student with: drugs and their absorption, effects on the body, routes of administration, drugs groups and their actions, generic and trade names, labeling and dispensing, reading and filling prescriptions, using weights and measurements, dosage calculations, preparing medications, storage and handling of drugs, controlled substances, laws and regulations.
regulations. This course will enable the student to use and explain the routes of medications in everyday clinic life as well as give them ample opportunity to develop their confidence in applying pharmacological agents to specific medical uses.

**VT-236A: Parasitology** 5.0 Quarter Credit Hours  
This course introduces the student to basic terminology used in parasitology, the life cycles of common internal and external parasites, and the fundamentals of parasite control and treatment. The student will learn to utilize diagnostic and laboratory procedures for identifying internal and external parasites.

**VT-238A: Large Animal Nursing and Diseases** 6.5 Quarter Credit Hours  
This course will expose the students to industry standards and common husbandry practices for the following species: equine, bovine, caprine, ovine, porcine, and poultry. The course consists of reproductive management and technique as well as proper nutrition. The course covers physiological data, restraint, terminology, surgical procedures, injection, catheterization, identification, density, drug care, stress, and common management of all species listed. Viral and bacterial diseases of all the species will also be discussed. The course also provides hands on experience with large animal species and off site evaluation of the industry.

**VT-240A: Lab Animal Procedures** 4.0 Quarter Credit Hours  
In this course the student will learn about animals not only used in research but owned as pets. They will learn how research facilities operate as well as how to educate a client owning a “pocket pet”. Upon completion of this course the student will demonstrate and understand the groups and laws regulating research, the difference between animal rights and animal welfare, how to identify and understand the importance of animal rights, how to recognize and understand the components of the Animal Welfare Act, how to educate for client education.

**VT-242A: Advanced Nursing** 5.5 Quarter Credit Hours  
The advanced nursing class will provide the student with beyond the basics education. Previous knowledge of ear cleaning, bandaging and eye examinations and catheter placement are utilized to complete advanced techniques in these areas. This class will also introduce new nursing concepts to include holistic medicine, physical therapy, and nerve block anesthetic procedures. Upon completion of the course the student will demonstrate a complete understanding of examination and treatment protocols using knowledge of nursing skills attained throughout the program.

**VT-244A: Animal Disease and Control** 4.0 Quarter Credit Hours  
The purpose of this course is to familiarize the student with common animal diseases, focusing on the small companion animals. The student will come to understand the pathological mechanisms of these diseases and gain an understanding of the general treatments, prevention and control. An understanding of these disease processes will provide the student a foundation of information that they will ultimately use in clinics for client education.

**VT-246A: Avian & Exotics** 5.5 Quarter Credit Hours  
This course will introduce the student to avian and commonly seen exotic species. Each section presents information on health care, husbandry, restraint, nutrition and medical disease conditions. The student will also be provided with a sound understanding of exotic birds, amphibians, reptiles, and small mammals. The course will include labs one of which will require the student to maintain appropriate husbandry for species housed within the college.
### Academic Calendar

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<td>3/1/2014</td>
<td>03/03/2014</td>
<td>03/23/2014</td>
<td>04/24/2014</td>
<td>05/23/2014</td>
<td>06/21/2014</td>
</tr>
</tbody>
</table>

### Class Schedule

**Morning Classes**
Monday through Thursday - 8:00 a.m. to 12:30 p.m.

**Afternoon Classes**
Monday through Thursday - 1:00 p.m. to 5:30 p.m.

**Evening Classes**
Monday through Thursday - 6:00 p.m. to 10:30 p.m.

**Cosmetology Day Classes**
Monday through Friday - 8:00 a.m. to 2:30 p.m.

**Cosmetology Evening Classes**
Monday through Friday - 4:00 p.m. to 10:00 p.m.

**Dental Assistant Classes**
Tuesday through Thursday - 8:00 a.m. to 2:30 p.m.

**Veterinary Technician Classes**
Monday through Friday - 8:00 a.m. to 2:30 p.m.

Class hours are subject to change and may vary based on student needs.
Advisory Committees

Vatterott College utilizes Program Advisory Committees for each program or each group of related programs. The majority of each Program Advisory Committee is made up of employers representing the major occupation or occupations for which training is provided. At least two regularly scheduled meetings are conducted annually and at least one of these is held at the institution.

The duties of the Program Advisory Committee include, but are not limited to:

- Reviewing, at least annually, the established curricula of the program and comment as to its objectives, content, and length, and the adequacy of the facility and equipment.
- Reviewing and commenting on each new program including the appropriateness of curriculum, objectives, content and length, prior to Accreditation recognition.
- Reviewing and commenting at least annually on student completion, placement, and where required, state licensing and examination outcomes of each program.

**Alcohol/Drug Abuse Counselor**

- Bill Keck, Sienna Francis House
- Mike Arnold, Alegent Health/Lasting Hope Center
- Ryan Carruthers, Abintra Counseling Center
- Carolyn Couey, Valley Hope
- Heinrich P. Tesch von Cultz II, Access Counseling & Disability Services

**Business Management**

- Dr. Robert Cox - Bellevue University
- Leo Panzer, CPA - Infinity CPA Group LLC
- Jeri Schaben - Schaben Career Consulting
- Sean Ogar - Expense Reduction Analysts
- Jennifer Jones - Gallup
- Jeff Sheldon - Union Pacific
- John True - FirstComp Insurance
- Ken Jarosz - Harry A. Koch Company
- Laurana Johnson - Manarin Investment Counsel

**Cosmetology**

- Brooke Masloskie, Creative Hair Design
- Kristi Peters, Creative Hair Design
- Molly Graham, Creative Hair Design

**Dental Assistant**

- Deb Garner, Dr. Francis Cavovic
- Dr. Allan Hancock, DDS - Veterans Administration Medical Center
- Ty Johnston, Patterson Dental
- Angie Kar, Stuntz Family Dental

**Heating, Air Conditioning & Refrigeration**

- John Anton, A-1 United Heating and Air Conditioning
- Bob Boyer, Alegent Health
- Kim Cafferty, Johnstone Supply
- John Sigerson, The O’Connor Company Inc.
- Frank Smith, HACCA
- Leroy Stuehm, SOS Heating and Cooling
- John McCarthy Sr., McCarthy’s One Hour Heating and Air Conditioning
- Mike Navarette, Pederson Power Products
- Robert Izacuk, Midstate Heating & Air
- Dave Swett, OPPD-HVAC Training Center
- Dave Ellenberger, Aksarben Heating
- Terry Meester, Greater Omaha Refrigeration
- Ray Harris, Standard Sheet Metal
- David Harris, Oriental Trading Company

**Medical**

- Camille Brewer, Charles Drew Health Center
- Judy Elder, Midwest Regional
- Stevie Gass, Methodist Hospital
- Danette Lodes, Workfit Occupational
- Holly Newman, Alegent Health
- Sandy Prosakki, Alegent Health
- Linda Rocz, Concentra
- Cybc Corby, Dr. Hoody and Lanspa
- Michelle Rabideaux, Infections Diseases Bergan Mercy

**Personal Fitness Trainer**

- Stephanie Bell, Bodysmith Fitness
- Kristen Livingston, Infinity Wellness
- Mark Kaipust, Independent Trainer
- Oathene Jenkins, Aspen Athletic Club
- Travis Baker, Balanced Body Acupuncture and Chiropractic

**Pharmacy Technician**

- Dana Hill, Omnicare
- Calvin Jorn, Kohl’s Pharmacy
- Allen Kurland, Kohl’s Pharmacy
- Dave Songster, RPh - BoysTown National Research Hospital
- Judy Morris, PharMerica
- Kathy Iverson, Omnicare of Nebraska

**Veterinary Technician**

- Galen Barrett, Chief Animal Control Officer, Council Bluffs Animal Shelter
- Jon Brewer, Merial
- Theresa Larson, LVT, UNMC – Comparative Medicine
- Rhea Lukeheart, LVT, Gentle Doctor Animal Hospital
- Jennifer Miflett, Mid American Boston Terrier
- Kandi Rasmussen, LVT, Nebraska Equine Veterinary Clinic
- Lisa Reddington, LVT, Mobile Animal Clinic
- Dr. Deborah Rubaloff, DVM, Banfield Pet Hospital
### Appendix A - Tuition & Fees

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree</th>
<th>Weeks</th>
<th>Tuition</th>
<th>Reg. Fee</th>
<th>Lab/ Tech Fee</th>
<th>Books &amp; Supplies</th>
<th>Total Cost</th>
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</thead>
<tbody>
<tr>
<td>Commercial Driver’s License</td>
<td>Certificate</td>
<td>5</td>
<td>$3,850</td>
<td>$0</td>
<td>$0</td>
<td>$400</td>
<td>$4,250</td>
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<tr>
<td>Medical Assistant with Occupational Focus</td>
<td>Diploma</td>
<td>40</td>
<td>$16,020</td>
<td>$100</td>
<td>$1,600</td>
<td>$2,200</td>
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<td>Personal Fitness Trainer</td>
<td>Diploma</td>
<td>50</td>
<td>$17,810</td>
<td>$100</td>
<td>$1,250</td>
<td>$4,700</td>
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<td>Dental Assistant</td>
<td>Diploma</td>
<td>60</td>
<td>$24,360</td>
<td>$100</td>
<td>$1,500</td>
<td>$1,600</td>
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<td>Heating, Air Conditioning &amp; Refrigeration Mechanic</td>
<td>Diploma</td>
<td>60</td>
<td>$24,336</td>
<td>$100</td>
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<td>Cosmetology (2100 Hours)</td>
<td>Diploma</td>
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<td>$21,630</td>
<td>$100</td>
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<td>$1,700</td>
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<td>Business Management</td>
<td>AOS</td>
<td>70</td>
<td>$25,109</td>
<td>$100</td>
<td>$2,000</td>
<td>$4,200</td>
<td>$31,159</td>
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<tr>
<td>Advanced Medical Assistant</td>
<td>AAS</td>
<td>90</td>
<td>$37,521</td>
<td>$100</td>
<td>$2,250</td>
<td>$3,800</td>
<td>$43,671</td>
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<td>Alcohol Drug Abuse Counselor</td>
<td>AAS</td>
<td>90</td>
<td>$37,539</td>
<td>$100</td>
<td>$2,250</td>
<td>$2,600</td>
<td>$42,489</td>
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<td>Heating, Air Conditioning &amp; Refrigeration Technology</td>
<td>AOS</td>
<td>90</td>
<td>$35,856</td>
<td>$100</td>
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<tr>
<td>Pharmacy Technician</td>
<td>AOS</td>
<td>90</td>
<td>$36,621</td>
<td>$100</td>
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<td>$2,400</td>
<td>$41,371</td>
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<tr>
<td>Veterinary Technician</td>
<td>AAS</td>
<td>90</td>
<td>$37,530</td>
<td>$100</td>
<td>$2,250</td>
<td>$3,200</td>
<td>$43,080</td>
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</tbody>
</table>

Please note the cost of the A.O.S. programs include the cost of the Diploma program.

* Books and Supplies include the cost of uniforms, toolkits, and other items that are a mandatory part of the program, as well as applicable sales tax. The amounts in the above fee chart for Books and Supplies are estimates and are subject to change. Books and Supplies must be purchased from the College, and they shall be purchased at the price of such Books and Supplies in effect at the time they are received by the student.

** The Total amount above for the Commercial Driver’s License program does not include the cost of the outside party fees.

### Commercial Driver’s License - Outside Party Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical</td>
<td>$40.00*</td>
</tr>
<tr>
<td>Drug Screening and Background Check</td>
<td>$88.00*</td>
</tr>
<tr>
<td>Fingerprint</td>
<td>$15.00*</td>
</tr>
<tr>
<td>CDL Permit</td>
<td>$12.50*</td>
</tr>
<tr>
<td>CDL License</td>
<td>$57.50*</td>
</tr>
<tr>
<td>MVR</td>
<td>$3.00*</td>
</tr>
<tr>
<td>Haz Mat</td>
<td>$12.50*</td>
</tr>
<tr>
<td>Endorsement (Optional)</td>
<td>$228.50*</td>
</tr>
</tbody>
</table>

*The outside party fees amounts above are estimated fees paid directly to an outside party by the student. The amounts above are estimates and are subject to change.
Addendum – Program Offerings & Course Descriptions
Effective: 11-2013

The below information has been added to the Program Offerings and Course Descriptions sections.

Program Offerings

Combination Welding Diploma
The objective of this course is to prepare graduates with the skills needed for entry-level employment as a welder.
The program consists of 60 weeks, 66 Quarter Credit Hours of Combination Welding theory and associated lab work. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>WE-150</td>
<td>Basic Gas Metal Arc I</td>
<td>5.5</td>
</tr>
<tr>
<td>WE-151</td>
<td>Basic Gas Metal Arc II</td>
<td>5.5</td>
</tr>
<tr>
<td>WE-152</td>
<td>Basic Shielded Metal Arc I</td>
<td>5.5</td>
</tr>
<tr>
<td>WE-153</td>
<td>Basic Shielded Metal Arc II</td>
<td>5.5</td>
</tr>
<tr>
<td>WE-154</td>
<td>Advanced Gas Metal Arc &amp; FCAW I</td>
<td>5.5</td>
</tr>
<tr>
<td>WE-155</td>
<td>Advanced Gas Metal Arc &amp; FCAW II</td>
<td>5.5</td>
</tr>
<tr>
<td>WE-156</td>
<td>Advanced Shielded Metal Arc I</td>
<td>5.5</td>
</tr>
<tr>
<td>WE-157</td>
<td>Advanced Shielded Metal Arc II</td>
<td>5.5</td>
</tr>
<tr>
<td>WE-158</td>
<td>Gas Tungsten Arc (TIG) I</td>
<td>5.5</td>
</tr>
<tr>
<td>WE-159</td>
<td>Gas Tungsten Arc (TIG) II</td>
<td>5.5</td>
</tr>
<tr>
<td>WE-160</td>
<td>SMAW-P, GMAW I</td>
<td>5.5</td>
</tr>
<tr>
<td>WE-161</td>
<td>SMAW-P, GMAW II</td>
<td>5.5</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 66

Course Descriptions

WE-150: Basic Gas Metal Arc I 5.5 Quarter Credit Hours
Students will be introduced to welding theories, safety requirements, cutting techniques and welding terminology. Introduction and operation of the Gas Metal Arc Welding machine as well as the different consumable wires to use. They will also perform multi-pass welds using carbon steel in all positions. This course is also designed to take students through different

Vatterott College – Spring Valley
Program Offerings and Course Descriptions Addendum
Addendum – Program Offerings & Course Descriptions  
Effective: 11-2013

Gouging  
Non Ferrous Metals  

**WE-156: Advanced Shielded Metal Arc I**  
*5.5 Quarter Credit Hours*  
Students will perform all position welds on advanced joint designs. The students will be learning practical application for test certification procedures. This course is also designed to give students the communication skills necessary for establishing and maintaining healthy relationships with co-workers and customers.

**WE-157: Advanced Shielded Metal Arc II**  
*5.5 Quarter Credit Hours*  
Students will perform all position welds on advanced joint designs. Topics covered include:  
- Open Root  
- Square Butt Joints  
- Bend Tests  
- Filler Passes  
- Basic Blueprint Reading for Welders /Fitters  

**WE-158: Gas Tungsten Arc (TIG) I**  
*5.5 Quarter Credit Hours*  
Students will perform various advanced welding tasks utilizing ferrous and non-ferrous metals. This course introduces the students to basic principles of language constructions and their applications through communications.

**WE-159: Gas Tungsten Arc (TIG) II**  
*5.5 Quarter Credit Hours*  
Students will perform various advanced welding tasks utilizing ferrous and non-ferrous metals. The following topics will be covered:  
- Carbon Steel / Aluminum  
- T-Joints  
- Visual, Marco Inspections  
- All Positions  

**WE-160: SMAW-P, GMAW I**  
*5.5 Quarter Credit Hours*  
Students will perform various advanced welding tasks and receive an introduction to pressure vessel welding specifications. The students will learn specific application of pipe preparations. Introduction to the various positions of welding pipe in the field with different welding processes. This course is also designed to help students achieve greater personal and professional success through an increased knowledge of human behavior and employer expectations.

**WE-161: SMAW-P, GMAW II**  
*5.5 Quarter Credit Hours*  
Students will perform various advanced welding tasks and receive an introduction to pressure vessel welding specifications.

The following Tuition & Fees have been added to Appendix A:

**Appendix A - Tuition & Fees**

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree</th>
<th>Weeks</th>
<th>Tuition</th>
<th>Reg. Fee</th>
<th>Lab/ Tech Fee</th>
<th>*Books &amp; Supplies</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Combination Welding</td>
<td>Diploma</td>
<td>60</td>
<td>$24,840</td>
<td>$100</td>
<td>$1,512</td>
<td>$2,675</td>
<td>$29,127</td>
</tr>
</tbody>
</table>

* Books and Supplies include the cost of uniforms, toolkits, and other items that are a mandatory part of the program, as well as applicable sales tax. The amounts in the above fee chart for Books and Supplies are estimates and are subject to change. Books and Supplies must be purchased from the College, and they shall be purchased at the price of such Books and Supplies in effect at the time they are received by the student.
The following program offering and course descriptions have been added to program offerings and course descriptions section of the catalog.

Program Offerings

Medical Assistant with Limited Radiography Technology Associate of Occupational Studies

The objective of this program is to provide students with the skills and knowledge in basic entry-level x-ray procedures, equipment operation, and radiation safety along with the core curriculum of medical assisting. Graduates will be able to work in various medical settings, including private medical offices, medical clinics and hospitals. Their job duties may include patient coordination and administrative tasks, physician assisting, and limited scope radiography functions. The general education coursework provided in this program equips graduates with advanced math and writing skills.

Proof of Hepatitis B inoculation series initiation is required before starting the second phase.

Note: Past criminal history may affect one’s ability to obtain employment in this field. Students are encouraged to be immunized against and tested for infectious diseases, such as mumps, measles, rubella and tuberculosis prior to contact with patients and infectious objects or materials, in an effort to minimize the risk to patients and healthcare personnel. Additional information regarding policies on blood borne and infectious diseases is available upon request. Students enrolling in this program must sign the Allied Health Externship/Employment Disclosure prior to enrollment stating that the student is in good health and in proper physical condition to participate in the program.

The program consists of 70 weeks, 72.5 Quarter Credit Hours of theory and associated labs along with 19.5 Quarter Credit Hours of General Education instruction. Instruction is designed for entry every 10 weeks.

Addendum – Program Offerings & Course Descriptions
Effective: 12-2013

Vatterott College – Spring Valley
Program Offerings and Course Descriptions Addendum

Course Descriptions

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE 105</td>
<td>Introduction to Psychology</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 114</td>
<td>Technical Mathematics</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Addendum – Program Offerings & Course Descriptions
Effective: 12-2013

Vatterott College – Spring Valley
Program Offerings and Course Descriptions Addendum
numbers, their systems, forms, and operations. It then introduces basics algebraic concepts including solving systems of one and two variables, simplifying equations, and practical applications of basic technical formulas. Also included are basic geometric forms and relationships. The course’s emphasis is on providing students with a practical and useful working knowledge of these concepts for use in the rest of their program, as well as on the job.

GE 120: English Composition 4.5 Quarter Credit Hours
This course is designed to meet the writing needs of a wide variety of students in the following ways: 1) prepares students who will continue in college to write acceptable college-level expository essays, 2) provides career students with a strong base for technical and business writing, 3) familiarizes all students with the writing skills that will be valuable in their everyday experience, 4) provides students with some awareness of the way language functions and affects their lives. To help reach these goals, the course will focus on the elements of clear writing, well-organized expository essays, the necessary critical thinking that must always precede expository writing, analytical reading, and, when necessary, a review of the principles of grammar.

GE 123: Interpersonal Communications in Healthcare 3.0 Quarter Credit Hours
This course will introduce the students to the types of communication utilized in healthcare facilities. Topics to be covered include: written communication, body language, verbal and non-verbal communication; the role of culture in communication; human relations; clinical judgment; and the use of electronic media in the healthcare setting. The course will emphasize the importance of excellent customer service.

GE 205: College Algebra 4.5 Quarter Credit Hours
This college algebra course focuses on algebraic concepts essential for success in the workplace and other courses. Using practical examples and applications, students practice fundamental operations with number systems, formulas, algebraic expressions and linear equations. This course also explores problems involving factoring, inequalities, exponents, radicals, functions, quadratic equations and graphs.

Prerequisite: GE 114

ME 105: Medical Terminology 3.0 Quarter Credit Hours
This course provides the student with an understanding of medical terminology, using textbooks, videos, and computer applications to understand the use of roots, prefixes, and suffixes. This course will also emphasize medical vocabulary as it applies to anatomy, physiology, and pathology of the human body.

Vatterott College – Spring Valley
Program Offerings and Course Descriptions Addendum

Effective: 12-2013

ME 108: Introduction to Medical Billing and Coding 3.0 Quarter Credit Hours
This course will instruct the student in the process of basic medical coding utilizing ICD-9, ICD-10, CPT and HCPCS. Students will be instructed on how accurate coding leads to optimal reimbursement. The student will be able to code diagnostic procedures from case studies and reports.

ME 115: Computer Applications for Healthcare 3.0 Quarter Credit Hours
This course provides the student with an overview of the historical development of healthcare delivery systems, including concepts and theory related to point-of-care data entry and regulatory agencies and organizations related to the provision of healthcare. Students are introduced to Microsoft Office, using Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft Power Point. Students are also introduced to Medisoft software and Microsoft office concepts for use in the physician’s office environment.

ME 121: Anatomy and Physiology 4.0 Quarter Credit Hours
This course is designed to introduce the student to the structures and functions of the various systems of the body and how these systems maintain homeostasis. It will cover introductory terms, chemistry (briefly), cells and tissues, and explain the systems from the integumentary to the reproductive. It will also introduce the student to the human body structures related to the cardiovascular and lymphatic system, digestive system, the eyes and ears, the musculoskeletal system, the nervous system, urinary system, the endocrine system and common physiological terms as well as associated pathological conditions. The course will also cover the importance of a good diet and nutrition, and how a poor diet and nutrition can affect the health of the body.

ME 125: Clinical Medical Assisting 6.0 Quarter Credit Hours
This course will train the student in basic clinical duties. Topics will include administration of injections, pre-physical exam preparation, instruments, minor surgery preparation, specialty procedure preparation, vital signs, and measurements. In addition, this course will include the importance of microbiology theory and infection control techniques within a clinic or lab.

Prerequisite: ME 105

ME 140: Pharmacology 3.0 Quarter Credit Hours
This course will introduce the student to the clinical aspect of the administration, prescribing and dispensing of drugs, as prescribed by a physician, and the legal and ethical standards regarding pharmaceuticals. This course will include the explanation and demonstration of conversion between metric and household systems of measure, medication orders, medication labels, and calculations of insulin and pediatric dosages.
Addendum – Program Offerings & Course Descriptions
Effective: 12-2013

Prerequisite ME 105

**ME 150: Medical Law and Ethics** 3.0 Quarter Credit Hours
This course provides a foundation for handling common legal & ethical challenges in everyday practice. Legal concepts and theories in this course include: international & quasi-international torts, professional liability insurance, and required documentation. Ethical components of the course address issues that a healthcare professional may face on the job. The course will also cover common areas of liability and litigation in various healthcare settings.

**ME 155: Laboratory Procedures** 6.0 Quarter Credit Hours
This course covers skills and knowledge required for medical assistants to identify and practice clinical and/or lab duties in a medical office. Topics include, but are not limited to, phlebotomy, clinical laboratory testing procedure and electrocardiography. In addition, this course covers the importance of microbiology theory and infection control techniques within a clinic or lab setting.
Prerequisite ME 105

**ME 175: Medical Office Procedures** 3.0 Quarter Credit Hours
This course covers the skills and knowledge required to perform administrative tasks in a medical office. Topics include receiving patients, scheduling appointments, patient triage, handling medical records, processing insurance claims, and an introduction to medical office management.
Prerequisite ME 105

**ME 180: Externship and Exam Preparation** 4.0 Quarter Credit Hours
This course will prepare the student for their externship experience. This course culminates all of the skills and education presented in the program. This course prepares students to understand employment opportunities, credentialing available and various job responsibilities. The course also prepares the student to sit for one or more exams such as the RMA or the CMA.
Prerequisite ME 125 and ME 155

**ME 190: Medical Externship** 8.0 Quarter Credit Hours
Students will use the knowledge and skills learned in the program and complete a minimum of 240 hours of externship at an approved site.
ME 125 and ME 155

**ME 211: Radiography Procedures I** 5.0 Quarter Credit Hours
This course is designed to introduce the student to the radiologic...
This course is designed to allow clinical practice of limited radiography procedures and taking x-rays. It is not intended to be a job trial situation, but provides the student with additional theory and skills prior to graduation. This is the final required course for the completion of the degree program. A faculty member will visit each site for evaluation of the student.

Prerequisite: All ME 100 level courses in the program and ME 211, ME 216

The following Tuition & Fees have been added to Appendix A:

**Appendix A - Tuition & Fees**

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree</th>
<th>Weeks</th>
<th>Tuition</th>
<th>Reg. Fee</th>
<th>Lab/ Tech Fee</th>
<th>*Books &amp; Supplies</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant with Limited Radiography Technology</td>
<td>AOS</td>
<td>70</td>
<td>$26,000</td>
<td>$100</td>
<td>$1,750</td>
<td>$5,200</td>
<td>$33,050</td>
</tr>
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</table>

* Books and Supplies include the cost of uniforms, toolkits, and other items that are a mandatory part of the program, as well as applicable sales tax. The amounts in the above fee chart for Books and Supplies are estimates and are subject to change. Books and Supplies must be purchased from the College, and they shall be purchased at the price of such Books and Supplies in effect at the time they are received by the student.
The below Transcript Request Policy is to replace the current Transcript Request Policy in the Student Information & Services section of the catalog.

**Student Information & Services**

**Transcript Request Policy**

A student wishing to request an official school transcript must complete the Transcript Request Form located in the Registrar’s Office. After the completion of the form and the payment of a $10.00 fee, the Registrar’s office will process the request within two calendar weeks. **Official Transcripts will NOT be processed if there are any financial or academic holds or if there are any unpaid fees or an outstanding balance on your student account. If you need an official transcript by a certain deadline, be aware that obtaining it will be delayed until you have paid any outstanding balance.**
Financial Information

Scholarships

**Vatterott College High School Presidential Scholarship** - The Vatterott College High School Presidential Scholarship (the “Scholarship”) is a tuition remission scholarship in the amount of One Thousand Dollars ($1,000.00), which will be applied to the scholarship winner’s student account upon enrolling at Vatterott College. The Scholarship, which will be disbursed in the form of a tuition credit, is non-transferable, carries no cash value and cannot be used to create a stipend for the student. In order to be eligible for the Scholarship, candidates must have graduated from an accredited high school in the previous twelve (12) months, prior to enrollment at Vatterott College. For additional information on the Vatterott College High School Presidential Scholarship and to receive your application, please contact the Director of Education.
Addendum – Academic Information
Effective: 10-2014

The below information is to replace the current corresponding information in the Academic Information section of the catalog.

Academic Information

Attendance Policy
Class attendance, preparation, and participation are integral components to a student’s academic success. Students are strongly encouraged to attend every class session and to spend an appropriate amount of time outside of class reviewing and preparing for each class session. Failure to attend class may result in reduced participation, comprehension, and/or involvement with group projects, which may have an impact upon a student’s overall course performance.

In the instance that a student is absent from all classes for two consecutive weeks (14 calendar days), on the 14th day following the student's last date of attendance the institution will make a determination as to whether the student intends to return to classes or to withdraw. At that time, in the absence of any communication from the student indicating that the student intends to return to classes, the institution will determine that the student intends to withdraw and initiate the administrative withdrawal process.

In the instance that a student is absent from an individual class for two consecutive weeks (14 calendar days), on the 14th day following the student’s last date of attendance the institution will make a determination as to whether the student intends to return to the individual class or to withdraw. At that time, in the absence of any communication from the student indicating that the student intends to return to the individual class, the institution will determine that the student intends to withdraw from the individual class and initiate the administrative withdrawal process with respect to that class.

If a student returns to class prior to the completion of the administrative withdrawal process, which shall be completed no later than the 25th calendar day following the student's last date of attendance, institutional staff will review and document the student's return to class and authorize the discontinuation of the pending administrative withdrawal.

If a student is experiencing a mitigating circumstance and requests that the school permit him or her to return to school subsequent to the 25th calendar day following the student's last date of attendance, institutional staff will review and document the request and may grant an exception to hold the student up to the stated return date. Failure to return on the stated date will result in immediate withdrawal from the program.

A student in a Quarter Credit Hour program may be placed on attendance

Vatterott College - Spring Valley
Academic Information Addendum