2010-2011
Vatterott College
St. Charles Course Catalog

3550 West Clay Street, St. Charles, MO 63301
Phone: 636-978-7488 | Fax: 636-978-5121
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The information contained in this catalog is true and correct to the best of my knowledge.

Gertrude Bogan-Jones
Campus Director
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.
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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

The Vatterott College O'Fallon, Missouri campus was initially approved as a satellite of the Vatterott College St. Ann campus in January 2000. The satellite campus was located at 2953 Highway K in O'Fallon, Missouri and the Computer Technology diploma program was offered.

In January of 2003, the Medical Office Assistant diploma program was approved to be offered at the St. Ann main campus, and the program was subsequently started at the O'Fallon satellite campus in April 2003.

In September 2003, the O'Fallon satellite campus applied for branch status and was granted initial recognition and approval on June 23, 2004. The campus then moved to its current location, 927 East Terra Lane in O'Fallon, Missouri. With the branch approval, additional diploma programs in Heating, Air Conditioning and Refrigeration Mechanic, as well as Electrical Mechanic were approved. Also approved were Associates of Occupational Studies degrees in Heating, Air Conditioning, & Refrigeration Technology; Electrical Mechanic Technology; and Medical Assistant.

In September 2004, the Building Maintenance Mechanic diploma and the Building Maintenance Technology AOS degree programs were added. In March of 2005, Building Maintenance Mechanic and Building Maintenance Technology were approved for name changes to Construction Trades and Construction Trades Technology, respectively.

In October 2006, additional space at 923 East Terra Lane was added for the Electrical Mechanics programs.

In July 2005, the Cosmetology program was added.
In January 2008, the Information Systems Security diploma program was added. In 2009, Medical Billing and Coding and Business Management degree programs were added.

In September 2010, the campus moved to the location at 3550 West Clay Street, St. Charles, MO 63301.

The current facilities at 3550 West Clay Street, St. Charles, MO 63301 contain approximately 18,600 square feet devoted to training. The shop/lab areas for all programs contain industry related equipment and computers need for demonstration and instruction.

**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.

**Certifications**

Certified to Operate by the Coordinating Board for Higher Education, State of Missouri.

**Campus Location**

Vatterott College St. Charles Campus
3550 West Clay Street
St. Charles, MO 63301
(636) 978-7488

Administrative Offices –
3550 West Clay Street
St. Charles, MO 63301
(636) 978-7488

**Campus Facilities**

Vatterott College – St. Charles Campus –
Branch of Main Campus, Vatterott College Berkeley, Missouri

The facilities at 3550 West Clay Street, St. Charles, MO 63301 contain approximately 18,600 square feet devoted to training. The shop/lab areas for all programs have worktables with the appropriate demonstration and technical equipment necessary for instruction, including computers. Library-resource materials are available to students beyond normal school hours. Maximum class size is 30 students. Enrollment Capacity: 200 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 admissions representative, either in person or by telephone, depending upon the distance from the institution. Parents and/or significant others are encouraged to attend. This gives 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 or General Education Diploma (GED).

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 or GED transcript (and college transcripts, where applicable)
- Financial aid forms (if applicant wishes to apply for financial aid)
- 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)
- Applicants with home school diplomas are required to present evidence to validate the credential. In the event the home school diploma cannot be verified by the state authority, the applicant is required to complete the GED and provide copy of transcript

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

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.

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 with a maximum of 27 quarter-credit hours without declaring intent to seek a diploma or degree. To be eligible for a diploma or degree, non-degree non-program students must declare their
Admissions Information

intent to obtain a diploma or degree in writing to the registrar. At the time of declaration/program enrollment the student must request transfer credit.

To complete the enrollment into a diploma or degree program, the student must complete the Wonderlic assessment, 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. Non-degree, non-program students must meet the same admissions standards as degree students. Prerequisites and refresher courses may be required.

Institution 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, Good Friday, Memorial Day, Fourth of July, Labor 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 the program, the student must pay 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 fourteen (14) calendar days from the first date of the term. Students who fail to attend classes during the add/drop period will be withdrawn and issued a W.

The institution reserves the right to withdraw the enrollment of any student who fails to meet a minimum attendance requirement of no more than 2 absences of scheduled class time during the initial add/drop period in the first two weeks of the term.
Financial Information
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 student 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. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student’s family can be reasonably expected to contribute to this cost of education 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 Aid Eligibility

In order to be eligible for financial aid, a student must:

- 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 or the equivalent;
- Be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- Have 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;
- Sign an updated Statement of Educational Purpose/Certification Statement on refunds and default.

Application

To apply for financial aid, a student must complete a standard application such as 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.
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. 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 application is completed, the information will be used in a formula established by the Congress, that calculates need and helps determine eligibility. When combined with other aid and resources, a student's aid package may not exceed the cost of attendance.

**Satisfactory Academic Progress**

Students must meet the standards of satisfactory academic progress (SAP) 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 CGPA requirements, progression towards completion requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the Academic Information section of this catalog.

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

**Federal Pell Grant**

This grant program 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. Eligibility is determined by a standard U.S. Department of Education formula, which uses family size, income and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, 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 with priority given to students with Federal Pell Grant eligibility. Students who are unable to continue their education without additional assistance may qualify for this program. 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. Often, due to limited funding, grants are awarded on a first-come, first-served basis.
Academic Competitiveness Grant (ACG)

The ACG grant is available to students who have completed a rigorous program of study during high school. To be eligible, the student must be enrolled in a degree program and be eligible to receive the Pell grant. Other eligibility requirements may apply. Contact the financial aid office for details.

National Science and Mathematics Access to Retain Talent Grant (National SMART Grant)

This grant is available to students who are enrolled in the third and fourth years of designated programs of study. The student must be eligible for the Pell grant and meet various other eligibility criteria. Contact the financial aid office for details.

Federal Stafford Student Loans

Federal Stafford loans, available through the Federal Family Education Loan Program (FFELP), are low-interest loans that are made to the student by a lender, such as a bank, credit union, or savings and loan association. The loan must be used to pay for direct and/or indirect educational expenses. Subsidized loans are need based while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from the institution, or attends below half-time enrollment status.

Federal Parent Loan for Undergraduate Students (PLUS)

The Federal PLUS loan, another FFELP loan program, is available to parents of dependent undergraduate students. These loans are not based on need but when combined with other resources, cannot exceed the student’s cost of education. A credit check is required and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within a loan period.

Private Loans

Various lending institutions offer loans to help cover the gap between the cost of education and the amount of financial 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

Vatterott College Scholarship Fund – In celebration of its forty-year history of training America’s trade leaders, Vatterott College recently partnered with the Greater St. Louis Community Foundation to establish the Vatterott College Scholarship Fund, an endowment founded to assist academically achieving students in need of fiscal support.

The Vatterott College Scholarship is open to students who have completed two terms of an eligible Vatterott Educational Centers, Inc. (VEC) program, are academically qualified, have demonstrated financial need and are seeking a
degree or certificate of the college, in a course of study chosen by the student. Academic qualifications require a 3.0 or better grade point average on a 4.0 scale and eligibility to graduate. Applicants must demonstrate an exemplary attendance history (90% or higher).

To demonstrate financial need, eligible students are identified by the VEC financial aid staff as those students who have a gap in financial resources between the cost of tuition and the federal aid available to the student. Only those students confirmed by VEC are eligible to apply for this scholarship award. Applications are provided only to eligible students.

Applications are evaluated on the basis of past academic performance and potential for continued success and the quality of the recommendations received on the student's behalf. Selection of the recipients of the $1,000 award is determined by the Greater Saint Louis Community Foundation from information provided by the applicant, the school, and those who write letters of recommendation.

**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 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.

1. Complete the term with 100% attendance of scheduled hours (including makeup hours) for the term
2. Cumulative GPA of at least a 2.0.
3. Term GPA of at least a 2.0.
4. Enrolled as a full time student in the Cosmetology program.

Qualification for the scholarship is for the term most recently completed and may be earned each term of the program based on the criteria above.

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 State Approving Agency of 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 Family Educational Loan be notified concerning their loans. The institution counsels each student regarding loan indebtedness and gives each student an entrance test and mails an exit interview regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the Student Finance Office prior to withdrawal or graduation for loan 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. If the student is unable to meet with the Student Finance Office, an exit interview will be mailed.

**Order of Return of SFA Program Funds**

Title IV funds credited to outstanding loan balances for the payment period or period of enrollment for which a return of funds is required must be returned in the following order;

- Unsubsidized Stafford Loan Program;
- Subsidized Stafford Loan Program;
- Unsubsidized Direct Stafford loans (other than PLUS loans);
Subsidized Direct Stafford loans;  
Federal Perkins Loan Program;  
Federal PLUS loans;  
Federal Direct PLUS loans;  

If funds remain after repaying all loan amounts, those remaining funds must be credited in the following order:  
Federal Pell Grants for the payment period for which a return of funds is required;  
Academic Competitiveness Grants for which a return of funds is required;  
National Smart Grants for which a return of funds is required;  
Federal Supplemental Educational Opportunity;  
Grant (FSEOG) for which a return of funds is required;  
Other assistance under this Title for which a return of funds is required.  

Refunds to any of the Title IV or State programs will be paid within 45 days or the timeframe established by the appropriate regulatory authority, whichever is shorter.  

Refund Policy  
1. 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. When 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.  

It is understood that any terms extended to any STUDENT are for convenience in paying the tuition and fees and are not in any way to be considered as payment(s) for periods of time. By accepting applications, the COLLEGE has assumed the obligation of furnishing a complete program, instructors, equipment, laboratories, classrooms and other facilities necessary for teaching those programs at the stated offered tuition cost for the program and with the understanding that refunds will be made per academic term only as follows:  

A. Refund to STUDENT’s attending the COLLEGE for the first time (first academic term):  
The COLLEGE shall refund unearned tuition, fee, 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 institution equal to the portion of the period of enrollment for which
the STUDENT has been charged that remains on the last day of attendance by the STUDENT. (Total number of weeks comprising the period of enrollment for which the STUDENT has been charged into the number weeks remaining in that period as of the last recorded day of attendance by the STUDENT.) The refund will be rounded down and to the nearest 10% of that period, less an unpaid charge owed by the STUDENT for the period of enrollment for which the STUDENT has been charged, less an administrative fee of $100.00.

2. For a STUDENT terminating training after completing more than 60% of the period enrollment, the COLLEGE may retain the entire contract price of the period of enrollment, including an administrative fee of $100.00.

B. Refund subsequent periods or non first-time STUDENT's:
The COLLEGE shall refund unearned tuition and fees as set forth in applicable state or federal regulations to a STUDENT attending an institution for second and subsequent enrollment periods. Refunds will be calculated based upon the last day of attendance. In the absence of state or federal regulations, the COLLEGE shall make a refund of tuition and fees and other charges as set forth below:

1. During the first week of classes, the COLLEGE shall refund at least 90% of tuition; thereafter,
2. During the first 25% of the period of financial obligation, the COLLEGE shall refund at least 55% of tuition; thereafter,
3. During the second 25% of the period of financial obligation, the COLLEGE shall refund at least 30% of tuition.
4. In case of withdrawal after this period, the COLLEGE may commit the STUDENT to the entire obligation.

C. Refunds will be made within 30 days after the COLLEGE determines the STUDENT has withdrawn.

D. A student who withdraws from the College as a result of the student being called into active duty in a military service of the United States may elect one of the following options for each program in which the student is enrolled:

1. A full refund of any tuition and refundable fees for the academic term in which the student is enrolled at the time of withdrawal. No refund will be given for any academic term the student has completed.
2. A grade of incomplete with the designation "withdrawn-military" for the courses in the program in which the student is enrolled at the time of withdrawal and the right to re-enroll in those courses, or substantially equivalent courses if those courses are no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition and fees other than any previously unpaid balance of the original tuition, fees and charges for books for the courses.
3. The assignment of an appropriate final grade or credit for the courses in which the student is enrolled at the time of withdrawal, but only if the instructor or instructors of the courses determine that the student has:
Satisfactorily completed at least 90 percent of the required coursework; and demonstrated sufficient mastery of the course material to receive credit for the course.

**Return of Title IV Funds**

A recipient of Federal Title IV* financial aid who withdraws or is dismissed from school during a payment period (or term) in which the student began attendance will have the amount of Title IV Funds he/she did not earn calculated according to a pro-rata formula in federal regulations. For example if the student completed 30% of the payment period (or term), the student earns 30% of the assistance they were scheduled to receive for that payment period. Once the student has completed more than 60% of the payment period (or term), all of the assistance scheduled for that period is earned.

The formula is the number of calendar days the recipient has been enrolled for the payment period up to the day the student withdrew divided by the total number of calendar days in the payment period (or term). That percentage is multiplied by the amount of the recipient’s Title IV financial aid awarded for that payment period to determine the amount of Title IV financial aid that has been earned. The amount of Title IV financial aid that has not been earned for the payment period, and which must be returned, is the complement of the amount earned. The amount of the Title IV earned and the amount of Title IV not earned will be calculated based on the amount of Title IV financial aid that was disbursed or could have been disbursed for the payment period upon which the calculation was based.

If the recipient did not receive all of the funds that were earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes federal student loan funds, the school must get the borrower’s permission before it can disburse. The student may choose to decline some or all of the loan funds. The school is authorized to use all or a portion of the post-withdrawal grant funds for tuition, fees, books and supplies and contracted room and board charges. To apply remaining post-withdrawal grant funds to other school related charges, the school must obtain permission. However, it may be in the student’s best interest to allow the school to keep the funds to reduce the debt to the school.

There are some Title IV funds that recipients were scheduled to receive that cannot be disbursed as post-withdrawal disbursements because of other eligibility requirements. For example, if the student is a first-time first-year undergraduate student and has not completed at least the first 30 calendar days of the program prior to withdrawal, no FFEL or Direct loan funds can be disbursed.

If the student receives (or the school or parent receives on the student’s behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

1. the student’s institutional charges multiplied by the unearned percentage of the funds, or
2. the entire amount of excess funds.

The school must return this amount even if it did not keep this amount of Title IV program funds. If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student (or parent for a PLUS loan) repay in accordance with the terms of the promissory note. That is, the borrower(s) make scheduled payments to the holder of the loan over a period of time.
Any unearned grant funds that the student must return is called an overpayment. The maximum amount of grant overpayment that the student must repay is half of the grant funds received or scheduled to be received by the student.

The requirements of Title IV program funds when the student withdraws are separate from any refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the student was required to return. See the college’s Tuition Refund Policy and instructions regarding the requirements and procedures for official withdrawal from school elsewhere in this catalog. For answers about Title IV program funds, one can call the Federal Student Aid Information Center at 1-800-4 FedAid (1-800-433-2143). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

*Title IV programs are Federal Pell Grants, Academic Competitiveness Grants, National SMART grants, Stafford Loans, PLUS loans and Federal Supplemental Educational Opportunity Grants (FSEOG).

**Withdrawal Date/Policy**

The withdrawal date used to determine when the student is no longer enrolled at Vatterott College is:

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.

If a student does not complete the official withdrawal process, the institution will determine the student’s withdrawal date based upon federal regulations and institutional records.

For Federal student loan reporting purposes, the student’s last date of attendance will be reported as the effective date of withdrawal for those who do not complete the official withdrawal process and will be the date the student began the official withdrawal process for those students who complete the official withdrawal process.

Please note that the above policy may result in a reduction in institution charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due to the institution that is greater than that which was owed prior to withdrawal.

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

Grading Systems

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. 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>Letter Code</th>
<th>Numerical Percentage</th>
<th>Description</th>
<th>Included in Credits/Clock Hours Earned</th>
<th>Included in Credits/Clock Hours Attempted</th>
<th>Included in CGPA</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
<td>Outstanding</td>
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<td>Yes</td>
<td>Yes</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
<td>Above Average</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79</td>
<td>Average</td>
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<td>Yes</td>
<td>Yes</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69</td>
<td>Below Average</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0 – 59</td>
<td>Failing</td>
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<td>Yes</td>
<td>Yes</td>
<td>0.00</td>
</tr>
<tr>
<td>W</td>
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<td>Withdrawn</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>WF</td>
<td>N/A</td>
<td>Withdrawn/Failure</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>I</td>
<td>N/A</td>
<td>Incomplete</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>TC</td>
<td>N/A</td>
<td>Transfer</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>TO</td>
<td>N/A</td>
<td>Test-Out</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
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<td>Audit</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Application of Grades and Credits

The chart above describes the impact of each grade on a student’s academic progress. For calculating rate of progress grades of F (failure), W (withdrawn), WF (withdrawal/failure) and I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. A grade of W will not be awarded after the student has completed the second week of the term. Withdrawal after the second week 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.
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 in two ways. Students are given a report card on the third week of the quarter (phase) for the grades earned during the prior quarter (phase). 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.

**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 credit/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. All required coursework must be complete and submitted within two weeks after the end of the term. 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; and
- The student presents these reasons in writing, with any required documentation prior to the last day of the term.

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 syllabi 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, financial aid is not applicable.

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 deadline 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 deadline receives a designator of “WF”.

Academic Information
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 post secondary 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 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. Technical course credits from institutions other than Vatterott that were earned more than five (5) years prior to the current year will not be considered for transfer. At a minimum, 50% of the credits required must be completed at Vatterott.

It is the responsibility of the student to request an official transcript be mailed to Vatterott College Education 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 transferrable 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.

Internal Proficiency Credit Test Out

Students are responsible for requesting proficiency examinations. Such a request should be granted if an examination is available and 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 not used in the grade point average or rate of progress, but calculated in the timeframe measurement.
Academic Information

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
- 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 maintain satisfactory academic progress in order to remain enrolled. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance. Satisfactory academic progress is determined by measuring the student’s cumulative grade point average (CGPA) and the student’s rate of progress toward completion of the academic program. These are outlined below.
CGPA Requirements
Students must meet minimum CGPA requirements at specific points during their enrollment in order to be considered making satisfactory academic progress. These requirements are noted in the tables below. These will be reviewed at the end of each grading period after grades have been posted to determine if the student’s CGPA is in compliance. Once a student reaches a review point, they must maintain the minimum CGPA for that level at the end of each grading period until such time as they reach the next level of review.

Certificate/Diploma Program Quarter Credits

<table>
<thead>
<tr>
<th>Quarter Credits</th>
<th>Minimum CGPA Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 15</td>
<td>1.0</td>
</tr>
<tr>
<td>16 – 30</td>
<td>1.5</td>
</tr>
<tr>
<td>31 credits – graduation or maximum allowable credits reached</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Associate’s Degree Program Quarter Credits

<table>
<thead>
<tr>
<th>Quarter Credits</th>
<th>Minimum CGPA Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 15</td>
<td>1.0</td>
</tr>
<tr>
<td>16 – 45</td>
<td>1.5</td>
</tr>
<tr>
<td>46 credits – graduation or maximum allowable credits reached</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Cosmetology Program Clock Hours

<table>
<thead>
<tr>
<th>Clock Hours</th>
<th>Minimum CGPA Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 300</td>
<td>1.0</td>
</tr>
<tr>
<td>301 – 900</td>
<td>1.5</td>
</tr>
<tr>
<td>901 credits – graduation or maximum allowable clock hours reached</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Rate of Progress Towards Completion Requirements
In addition to the CGPA requirements, a student must successfully complete at least 67% of the cumulative credits or clock hours attempted in order to be considered to be making satisfactory academic progress. 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 determination of CGPA, the completion requirements will be reviewed at the end of each term after grades have been posted to determine if the student is progressing satisfactorily.
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 Credits
Diploma – 108 QCH
Associate of Occupational Studies Degree - 90 Weeks - 162 QCH
Associate of Occupational Studies Degree - 70 Weeks - 135 QCH
Cosmetology – 2,250 Clock Hours

How Transfer Credits/Change of Program Affect SAP
Credit that has been transferred into the institution by the student has no effect on the percentage of completion calculation in the SAP, nor does it have any effect on the grade point average requirement for the SAP. Transfer credit is considered when computing 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 (150%) x 180 = 270 credits. The 30 transfer hours will be added to the attempted and earned hours when the time frame is 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 or an Associate’s degree to a Bachelor’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 or rate of progress, but will be considered as credits attempted and earned in the 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 (150%) x 180 = 270 credits. The 30 external transfer hours will be added to the attempted and earned hours when the time frame is being calculated and the 10 credits earned in program A will be included in the grade point average, rate of progress and the time frame calculations.

Academic Probation
At the end of each term after grades have been posted, each student’s CGPA and rate of progress is reviewed to determine whether the student is meeting the aforementioned requirements.
Academic Information

Students will be placed on Probation the first term in which the CGPA or the rate of progress falls below the values specified in the CGPA requirements and Rate of Progress Towards Completion requirements sections of this catalog. At the end of the next term, the student will be removed from Probation and returned to regular status if they meet or exceed the minimum standards or will remain on Probation if they continue to fall below the specified values.

Students on Probation will be evaluated at the end of each term of monitoring. A student who raises their CGPA and rate of progress at or above the minimum[s] will be removed from Probation and returned to regular status. If a student does not meet the minimum CGPA or rate of progress requirements at the time of evaluation, the student may be dismissed from the institution or continued on probation.

If at any point it can be determined that it is mathematically impossible for the student to meet the minimum requirements, the student may be dismissed from the institution. The institution also reserves the right to place a student on or remove them from academic monitoring based on their academic performance, not withstanding 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.

During the periods of Probation, students are considered to be making satisfactory academic progress and remain eligible for financial aid.

Students on Probation 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.

Appeal to Grade Challenge & Course Work Appeals

A student 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) within ten days of receiving notification of his/her dismissal.

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, please refer to the student grievance policy in the Student Information and Services section of this catalog.
Academic Information

Reinstatement
A student who has been academically dismissed may apply for reinstatement to the institution by submitting a written request to the Director of Education. The request should be in the form of a 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 and must have successfully completed all required credits within the maximum credits that may be attempted. 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
2. Complete required competencies and/or Externship
3. Satisfy non-academic requirements (e.g., outstanding financial obligations)

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 add/drop period of the subsequent term will be awarded a grade of "F." A student who receives an "F" may be re-enrolled in the externship or experiential learning activity course for the subsequent term.
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.

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.

Extenuating circumstances include but are not limited to: Medical (including pregnancy), Family Care (including unexpected loss of childcare and medical care of family), Military Obligations and Jury Duty.

In order for the student to be granted an approved LOA, the student must submit a completed, signed and dated Leave of Absence Request Form along with supporting documentation to the Director of Education. In addition, the student must have completed his/her most recent term and received academic grades (A-F) for that term.

Re-admission Following a Leave of Absence
Upon return from a leave, the student will be required to repeat the term and receive final grades for the courses from which the student took leave when the courses are next offered in normal sequence for students in the class into which the student has reentered. The student will not be charged any fee for the repeat of courses from which the student took leave or for reentry from the leave of absence.

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, 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.

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 minimum of 10 lecture hours of not less than 50 minutes each plus outside reading and/or preparation; 20 laboratory hours; or 30 externship hours; or an appropriate combination of all three constitutes one quarter hour of credit.

Make Up Work

Vatterott Education Center 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: This make up policy does not apply to Cosmetology Students. Cosmetology Students are required to complete the entire 1,500 clock hours of their program to satisfy the requirements of state licensing.
Attendance Requirements
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.
A student who is absent from all classes for two consecutive weeks will be automatically withdrawn from the institution unless there are acceptable mitigating circumstances.
A student may also be withdrawn from a course if absences exceed 30% of the total scheduled hours for a course. Students may be placed on attendance probation and receive a written notification when their total number of absences reaches 20% of total scheduled course hours. Students who withdraw or are removed from a course will receive a grade of W or WF based upon their time of withdrawal/removal; these grades count toward the evaluation of a student’s satisfactory academic progress but will not affect the student’s cumulative grade point average.

Students Receiving Veterans Benefits
Students receiving Veterans benefits are required to maintain an 80% attendance rate in each course.

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

Online Course Option
Students may have the option to complete up to 75% of their program of study through online courses. Not all courses or program of study are available online. Online courses are provided by Vatterott College, Sunset Hills, based in St. Louis, Missouri. These online courses are specifically designed for the student who will be accessing online courses from a standard personal computer. For more information, contact the campus Director of Education for recommended PC specifications to ensure the best accessibility to online resources and an optimal learning experience in online courses, and for additional information about this option.

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 DOE 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. The 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.
Academic Information

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. Students should be encouraged to complete these courses as soon as possible to ensure the greatest chance for success in their given programs.

In-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 In-Program Transfer form from the Director of Education. The completed Request for In-Program Transfer form must be processed by the Financial Aid Department and submitted to the Campus Director for final approval.
Student Information & Services

Not actual student, stock photo from photo library.
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. Admissions Representatives 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 job, 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 interviewing skills, and professional 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 of 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
- 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, 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 attend the first class session may be withdrawn from the course.

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 making its facilities and services available to persons with disabilities, and individuals with disabilities are encouraged to apply for enrollment. Vatterott College will provide reasonable accommodations for students with disabilities, including auxiliary aids and services as long as services do 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 and complete the “Student Application for Auxiliary Aids or Academic Adjustments” form requesting academic adjustments and/or auxiliary aids. To ensure that accommodations are provided in a timely fashion, Vatterott College strongly encourages students to submit all requests for accommodation immediately after enrollment and prior to the first day of classes, or otherwise as soon as possible.

To request an auxiliary aid or service, please contact the Director of Education at Vatterott College.

- Department of Human Services
- 634 North Grand Blvd.
- 7th Floor
- St. Louis, MO 63103
- (314)612-5900

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.

What is the process to request accommodations?
The Director of Education is the designated institution employee who is responsible for the coordination of efforts to ensure appropriate academic adjustments and/or auxiliary aids are provided consistently to the student population. Students seeking reasonable accommodations will complete the "Student Application for Auxiliary Aids or Academic Adjustments" application. Upon receipt of the completed application and supporting documentation, the Director of Education will arrange an interview with the student to discuss their specific needs. The student may elect to include a parent, guardian or other designated agent in the interview session that may validate the nature of the academic adjustment or auxiliary aids needed under the reasonable accommodations provision.

The institution may engage an independent evaluation administrator to provide a professional opinion to determine the appropriate accommodations are provided for the student. After careful consideration, the Director of Education will provide the necessary guidance to the faculty members, authorize and requisition additional resources as needed to accommodate the student needs. Periodically, reviews will be conducted by the Director of Education to ensure that the adjustments and/or aids are appropriate. A student seeking accommodations may appeal the decision of the Director of Education to the Institutional Director as outlined in the grievance process listed in this section.

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, dispensation, 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 152 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.

- 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, state licensing agency or 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, institution 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 institution 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 only when they contribute to the welfare and safety of the student body. Cooperation
of all students is expected. All instructors have the authority, in a teacher/student relationship, to enforce all institution rules and regulations.

- Students may operate equipment only during institution hours, unless after-hours permission has been given by the instructor and they are supervised.
- Ensure learning and lab areas are neat and free of any trash.
- No fighting, horseplay, profanity, or cheating.
- No alcohol or drugs before, during, or after classes; violators are subject to suspension and termination.
- Do not tamper with other students’ projects or equipment.
- No personal incoming calls. The courtesy telephone is to be used at break time only.
- 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.
- Personal business must be handled after institution hours.
- Carelessness in safety will not be tolerated.
- Smoking is allowed only in designated areas.
- All students are expected to attend every class in which they are enrolled.
- Promptness and preparation are expected. Students are expected to be on time for every class. A student is considered tardy if he/she is 15 minutes late for class. A student may be suspended and, if the pattern is not corrected, expelled if continued tardiness impairs the instructor’s ability to teach or any student’s ability to learn.
- Professional attitude and professional appearance are expected. All students are encouraged to reflect the proper image of their future careers by dressing appropriately and maintaining personal hygiene. Torn and provocative clothes are not permissible. The following items of clothing are also unacceptable: hats (unless approved by instructors), tank tops, tube tops, halters, 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.

Vatterott College reserves the right to dismiss or suspend any student who is guilty of the above or whose conduct is detrimental to the classroom environment, well-being of fellow students or faculty, or appearance of institutional facilities.

A student dismissed for misconduct can be readmitted only by permission of the Campus Director.

**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 institution 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 by Vatterott Educational Centers, Inc., principal offices located at 9200 Olive Boulevard, Olivette, Missouri. The corporate officer of Vatterott Educational Centers, INC is Pamela Bell, President.

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-of@vatterott-college.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 Accrediting Commission.
All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

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

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 Missouri Department of Higher Education, 3515 Amazonas Dr., Jefferson City, MO 65109-5717, phone: 573-751-2361, fax: 573-751-6635.

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 $5.00 fee, the Registrar’s Office will process the request within two calendar weeks.
Program Offerings

Vatterott College St. Charles Campus
Program Offerings

Diploma
- Computer Technology
- Electrical Mechanic
- Heating, Air Conditioning, and Refrigeration Mechanic
- Cosmetology
- Information Systems Security

Associate of Occupational Studies (A.O.S.)
- Business Management
- Computer Systems & Network Technology
- Electrical Mechanic Technology
- Heating, Air Conditioning, & Refrigeration Technology
- Medical Assistant
- Medical Billing & Coding

Vatterott College St. Charles Campus only offers those specific programs of study 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 catalogs.

The institution reserves the right to alter the scope and sequence of course offerings at any time.
Program Offerings

**Computer Technology Diploma**

This program is designed to meet the ever-increasing need for trained computer service personnel. A graduate of this program will be able to work in an entry-level position in the information technology industry.

The program consists of 60 weeks, 72 Quarter Credit Hours of Computer Technology theory and associated lab work.

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<tr>
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<td>MS Office</td>
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<tr>
<td>CT 102</td>
<td>DOS Fundamentals</td>
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<td>CT 103</td>
<td>Linux</td>
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<td>CT 104</td>
<td>Desktop Operating Systems</td>
<td>12</td>
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<td>CT 105</td>
<td>Peripherals and Data Communications</td>
<td>12</td>
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<tr>
<td>CT 106</td>
<td>PC Troubleshooting and Configuration</td>
<td>12</td>
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Total Number of Quarter Credit Hours Required for Graduation 72

**Electrical Mechanic Diploma**

This program is designed to prepare the graduate with the theory and working knowledge in Electrical Installation, Maintenance and Repair to go into the field as an entry-level electrician.

The program consists of 60 weeks, 72 Quarter Credit Hours of theory and associated lab instruction in the areas of electrical theory and associated lab work. Students may receive nationally-recognized certifications through the National Center for Construction Education and Research.

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</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 72
Program Offerings

Heating, Air Conditioning, And Refrigeration Mechanic Diploma

The objective of this course is to prepare the graduate with the theory and working knowledge of heating, air conditioning and refrigeration in order to secure an entry-level position in the industry as a maintenance or service technician.

The program consists of 60 weeks, 72 Quarter Credit Hours of heating, air conditioning, and refrigeration theory and associated lab work. Students may receive nationally-recognized certifications through the National Center for Construction Education and Research.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>HV 112</td>
<td>Basic Electricity for HVAC/R</td>
<td>12</td>
</tr>
<tr>
<td>HV 114</td>
<td>Basic Refrigeration for HVAC/R</td>
<td>12</td>
</tr>
<tr>
<td>HV 115</td>
<td>Residential Air Conditioning</td>
<td>12</td>
</tr>
<tr>
<td>HV 116</td>
<td>Residential Heating</td>
<td>12</td>
</tr>
<tr>
<td>HV 117</td>
<td>Commercial Air Conditioning (HVAC/R)</td>
<td>12</td>
</tr>
<tr>
<td>HV 118</td>
<td>Commercial Refrigeration</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td><strong>Total Number of Quarter Credit Hours Required for Graduation</strong> 72</td>
<td></td>
</tr>
</tbody>
</table>

Information Systems Security Diploma

The fundamental basis for the proposed degree program is to meet the ever-increasing need for trained computer professionals in the area of information systems security. The program addresses the more popular security needs today and focuses on business security issues. Upon successful completion the student will be prepared for entry-level employment as an information systems security officer, administrator, auditor or hacker.

The program consists of 60 weeks, 72 Quarter Credit Hours of Information Systems Security theory and associated labs.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 101</td>
<td>Network Essentials</td>
<td>12</td>
</tr>
<tr>
<td>IS 103</td>
<td>Security Essentials</td>
<td>12</td>
</tr>
<tr>
<td>IS 105</td>
<td>Computer Forensics</td>
<td>12</td>
</tr>
<tr>
<td>IS 107</td>
<td>Cyber Security</td>
<td>12</td>
</tr>
<tr>
<td>IS 109</td>
<td>Contingency Planning and Disaster Recovery Planning</td>
<td>12</td>
</tr>
<tr>
<td>IS 111</td>
<td>Ethical Hacking</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td><strong>Total Number of Quarter Credit Hours Required for Graduation</strong> 72</td>
<td></td>
</tr>
</tbody>
</table>
Cosmetology Diploma

Students who successfully complete this program will receive the education and training they need to prepare for the State Board Examination.

Successful graduates who receive a professional cosmetology license will be able to perform any standard cosmetology service in a beauty salon.

Students will learn the technical skills and theory of hair dressing, hair cutting, permanent weaving, hair coloring, manicuring, iron curling, and business. Students will also study hair structure and hair chemistry to better understand the chemicals used in cosmetology.

Day cosmetology students will attend six hours per day Monday through Friday over a period of 50 weeks for 1500 clock hours. Night cosmetology students will attend for 5 hours per day Monday through Thursday and Saturday for 60 weeks for 1500 clock hours. 1500 clock hours for both day and evening programs consists of 420 lecture hours and 1080 lab hours.

<table>
<thead>
<tr>
<th>50-Week Day Program</th>
<th>60-Week Evening Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course #</strong></td>
<td><strong>Course Title</strong></td>
</tr>
<tr>
<td>COS 101A</td>
<td>Introduction to Cosmetology</td>
</tr>
<tr>
<td>COS 102A</td>
<td>Intermediate Cosmetology</td>
</tr>
<tr>
<td>COS 103A</td>
<td>Advanced Cosmetology</td>
</tr>
<tr>
<td>COS 104A</td>
<td>Cosmetology and Business</td>
</tr>
<tr>
<td>COS 105A</td>
<td>Cosmetology State Law</td>
</tr>
</tbody>
</table>

**Total Number of Clock Hours Required for Graduation 1500**

**Total Number of Clock Hours Required for Graduation 1500**
Program Offerings

**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. 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>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>
<td>4.5</td>
</tr>
<tr>
<td>BUS 222</td>
<td>Business Law</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS 230</td>
<td>Retail Management</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS 240</td>
<td>Customer Service</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS 290</td>
<td>Business Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>MKT 102</td>
<td>Intro to Marketing</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Students Must Select 5 Of The Following 7 Business Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 107</td>
<td>Intro to E-Business</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS 115</td>
<td>Office Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS 125</td>
<td>Motivating Employees</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS 130</td>
<td>Multi-Media</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS 215</td>
<td>Human Resource Management</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS 228</td>
<td>Small Business</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS 234</td>
<td>Advanced Office Systems</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Students Must Select 2 General Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE 101</td>
<td>English Composition 1</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 105</td>
<td>Intro to Psychology</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 205</td>
<td>College Algebra</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 90
Computer Systems and Network Technology  Associate of Occupational Studies

This program is designed to meet the ever-increasing need for trained computer service personnel. A graduate of this program will be able to work in an entry-level position in the information technology industry and will acquire knowledge of Novell and Microsoft operating systems as well as TCP/IP router configurations.

The program consists of 90 weeks, 94.5 Quarter Credit Hours of Computer Systems and Network Technology theory and associated lab work and 13.5 Quarter Credit Hours of General Education totaling 108 Quarter Credit Hours.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT 101</td>
<td>MS Office</td>
<td>12</td>
</tr>
<tr>
<td>CT 102</td>
<td>DOS Fundamentals</td>
<td>12</td>
</tr>
<tr>
<td>CT 103</td>
<td>Linux</td>
<td>12</td>
</tr>
<tr>
<td>CT 104</td>
<td>Desktop Operating Systems</td>
<td>12</td>
</tr>
<tr>
<td>CT 105</td>
<td>Peripherals and Data Communications</td>
<td>12</td>
</tr>
<tr>
<td>CT 106</td>
<td>PC Troubleshooting and Configuration</td>
<td>12</td>
</tr>
<tr>
<td>CT 201</td>
<td>Novell Networking</td>
<td>7.5</td>
</tr>
<tr>
<td>CT 202</td>
<td>Windows Networking</td>
<td>7.5</td>
</tr>
<tr>
<td>CT 203</td>
<td>TCP/IP and Routing</td>
<td>7.5</td>
</tr>
<tr>
<td>GE 101</td>
<td>English Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 201</td>
<td>English Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 205</td>
<td>College Algebra</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 108
Program Offerings

**Electrical Mechanic Technology**  
**Associate of Occupational Studies**

This program is designed to prepare the graduate with the theory and working knowledge in Electrical Installation, Maintenance and Repair to go into the field as an entry-level electrician or maintenance electrician. The graduate will also be able to wire and troubleshoot programmable logic controllers (PLCs).

The program consists of 90 weeks, 94.5 Quarter Credit Hours of Theory and associated lab instruction in the areas of electrical theory, residential, commercial, and industrial, wiring methods and regulations, motor control, computer aided drafting, direct digital controls and programmable controllers. Additionally students will receive 13.5 Quarter Credit Hours of General Education totaling 108 Quarter Credit Hours.

Students may receive nationally-recognized certifications through the National Center for Construction Education and Research.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>EM 112</td>
<td>Residential I</td>
<td>12</td>
</tr>
<tr>
<td>EM 114</td>
<td>Residential II</td>
<td>12</td>
</tr>
<tr>
<td>EM 115</td>
<td>Commercial I</td>
<td>12</td>
</tr>
<tr>
<td>EM 116</td>
<td>Industrial I</td>
<td>12</td>
</tr>
<tr>
<td>EM 117</td>
<td>Commercial II</td>
<td>12</td>
</tr>
<tr>
<td>EM 118</td>
<td>Industrial II</td>
<td>12</td>
</tr>
<tr>
<td>EM 201</td>
<td>Computer-Aided Drafting (CAD)</td>
<td>7.5</td>
</tr>
<tr>
<td>EM 202</td>
<td>Programmable Logic Controllers</td>
<td>7.5</td>
</tr>
<tr>
<td>EM 203</td>
<td>National Electric Code (NEC) Review/Project Management</td>
<td>7.5</td>
</tr>
<tr>
<td>GE 101</td>
<td>English Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 201</td>
<td>English Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 205</td>
<td>College Algebra</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Total Number of Quarter Credit Hours Required for Graduation 108**
Heating, Air Conditioning, and Refrigeration Technology

The objective of this course is to prepare the graduate with the theory and working knowledge of heating, air conditioning, refrigeration, high pressure steam, energy management, and commercial environmental systems, in order to secure an entry-level position in the industry as a maintenance or service technician.

The program consists of 90 weeks, 94.5 Quarter Credit Hours of heating, air conditioning, and refrigeration theory and associated lab work and 13.5 Quarter Credit Hours of General Education totaling 108 Quarter Credit Hours.

Students may receive nationally-recognized certifications through the National Center for Construction Education and Research.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>HV 112</td>
<td>Basic Electricity for HVAC/R</td>
<td>12</td>
</tr>
<tr>
<td>HV 114</td>
<td>Basic Refrigeration for HVAC/R</td>
<td>12</td>
</tr>
<tr>
<td>HV 115</td>
<td>Residential Air Conditioning</td>
<td>12</td>
</tr>
<tr>
<td>HV 116</td>
<td>Residential Heating</td>
<td>12</td>
</tr>
<tr>
<td>HV 117</td>
<td>Commercial Air Conditioning (HVAC/R)</td>
<td>12</td>
</tr>
<tr>
<td>HV 118</td>
<td>Commercial Refrigeration</td>
<td>12</td>
</tr>
<tr>
<td>HV 201</td>
<td>Low Pressure Steam</td>
<td>7.5</td>
</tr>
<tr>
<td>HV 202</td>
<td>Industrial Mechanics</td>
<td>7.5</td>
</tr>
<tr>
<td>HV 203</td>
<td>Commercial Environmental Systems</td>
<td>7.5</td>
</tr>
<tr>
<td>GE 101</td>
<td>English Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 201</td>
<td>English Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 205</td>
<td>College Algebra</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 108
Medical Assistant  

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 necessary skills to obtain employment in the medical field working in both administrative and clinical areas within the health care field.

The program consists of 70 weeks, 72 Quarter Credit hours of medical theory (including five medical electives and two general electives), 13.5 Quarter Credit Hours of General Education, and 4.5 Quarter Credit Hours of Externship, totaling 90 Quarter Credit Hours.

Students may select either an on-ground or a blended version of study. In the on-ground version of the program, both theory and lab work are taught at the campus. In the blended version, theory is taught online and lab work is taught at the campus. In both options, a residential 160-hour externship is required at a medical facility.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 140</td>
<td>Intro to Billing and Coding</td>
<td>4.5</td>
</tr>
<tr>
<td>MA 160</td>
<td>Pharmacology and Office Emergencies</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 175</td>
<td>Law &amp; Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>MA 178</td>
<td>Medical Assisting Clinical Duties I</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 195</td>
<td>Medical Office Procedures</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 215</td>
<td>Medical Office Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MA 236</td>
<td>Terminology and Anatomy</td>
<td>4.5</td>
</tr>
<tr>
<td>MA 240</td>
<td>Laboratory Techniques</td>
<td>4.5</td>
</tr>
<tr>
<td>MA 250</td>
<td>Medical Assisting Clinical Duties II</td>
<td>4.5</td>
</tr>
<tr>
<td>MA 290</td>
<td>Medical Assisting Externship</td>
<td>4.5</td>
</tr>
<tr>
<td>Students Must Select 5 Of The Following 7 Medical Electives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA 150</td>
<td>Medical Assisting Financial Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MA 180</td>
<td>Phlebotomy &amp; IV Theory</td>
<td>4.5</td>
</tr>
<tr>
<td>MA 185</td>
<td>Microbiology Theory</td>
<td>4.5</td>
</tr>
<tr>
<td>MA 197</td>
<td>Patient Education and Safety in the Medical Office</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 200</td>
<td>Computers and Healthcare Delivery Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>MA 205</td>
<td>Electrocardiography</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 205</td>
<td>Medical Transcription</td>
<td>4.5</td>
</tr>
<tr>
<td>Students Must Select 2 General Electives</td>
<td></td>
<td></td>
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<tr>
<td>General Elective</td>
<td>4.5</td>
<td></td>
</tr>
<tr>
<td>General Elective</td>
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<td></td>
</tr>
</tbody>
</table>

Program Offerings
Medical Billing & Coding Associate of Occupational Studies

The objective of this program is designed to prepare the student for entrylevel employment as a Medical Biller/Coder performing administrative duties including Medical Billing and Coding within the health care field. Graduates from the Medical Billing/Coding program will have a working knowledge of administrative duties such as ICD-9 coding, hospital and insurance billing; a fundamental knowledge of medical terminology and healthcare delivery systems, an understanding of anatomy, physiology, and pathology/pharmacology, and a comprehensive knowledge of current procedural terminology.

The program consists of 70 weeks, 76.5 Quarter Credit hours of medical theory (including five medical 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>MC 112</td>
<td>Intro to ICD 9 CM Coding &amp; CPT Coding</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 114</td>
<td>Intro to Current Procedural Terminology</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 175</td>
<td>Law &amp; Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 200</td>
<td>Computers and Healthcare Delivery Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 215</td>
<td>Medical Office Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 222</td>
<td>Medical Terminology and Anatomy and Physiology</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 230</td>
<td>Pathology</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 240</td>
<td>Pharmacology</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 250</td>
<td>Comprehensive Insurance Billing</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>Students Must Select 5 Of The Following 7 Medical Electives</td>
<td></td>
</tr>
<tr>
<td>MC 117</td>
<td>Auditing</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 130</td>
<td>Insurance and Coding Exam Review</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 190</td>
<td>Intro to Health Information Technology</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 195</td>
<td>Medical Office Procedures</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 201</td>
<td>Communication in the Healthcare Setting</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 205</td>
<td>Medical Transcription</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 260</td>
<td>Advanced Computers</td>
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</table>
## Course Descriptions

<table>
<thead>
<tr>
<th>Students Must Select 2 General Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Elective</td>
</tr>
<tr>
<td>General Elective</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Education Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE 101</td>
</tr>
<tr>
<td>GE 105</td>
</tr>
<tr>
<td>GE 205</td>
</tr>
</tbody>
</table>

**Total Number of Quarter Credit Hours Required for Graduation 90**
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.

**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 explore 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 110: Intro to Business** 4.5 Quarter Credit Hours

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 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 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.
Course Descriptions

**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 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 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 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 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, organization, staffing, positioning, customer service, promotional techniques, and all aspects of the critical buying function.

**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.

**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.

**COS 101A: Introduction to Cosmetology** 300 Clock Hours
Theory lessons include Salon Ecology (sanitation and infection control), Tricology, Hairstyling, and Study of Nails (diseases and disorders), Chemistry, and Chemical Texturizing. Included in hands-on (practical) for this phase will be shampooing,
braiding, hair setting, pin-curls, finger waves, thermal curling, comb-outs and hairstyling techniques, chemical texture services, manicuring, hand and arm massage, treatment of nails, and pedicuring. State law requires 160 clock hours of training before a student is eligible to work on patrons.

**COS 101N: Introduction to Cosmetology**  
250 Clock Hours

Theory lessons include Salon Ecology (sanitation and infection control), Tricology, Hairstyling, and Study of Nails (diseases and disorders), Chemistry, and Chemical Texturizing. Included in hands-on (practical) for this phase will be shampooing, braiding, hair setting, pin-curls, finger waves, thermal curling, comb-outs and hairstyling techniques, chemical texture services, manicuring, hand and arm massage, treatment of nails, and pedicuring. State law requires 160 clock hours of training before a student is eligible to work on patrons.

**COS 102A: Intermediate Cosmetology**  
300 Clock Hours

Theory lessons for this phase include Design Decisions, Haircutting, and Anatomy. Included in the hands-on (practical) are 10 basic haircuts starting with the long 0 degree all the way to a fade / buzz cut.

**COS 102N: Intermediate Cosmetology**  
250 Clock Hours

Theory lessons for this phase include Design Decisions, Haircutting, and Anatomy. Included in the hands-on (practical) are 10 basic haircuts starting with the long 0 degree all the way to a fade / buzz cut.

**COS 103A: Advanced Cosmetology**  
300 Clock Hours

Theory lessons for this phase include Haircolor, Wigs and Additions and Electricity. Included in the hands-on (practical) are basic and advanced hair color techniques, basic hair extension techniques and hair color formulations.

**COS 103N: Advanced Cosmetology**  
250 Clock Hours

Theory lessons for this phase include Haircolor, Wigs and Additions and Electricity. Included in the hands-on (practical) are basic and advanced haircolor techniques, basic hair extension techniques and hair color formulations.

**COS 104A: Cosmetology and Business**  
300 Clock Hours

Theory classes for this phase include Professional Development, Salon Business and the study of Skin. Students will write resumes’, perform mock interviews and design their own salon. Included in the hands-on (practical) is hair removal, facial and skin care and make-up application. Advanced nail techniques (acrylic) is also taught in this phase.

**COS 104N: Cosmetology and Business**  
250 Clock Hours
Theory classes for this phase include Professional Development, Salon Business and the study of Skin. Students will write resumes, perform mock interviews and design their own salon. Included in the hands-on (practical) is hair removal, facial and skin care and make-up application. Advanced nail techniques (acrylic) is also taught in this phase.

**COS 105A: Cosmetology State Law**  
300 Clock Hours  
Students will study the state law book, review all training and dedicate every Tuesday to “mock state board” testing. Students will have mastered all technical skills and work confidently and efficiently on the clinic floor.

**COS 105N: Cosmetology State Law**  
250 Clock Hours  
Students will study the state law book, review all training and dedicate every Tuesday to “mock state board” testing. Students will have mastered all technical skills and work confidently and efficiently on the clinic floor.

**COS 106N: Cosmetology Review**  
250 Clock Hours  
Students in this phase will review the core subjects such as haircutting, hair color, and chemical texturizing.

**CT 101: MS Office**  
12 Quarter Credit Hours  
Students will learn why computers and application software are studied, what a computer is, what a computer does, and how a computer knows what to do.

- Work in Windows  
- Using Excel:  
  - Create & format a worksheet  
  - Create & add a 3-D Column chart with formulas  
- Using PowerPoint:  
- Create a presentation  
- Create three multi-level bulleted list slides  
- View the presentation in a slide show view  
- Using Word:  
- Create a document  
- Create a research paper  
- Create a resume

**CT 102: DOS Fundamentals**  
12 Quarter Credit Hours  
Students will learn the most important topics of the Windows 2000 (or Windows XP) Command Line, including working with files and directories, managing and backing up a hard disk, using troubleshooting tools, and using batch programs.

- PC Operating System  
- Developing Troubleshooting Strategy  
- Operating System Software  
- Wildcards  
- Command History  
- Using the Windows Environment
Course Descriptions

File Management ASCII text files
Batch Files Booting Process
Advanced Command Line Switches CMOS

CT 103: Linux 12 Quarter Credit Hours
Students will understand the operation of Linux and will also become familiar with the Linux operating system.
- History Partitioning
- Logging In and Out Creating Users
- Passwords Command Line Commands
- Text Editing Initialization Files
- GUI (Graphical User Interface)

CT 104: Desktop Operating Systems 12 Quarter Credit Hours
Students will learn various aspects of the Microsoft desktop operating systems.
- Installation and Upgrading Customizing the Desktop
- Profiles Editing the Registry
- Networking Configuration
- Troubleshooting OS Architecture

CT 105: Peripherals and Data Communications 12 Quarter Credit Hours
Students will learn to install and troubleshoot computer peripherals, utilize the Internet, and be introduced to data communications technology.
- Laptop/Notebook Computers Network Communications
- Printers: Laser/Dot Matrix/Ink Jet Internet
- Scanners OCR Software Modem Standards
- Communication Software Communications Standards
- CD-Writer Zip Drives

CT 106: PC Troubleshooting and Configuration 12 Quarter Credit Hours
Students will learn to build, configure and troubleshoot IBM compatible computers.
- Configuration Resolving Resource Conflicts
- Floppy Drives Troubleshooting Techniques
- Hard Drives Hard Drive Interfaces
- SCSI Devices Software Installation and
- Bus Architecture Troubleshooting Multimedia Devices
- Diagnostic Tools Keyboards
- Motherboard Architecture Microprocessor Architecture
### Course Descriptions

**CT 201: Novell Networking**  
**7.5 Quarter Credit Hours**

Students will learn the basics of local area networking using the Novell Netware operating system.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Sub-Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAN Basics</td>
<td>Netware 5.x</td>
</tr>
<tr>
<td>Cable Standards</td>
<td>Server Installation</td>
</tr>
<tr>
<td>LAN Topologies</td>
<td>Client Installation</td>
</tr>
<tr>
<td>Cable Termination</td>
<td>Security</td>
</tr>
<tr>
<td>User Management</td>
<td>Directory Services</td>
</tr>
<tr>
<td>Network Printing</td>
<td>Performance Monitoring</td>
</tr>
<tr>
<td>Troubleshooting</td>
<td></td>
</tr>
</tbody>
</table>

**CT 202: Windows Networking**  
**7.5 Quarter Credit Hours**

Students will learn local area networking using the Microsoft Server operating systems.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Sub-Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows 2000</td>
<td>Troubleshooting</td>
</tr>
<tr>
<td>TCP/IP</td>
<td>Windows NT Server</td>
</tr>
<tr>
<td>User Setup</td>
<td>Domain Controllers</td>
</tr>
<tr>
<td>Peer-to-Peer Configuration</td>
<td>Network Security</td>
</tr>
<tr>
<td>Sub-netting</td>
<td>Client/Server Configuration</td>
</tr>
<tr>
<td>DHCP</td>
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</tbody>
</table>

**CT 203: TCP/IP and Routing**  
**7.5 Quarter Credit Hours**

Students will learn the TCP/IP protocol stack and router configuration.

<table>
<thead>
<tr>
<th>Topic</th>
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</thead>
<tbody>
<tr>
<td>TCP/IP Stack</td>
<td>Routing Fundamentals</td>
</tr>
<tr>
<td>Application Layer Protocols</td>
<td>Routing Protocols</td>
</tr>
<tr>
<td>Network Layer Protocols</td>
<td>Router Configuration</td>
</tr>
<tr>
<td>IP Addressing</td>
<td>Routing TCP/IP</td>
</tr>
<tr>
<td>Sub-netting</td>
<td>Troubleshooting</td>
</tr>
<tr>
<td>DNS</td>
<td>Address Resolution</td>
</tr>
</tbody>
</table>

**EM 112: Residential I**  
**12 Quarter Credit Hours**

This course includes safety rules and regulations for electricians; provides an introduction to conduit bending and installation; covers the hardware and systems used by an electrician to mount and support boxes, receptacles and other electrical components; and offers a general introduction to the electrical concepts used in Ohm’s law applied to DC series circuits. Topics include:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Sub-Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical Safety</td>
<td>Hand Bending</td>
</tr>
<tr>
<td>Fasteners and Anchors</td>
<td>Electrical Theory I</td>
</tr>
</tbody>
</table>

**EM 114: Residential II**  
**12 Quarter Credit Hours**

This course introduces series, parallel, and series-parallel circuits; focuses on proper selection, inspection, use and maintenance of common electrical test equipment; provides a navigational road map for using the NEC®; and introduces the types and applications of raceways, wireways, and ducts. It focuses on the types and applications.
Effective 08-2010. Vatterott College St. Charles.

Course Descriptions

of conductors and proper wiring techniques; introduces electrical prints, drawings, and symbols; and details the electrical devices and wiring techniques common to residential construction and maintenance. Topics include:

- Electrical Theory II
- National Electric Code
- Conductors
- Wiring Devices/Residential Wiring
- Test Equipment
- Raceways, Boxes and Fittings
- Electrical Blueprints

**EM 115: Commercial I** 12 Quarter Credit Hours

This course focuses on forces that are characteristic of alternating-current systems and the application of Ohm’s law to AC circuits; identifies the purpose of grounding and bonding electrical systems; covers the types of bends in all sizes of conduit up to 6 inches; and explains how to select and size outlet boxes, pull boxes, and junction boxes in accordance with NEC®. It explains the transportation, storage, and setup of cable reels; identifies NEMA and NEC® installation requirements for cable tray; covers methods and techniques for both single- and three-phase services; and describes fuses and circuit breakers along with their practical applications. Course topics include:

- Alternating Current
- Grounding
- Boxes and Fittings
- Installation of Electric Services
- Cable Tray
- Conduit Bending
- Conductor Installation
- Circuit Breakers and Fuses

**EM 116: Industrial I** 12 Quarter Credit Hours

This course covers the electrical devices and wiring techniques common to industrial construction and maintenance; discusses AC and DC motors including the main parts, circuits, and connections; describes methods of terminating and splicing conductors of all types; and gives basic descriptions of various types of contactor and relays. It stresses the use of a variety of over current protection devices; covers single and multi-motor calculations to enable the trainee to size conductors; covers proper maintenance of motors in use and in storage; and provides information on selecting, sizing, and installing motor controllers. Course topics include:

- Commercial and Industrial Wiring
- Conductor Terminations and Splices
- Overcurrent Protection
- Motor Maintenance, part One
- Motors: Theory and Application
- Contractors and Relays
- Motor Calculations
- Motor Controls

**EM 117: Commercial II** 12 Quarter Credit Hours

This course introduces the principles of human vision and the characteristics of light; identifies the industry standards for electrical work, including the topics of branch circuits, rating and derating; covers the types of conductors used in writing systems, including insulation, current-carrying capacity, and temperature ratings; and identifies the number of conductors allowed in raceways, boxes, and
Course Descriptions

fittings. It explains distribution equipment, including grounding, switchboard and ground fault maintenance; discusses transformer types; covers specific types of incandescent, fluorescent, and HID lamps; includes basic calculation procedures for commercial applications; identifies various lighting installations, applications, and wiring systems; and covers fire alarm control units, and Digital Alarm Communicator Systems (DACS). Course topics include:

- Raceway, Box, and Fitting Fill Regs
- Conductor Selection and Calculations
- Branch Circuits-Load Calculations
- Electrical Lighting
- Distribution Equipment
- Conductor Selections and Calculations
- Practical Applications of Lighting
- Distribution System Transformers
- Lamps, Ballasts, and Components
- Fire Alarm Systems
- Load Calculations-Feeders and Services

**EM 118: Industrial II**  **12 Quarter Credit Hours**

In this course, all classes if hazardous locations are covered and NEC® installation requirements for electrical generators and storage batteries are explained. The student learns the functions and operations of basic electronic devices; the various types of transformers and the applications; and studies applications and operating principles of solid-state controls. The course covers various heat tracing systems along with their applications; describes motor cleaning, testing, and preventative maintenance; and offers an overview of the NEC® and cable manufactures’ requirements for high voltage terminations and splices. Topics include:

- Hazardous Locations
- Standby and Emergency Systems
- Basic Electronic Theory
- Specialty Transformers
- Advanced Motor Controls
- Heat Tracing and Freeze Protection
- Motor Maintenance, Part Two
- High-Voltage Terminations/Splices

**EM 201: Computer–Aided Drafting (CAD)**  **7.5 Quarter Credit Hours**

The students will study the use of CAD in applications that relate to the creation of electrical drawings. The use of the CAD software program and the relationships of computer hardware and software are explained, giving the students the tools to supply documentation for electrical installations and operations. The student will use computers and CAD programs to create drawings that can be printed out and used as references.

- Computer Hardware/Software
- Microsoft Office Suite
- Entity Creations/Dimensioning Commands
- Electrical Drawings
- Entity Modification Commands
- CAD Fundaments
- Block Fundamentals
- Print Documentation

**EM 202: Programmable Logic Controllers**  **7.5 Quarter Credit Hours**

Students will study PLC’s. Operations, configuration, and programming will be examined. Hands on training with the PLC and programming the computer will allow the student to understand and correct problems that arise in the industrial use of PLC’s.

- Relay Operation
- Jump Instructions
Programming Devices  Numbering Systems  
Memory Organization  Processor Units  
Inputs/Outputs (I/O)  Latching/Unlatching Instructions  
Programming Considerations  Timer/Comparative Instructions  
Math Functions  Relay Type Instructions  

**EM 203: National Electrical Code (NEC)**  
**Review/Project Management  
7.5 Quarter Credit Hours**

Students will receive an in depth review of the NEC and will be able to apply the working and dedicated space requirements of the code given various industrial case studies. Additionally students will receive training in costing of electrical projects; time line for projects, and bid proposal.

- Determining Working Clearances  
- Equipment for General Use  
- Free Space Requirements  
- Cost Analysis  
- Acceptable Industrial Wiring Methods  
- Project Management  
- Temporary Wiring  
- Construction Timelines  
- Approved Wiring Methods for Hazardous Locations  
- Hazardous (classified) Locations  

**ENG 099: Introduction to Writing**

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 tools 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 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 201: English Composition II  
4.5 Quarter Credit Hours**

Prerequisite: GE 201 English Composition I. 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.
HV 112: Basic Electricity for HVAC/R 12 Quarter Credit Hours
This course teaches power generations and distribution, and electrical components; explains the theory of solid-state electronics, as well as the operation, use and the 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 Quarter Credit Hours
Presenting the basic principles of heating, ventilation, and air conditioning, this course covers heat transfer, refrigeration, and pressure-temperature relationships. It teaches tools, materials, and safety precautions and depicts step-by-step procedures for soldering and brazing piping; covers the selection, preparation, joining and support of copper and plastic piping and fittings; introduces the basic principles, processes, and devices used to control humidity and air cleanliness; and presents indoor air quality and its effect on the health and comfort of building occupants. It discusses techniques for reading and using blueprints, specifications, and shop drawings.

HV 115: Residential Air Conditioning 12 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 the operation how to analyze circuit diagrams for electronic and microprocessor-based controls and covers the operation, testing, and adjustments of conventional and electronic thermostats, 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 the servicing gas and oil furnaces, electric heating and cooling equipment, and heat pumps.

HV 116: Residential Heating 12 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 trouble-shooting gas heating appliances and teaches the principles of fossil-fuel furnace venting; covers various types of iron and steel piping and fittings and provides step-by-step instructions for cutting, threading, and joining 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 principle 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 117: Commercial Air Conditioning (HVAC/R) 12 Quarter Credit Hours
This course describes air distribution systems and their components, air flow, measurements, duct work installation principles, and their use of the instruments for measuring temperature, humidity, pressure, and velocity and covers procedures for the start up of hot water and steam heating, chilled water, and forced air distribution systems. It covers operating principles, piping system, preventative maintenance, and servicing of boilers, chilled water systems, steam systems, and steam traps and describes the systems, equipment, and operating sequences used in a variety of commercial airside system configurations. It also explains how computers and microprocessor controls are used to manage zoned HVAC systems.

**HV 118: Commercial Refrigeration (HVAC/R) 12 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 trouble-shooting 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 refrigeration handling and equipment servicing procedures that a technician must know in order to service HVAC systems and covers the application and installation of various types of fasteners, gaskets, seals, and lubricants and the adjustments to different types of belt, drives, bearings, and couplings.

**HV 201: Low Pressure Steam 7.5 Quarter Credit Hours**

Students will gain a working knowledge of low pressure steam and its relationship to the operations of boiler maintenance.

- Steam Boiler Fundamentals
- Steam Boiler Fittings/Accessories
- Boiler Room Systems
- Steam and Water Accessories
- Draft and Combustion Systems
- Combustion Controls/Instrumentation
- Boiler Water Treatment
- Steam Boiler Daily Operations

**HV 202: Industrial Mechanics 7.5 Quarter Credit Hours**

Students will study the basic principles of hydraulic, hydrostatic, and hydrodynamic applications. The student will also become familiar with some of the mechanical building codes that govern the equipment and proper safety techniques. Students will gain knowledge of rigging devices and lubrication methods as we as preventative maintenance.

- Rigging Equipment
- Mechanical Hoisting
- Hydraulics and Diagrams
- Hydrostatics and Hydrodynamics
- Lubrication
- Belt Drives & Mechanical drives
- Machine Vibrations
- Alignment Methods
- Safety Preventative Maintenance
- Mechanical Building Codes
HV 203: Commercial Environmental Systems 7.5 Quarter Credit Hours

Students will understand systems that control the heating, ventilation and air conditioning equipment in commercial buildings. They will learn how these systems work, and the operating limits of Direct Digital Controls and pneumatic controlling of VAV, VVT and HVAC Systems. The student will also learn about indoor air quality (IAQ) and what affects it.

- Building Automation
- Direct Digital Controls
- Variable Air Volume
- Variable Volume and Temperature
- Pneumatic System
- Air Stations
- Fan Flaws
- Integration with Electronic Controls

Indoor Air Quality:
- Indoor Air Quality:
- Sick Building Syndrome
- Building Related Illness
- Mold and Humidity
- Plenum Return Problems
- Allergens and Contaminates
- EPA Warning
- Prime Sources

IS 101: Network Essentials 12 Quarter Credit Hours

This course covers networking basics including network topology, network hardware, Ethernet, network design and troubleshooting, TCP/IP, switching and routing, e-mail, multimedia networking, the Internet, Windows, Unix and Linux, and other network operating systems and protocols. This course helps students prepare for the CompTIA Network+ Certification Exam.

- OSI Reference Model and Common Protocols
- Switches and Routers in Networks
- Information Security in Networks

Network Management Functions
- Common Network Operating Systems

IS 103: Security Essentials 12 Quarter Credit Hours

This course covers the fundamentals of information security. The course examines topics including network and systems security, risk mitigation and management, IS threats and vulnerabilities, cryptography, and IS security countermeasures. Additional major instructional areas include principals of information security, information system security threats and vulnerabilities, network and systems security, and security maintenance and management. This course covers concepts in the CISSP Body of Knowledge.

- Major Security Models and Architectures
- Major Security Risks, Threats, and Vulnerabilities
- Common Network Defenses and Security Countermeasures
- Components of Physical Security and Access Control
- Planning, Designing, and Implementing Security Programs
- Implementing, Managing, and Maintaining Information Security Programs and Models
Legal and Ethical Information Security Issues

**IS 105: Computer Forensics** 12 Quarter Credit Hours
This course covers the tools and techniques of computer forensics and investigations and prepares students to acquire, preserve, and analyze digital evidence. Additional areas of emphasis include forensics tools, policies and procedures, and operating system considerations.
- Forensics Investigations
- Computer Exploits and Systems Vulnerabilities
- Digital Evidence Used in Computer Investigations
- Techniques in Digital Evidence
- Computer Forensics Tools
- Digital Evidence Controls and Recovery Procedures
- Privacy Laws and Reporting in Digital Investigations

**IS 107: Cyber Security** 12 Quarter Credit Hours
This course covers the basics elements of cyber security threats, vulnerabilities, and controls from a homeland security perspective for protecting yourself and your business from cyberthreats. Key course elements include cybercrime threats, the need for information assurance, controversial cybercrime issues, cyber laws and regulations, and methods of preventing cybercrime.
- Cybersecurity Threats and Vulnerabilities
- Cybersecurity Controls
- Preventing Cybercrimes in Organizations
- Information Assurance
- Investigating and Prosecuting Cybercrime
- Preventing Cybercrime

**IS 109: Contingency Planning and Disaster Recovery Planning** 12 Quarter Credit Hours
This course provides students with the knowledge and ability to develop business continuity plans and disaster recovery plans based on organizational requirements. Additionally, this course covers the roles and responsibilities of key personnel, risk assessment and risk management, and data backup and recovery processes, and key corporate policies and procedures as they pertain to contingency planning and disaster recovery planning.
- Business Continuity and Disaster Recovery Plans
- Continuity Planning and Disaster Recovery Planning
- Data Backups and Data Recovery
- Risk Assessment and Risk Management Processes
Course Descriptions

Business Continuity Plan and Disaster Recovery Plan

**IS 111: Ethical Hacking**  
12 Quarter Credit Hours
This course covers the tools and techniques of discovering network and computer vulnerabilities through the use of ethical hacking techniques and system security testing procedures. Areas of focus include various computer and network attacks, penetration testing, social engineering, hacking web servers, hacking wireless networks, operating system and application vulnerabilities, and firewalls and intrusion detection systems.

- Network and Computer Vulnerabilities
- Hacking Web Services, Networks, and Communication Systems
- Major Operating System Vulnerabilities
- Malicious Software, Intrusion, and Malware Attacks
- Social Engineering
- Attacks and Intrusions on Networks and Computers
- Ethical Hacking and Security Testing
- Security Devices, Firewalls, and Intrusion Detection Systems

**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 140: Intro to Billing and Coding**  
4.5 Quarter Credit Hours
This course provides the student with a basic understanding of the field of medical insurance billing and coding and its impact on the U.S. health care system and economics of health care delivery.

**MA 150: Medical Assisting Financial Management**  
4.5 Quarter Credit Hours
This course covers the skills and knowledge required for the medical assistant to perform financial management duties in the medical office. Topics include, but are not limited to, banking and accounting procedures, claims processing, and medical coding and billing.

**MA 160: Pharmacology and Office Emergencies**  
4.5 Quarter Credit Hours
This course covers concepts and information required for the medical assistant to demonstrate an understanding of pharmacology, perform drug administration, recognize office emergencies, and perform basic first aid procedures.

**MA 178: Medical Assisting Clinical Duties I**  
4.5 Quarter Credit Hours
This course will train the student in basic clinical duties. Topics will include phlebotomy, pre-physical exam preparation, instruments, minor surgery preparation, radiology preparation, vital signs, and measurements. Lab exercises are accompanied by explanations and procedures for performing lab exercises.

**MA 180: Phlebotomy & IV Theory**  
4.5 Quarter Credit Hours
This course will cover equipment, safety procedures, theory in regard to arterial
blood gases, and further detail of phlebotomy theory. The theory behind
intravenous methods is also explored. This is not a clinical class.

**MA 185: Microbiology Theory** 4.5 Quarter Credit Hours
This course is devoted to microbiology as it relates to health related professions.
Students will get an introduction to microbiology, discussion on the major groups
of microorganisms and multicellular parasites, as well as infectious diseases of
humans and how to control microorganisms. This is not a clinical class.

**MA 197: Patient Education and Safety in the Medical Office** 4.5 Quarter Credit Hours
This course covers the skills and knowledge required by the medical assistant
to provide patient education and follow safety measures in the medical office
environment.

**MA 205: Electrocardiography** 4.5 Quarter Credit Hours
This course is designed to help students understand and interpret basic
dysrhythmias. Topics include: basic electrocardiography, sinus mechanisms, atrial,
junctional, and ventricular rhythms, and an introduction to the 12-lead ECG.

**MA 236: Terminology and Anatomy** 4.5 Quarter Credit Hours
This course covers medical terms and symbols commonly used in health care. In
addition, the course covers the terminology, structure, function, and common
disorders associated with all the body systems of the human body.

**MA 240: Laboratory Techniques** 4.5 Quarter Credit Hours
This course is designed to provide students with a complete understanding
of the most common procedures and techniques of tests as they apply to the
ambulatory care setting. Objectives include a theory overview of urinalysis, blood
collection, hematology, chemistry, and immunology. This course will utilize medical
simulation programs to expand on basic techniques of lab. This is not a clinical
class.

**MA 250: Medical Assisting Clinical Duties II** 4.5 Quarter Credit Hours
This course covers skills and knowledge required for the medical assistant to
identify and practice clinical medical assistant duties in the medical office. Topics
include, but are not limited to; phlebotomy, assisting with minor surgery, physical
and medical specialty exams; clinical laboratory testing procedures; radiology;
electrocardiology and pulmonary function testing, and physical therapy and
rehabilitation. Lab exercises are accompanied by explanations and procedures for
performing lab exercises.

**MA 290: Medical Assisting Externship** 4.5 Quarter Credit Hours
Course Descriptions

This course covers concepts and information required for the medical assistant to identify and practice administrative and clinical medical assistant duties in the medical office.

MC 112: Intro to ICD 9 CM Coding & CPT Coding  4.5 Quarter Credit Hours
This course provides the student with a basic understanding of coding and classification systems in order to assign valid diagnostic and procedural codes.

MC 114: Intro to Current Procedural Terminology  4.5 Quarter Credit Hours
This course provides the student with a basic understanding of the general principles of CPT and HCPCS coding systems.

MC 117: Auditing  4.5 Quarter Credit Hours
This course will help familiarize students in the field of Evaluation & Management for billing & coding. Course covers concepts & theories including: an introduction to E/M coding and breakdown with practice and application of those concepts. Physicians bill evaluation and management (E/M) codes every day and is an essential part of a practice’s revenue cycle.

MC 130: Insurance and Coding Exam Review  4.5 Quarter Credit Hours
This course will aid in preparing for the CPC Certification and highlights important content necessary to pass the CPC exam. Content areas include anatomy and terminology, reimbursement issues, and an overview of CPT, ICD-9-CM, and HCPCS coding. This course will simulate the examination experience to give added confidence when taking the CPC exam.

MC 175: Law & Ethics  4.5 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 documentation of allied health professional. Ethical components of the course include those that a professional may face on the job. The course will also cover common areas of liability and litigation in different healthcare settings.

MC 190: Intro to Health Information Technology  4.5 Quarter Credit Hours
This course is designed as an introduction to health information technology – both as a work-based task-oriented function and as part of a larger profession of health information management. Theories and concepts covered in this course include: environment of health information, structure and processing of health information, maintenance and analysis of health information, and legal and supervisory issues.

MC 195: Medical Office Procedures  4.5 Quarter Credit Hours
This course covers the skills and knowledge required to perform administrative tasks in the administrative department of a medical office. Topics include, but are not limited to, receiving patients, scheduling appointments, patient triage, handling medical records, and processing insurance claims.
MC 200: Computers and Healthcare Delivery Systems 4.5 Quarter Credit Hours
This course provides the student with a historical development of healthcare delivery systems, including concepts and theory related to financing, regulatory agencies and organizations related to the providing of healthcare. Students are also introduced to software such as Medisoft for patient file creation, file maintenance, and insurance billing.

MC 201: Communication in the Healthcare Setting 4.5 Quarter Credit Hours
This course is designed to provide students with all the necessary tools to effectively communicate with patients and other health care professionals. Course covers theories and concepts including: building a framework for communication, challenges of communication and overcoming those obstacles, gathering information about the patient, educating patients, written communication, communicating in the workplace, and communicating to get the job you want.

MC 205: Medical Transcription 4.5 Quarter Credit Hours
This course is designed to help understand medical transcription and prepare for workplace success. Students will learn the fundamentals of medical transcription, understanding medical documents, proofreading, and the transcription process. The course will also build the skills needed in transcription through use of simulations.

MC 215: Medical Office Management 4.5 Quarter Credit Hours
This course is an overview of both effective patient care and sound business practices in the medical facility. This course will include instruction on emerging developments in billing and coding, documentation, ethical and legal issues, and technological advances. Other topics that will be covered include: the medical record, fraud & compliance, responsibilities of the manager, and medical marketing.

MC 222: Medical Terminology and Anatomy and Physiology 4.5 Quarter Credit Hours
This course provides the student with a basic understanding of medical terminology and its relationship to disease processes, diagnostic procedures, laboratory tests, abbreviations, drug, and treatment modalities. This course provides the student with a basic understanding of the structures and functions of the human body.

MC 230: Pathology 4.5 Quarter Credit Hours
This course provides the student with a basic understanding pharmacology and its relationship to specific pathology of the human body, with an emphasis on pathology.

MC 240: Pharmacology 4.5 Quarter Credit Hours
This course provides the student with a basic understanding pharmacology and its relationship to specific pathology of the human body, with an emphasis on pharmacology.

MC 250: Comprehensive Insurance Billing 4.5 Quarter Credit Hours
Advisory Committees
This course provides the student with a basic understanding of hospital medical billing procedures. Also covered are procedures to comply with insurance billing regulations.

**MC 260: Advanced Computers** 4.5 Quarter Credit Hours

This course will build upon skills learned in the Computers and Healthcare Delivery Systems course. Advanced computer systems to include medical software programs such as Medisoft will be explored. This course will include comprehensive HIPPA coverage.

**MC 290: Advanced Current Procedural Terminology & ICD 9** 4.5 Quarter Credit Hours

This course builds upon the introductory module by providing information on the classifications of evaluation and management services and documentation. The course also addresses higher level methodology related to reimbursement.

**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.

General Electives can transfer in classes from previous institutions, from classes within other Vatterott Programs, or student can submit CLEP or Challenge tests for transfer credits.
Academic Calendar

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<th>Start Date</th>
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Institution Hours

**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.

**Weekend Classes**  
Saturday & Sunday  
8:00 a.m. to 5:30 p.m.

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

**Cosmetology Evening Classes**  
Monday through Thursday  
5:30 p.m. to 10:30 p.m.  
Saturday - 9:00 a.m. to 2:00 p.m.
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 post secondary 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 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. Technical course credits from institutions other than Vatterott that were earned more than five (5) years prior to the current year will not be considered for transfer.

For active duty servicemembers and their adult family members (spouse and college age children) as well as Reservist 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 servicemembers and their family members. Academic residency can be completed at any time while active-duty servicemembers and their family members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner.

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

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 transferrable 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.