

2009-2010

Vatterott College

Wichita Course Catalog

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This catalog is true and correct to the best of my knowledge.

Diana Otis
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, interactive, academic learning environment. Our facilities house industry standard learning tools which provide our students the ability to achieve their academic goals.

The Vatterott College staff is dedicated to assisting our students with their educational careers by providing friendly, knowledgeable guidance. Making the decision to return to school is a life changing decision which will positively impact one's personal and professional life.

It is our hope that Vatterott College offers you the skills, knowledge and guidance that you seek as you transition into your chosen career path.

Possessing an education is a lifetime investment which will hopefully assist you in achieving the goals that you have set for yourself.

We welcome you to Vatterott College and hope your learning experience is one that is both fulfilling and rewarding to your personal growth.

Sincerely,

Pamela Bell
President
Vatterott Educational Centers, Inc.

Table of Contents

About Vatterott College	7
Admissions Information	11-13
Admissions Policy	11
Re-Entering Student	11
Tuition/Fees Policies	13
Financial Information	15-25
Financial Aid Eligibility	15
Grant/Loan information	17
Scholarship Information	18
Refund Policy	21
Academic Information	27-40
Grading System	27
Application of Grades and Credits	27
Transfer Credits	30
Academic Warning and Probation	35
Graduation Requirements	36
Leave of Absences	37
Attendance Requirements	39
Student Information & Services	41-53
Career Services	41
Learning Resource Center/Library	43
Accommodations for Individuals with Disabilities	44
Campus Security	46
Drug/Alcohol Policy	47
Student Records Access/Release Policy	47
Harassment and Conduct Policies	49
Student Grievance Policy	52
Appendix A - Program Offerings/Course Listings	55
Appendix B - Academic Calendar	79
Appendix C - Advisory Committees	81
Appendix D - Administrative Staff and Faculty	83
Appendix E - Tuition and Fees	87

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

Vatterott College was established in 1969 in St. Louis, Missouri. The original name was Urban Technical Centers, Inc., and subsequent changes included Vatterott & Sullivan Educational Center and Vatterott Educational Centers. The institution changed its name to Vatterott College in 1989 when Associate degree (specialized) granting authority was issued by the Accrediting Commission of NATTS (National Association of Trade and Technical Schools).

In January 1985, the institution opened its new facility in St. Ann, Missouri, and in 1990, Vatterott College had the honor of being named the 'Best Institution in Missouri', by the Missouri Association of Private Career Schools.

Vatterott College expanded to Springfield, Joplin, and Independence, Missouri, in April 1991 as a result of a teach-out of students attending Draughon Business College. In August 1991, Vatterott College was authorized to establish branch campuses at these locations.

In May 1995, Vatterott College expanded to Quincy, Illinois, as a result of the purchase of the former Quincy Technical Schools.

In June 1996, the Business and Banking Institutes with locations in Omaha, Nebraska, and Des Moines, Iowa, were purchased. Programs were added and the institutions were relocated under the name Vatterott College. In the same year, an additional location of the St. Ann campus opened in Sunset Hills, Missouri. Vatterott College expanded into the following cities as a result of various teach-out agreements: St. Joseph, Missouri, in March 1995; Tulsa, Oklahoma, in 1997;

Memphis, Tennessee, in 1999; Wichita, Kansas, in 1999; and Cleveland, Ohio in 2001. In 1997, a branch location of the Quincy campus was opened in Oklahoma City, Oklahoma.

In December 1999, Vatterott College expanded in Omaha, Nebraska by purchasing the former Universal Technology Institute. In January 2000, a satellite campus was established in O'Fallon, Missouri. In September 2001, Vatterott College purchased the former Omaha College of Health Careers in Omaha, Nebraska, and established a branch campus. The St. Joseph campus changed affiliation in 2003 and continues operations as a branch campus of the Des Moines, Iowa main institution.

Wellspring Capital Partners purchased all Vatterott College locations in January 2003 and named the holding company as Vatterott Educational Centers, Inc.

The O'Fallon satellite location was approved as a branch campus of the St. Ann main institution in 2004. L'École Culinaire was approved as a branch campus of the Des Moines, Iowa main institution in 2004.

Vatterott College operations expanded into Texas in 2004, purchasing Court Reporting Institute of Dallas. The Court Reporting Institute of Houston was approved as branch campus of the Dallas main campus in 2004.

In January 2007, Vatterott Education Center located in Dallas, Texas was approved as a branch campus of the Quincy main institution.

In May 2008, Vatterott Career College Appling Farms, Tennessee was approved as a branch campus of Des Moines main institution.

In November 2008, L'École Culinaire, Cordova, Tennessee, was approved as a branch campus of the Quincy main institution.

Accreditation, Authorization, and Approvals

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

Licensed to operate by the Kansas Board of Regents, State of Kansas.

Council for Higher Education Accredited

Campus Location

Vatterott College – Wichita Campus
8853 E. 37th Street N.
Wichita, KS 67226
(316) 634-0066

Administrative Offices –
8853 E. 37th Street N.
Wichita, KS 67226
(316) 634-0066

Campus Facilities

Vatterott College – Wichita Campus –

Branch of Main Campus, Berkeley

The Wichita Campus administrative offices, labs, and classrooms are located at 8853 East 37th Street North in the northeast quadrant of Wichita, Kansas. The facility is 33, 500 square feet complete with a library/resource center, 17 classrooms, 1 multipurpose room, 2 medical labs, a Heating, Ventilation, Air-Conditioning, & Refrigeration lab, and an Electrical Mechanic lab. The building has been custom fitted to meet the needs of our students and is sufficient in size to create an effective and suitable learning environment. An Associate of Applied Science Degree is offered in Medical Assistant. Diploma programs are offered in Computer Programming, Computer Technology, Electrical Mechanic, Heating, Ventilation, Air Conditioning and Refrigeration, Medical Assistant and Medical Office Assistant. The school has modern lab equipment and resource materials to aid in the hands-on learning process. The facility is designed to accommodate approximately 500 students per session for a combined total of 1,000 students per day. Maximum class size is 30 students. Enrollment capacity: 1,000 students. 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 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 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 his/her 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 in no more than two terms of course study. A non-degree non-program student is defined as a student that has not selected a degree or program of study. 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 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 insert.

Classes are not held on the following holidays: New Year's Day, Dr. 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

1. 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).
2. 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.
3. 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.
4. In the event of withdrawal by the student, tuition refunds will be made according to the terms of the Enrollment Agreement.
5. 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 Catalog Addendum 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.

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;
- Students who display the ability to benefit (ATB) from Vatterott training programs may be eligible to participate based on an independently administered test, see campus Director of Education to inquire (Texas students only);
- 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.

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

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.

Imagine America Scholarship -- Vatterott College participates in the Imagine America Scholarship program sponsored by the Career College Foundation. This program awards three \$1,000 scholarships (no actual monetary value; tuition remission only) to every high school in the United States, to be awarded by the high school to students attending a career institution. Students must contact their high school guidance counselor for more information on selection criteria and to apply for this scholarship. Students may also find out more information about the Imagine America scholarship at www.petersons.com/cca/

Imagine America Military Award Program (MAP) – This program has been established by the Career College Foundation to help military personnel pursue postsecondary career education, recognizing the important contribution of our nation's armed services. The \$1,000 award (no actual monetary value; tuition remission only) is available to any active duty and honorably discharged or retired veteran of a United States military service branch for attendance at a participating career institution. Each campus is limited in the number of annual awards. Students may find out more information about the Imagine America Military Award Program at www.petersons.com/cca/

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 Campus Director for details.

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;
- 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

A student who cancels their Enrollment Agreement within 72 hours (until midnight of the third business day) after signing the Agreement will receive a refund of all monies paid. A student who cancels after 72 hours but prior to the Student's first day of class attendance will receive a refund of all monies paid, except for the non-refundable Registration Fee. If this Enrollment Agreement is not accepted by Vatterott College or if Vatterott College cancels this Agreement prior to the first day of class attendance, all monies, including the Registration Fee, will be refunded. All requests for cancellation by the Student must be made in writing and mailed or hand delivered to the Registrar Office.

After the last day of the add/drop period for each term, as stated in the Admission Information section, 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.

- A. Refund to students attending the college for the first time and for the first academic year: The college shall refund unearned tuition, fees, room and board, and other charges as set forth in state or federal regulations, if applicable. In the absence of state or federal regulations, the college shall make a pro rata refund of tuition, fees, and other charges as defined below.
 1. A pro rata refund is a refund of not less than that 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 of weeks remaining in that period as of the last recorded day of attendance by the student.) The refund shall be rounded downward to the nearest 10% of that period, less any unpaid charges owed by the student for the period of enrollment for which the student has been charged, less an administrative fee not to exceed \$100.00.
 2. For a student terminating training after completing more than 60% of the period of enrollment, the college may retain the entire contract price of the period of enrollment, including an administrative fee not to exceed \$100.00.

B. Refund subsequent periods or non first-time students:

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.

Refund Policy for Students Called to Active Military Service

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.

Academic Information

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

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.

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. 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.

Independent 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".

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. Credits 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 the 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, advanced placement or credit for experiential learning 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.

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. Proficient exams must be taken prior to or within the first 2 weeks of the students enrollment program start date.

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

- 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

Quarter Credits	Minimum CGPA Required
0 – 15	1.0
16 – 30	1.5
31 credits – graduation or maximum allowable credits reached	2.0

Associate's Degree Program Quarter Credits

Quarter Credits	Minimum CGPA Required
0 – 15	1.0
16 – 45	1.5
46 credits – graduation or maximum allowable credits reached	2.0

Rate of Progress Towards Completion Requirements

The student shows competency by satisfactorily (minimum of 70%) completing the institution-developed proficiency test.

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 Programs - 108 QCH

Associate of Applied Science, Medical Assistant – 162 QCH

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.

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 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.

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:

- Director's List: 4.0 Cumulative GPA
- Dean's List: 3.6 – 3.99 Cumulative GPA
- Honors: 3.3 – 3.59 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 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 at a minimum of 50 minutes each in addition to 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 College is committed to caring for its students. Our policy on graduation clearly defines 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 College may allow the student, at the discretion of the Director of Education, to perform independent student projects, to make up missed days (only up to 50%), or make up missed work. The guiding principle will be the academic progress of the student. If a student, by extra attendance or extra work, can make up his/her 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.

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.

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 you a 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.

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 provide 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 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 will provide 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: Director of Education, Vatterott College, 8853 E. 37th Street N., Wichita, KS 67226, (316) 634-0066.

Kansas Human Rights Commission
Wichita Office
130 S. Market, Suite 7050
Wichita, KS 67202
Phone: (316)337-6270
Fax: (316)337-7376
TTY: (620)337-6272

Kansas Board of Regents
1000 SW Jackson, Suite 520
Topeka, KS 66612-1360
Phone 785-296-3421
Fax 785-296-0983

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 Campus Director as outlined in the grievance process below.

What is the grievance or complaint process?

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. A student may appeal to the Chairperson of the ADA Committee, Vatterott Educational Centers, Inc as the final entity seeking a favorable resolution to reported grievance or complaint.

At any time, a student may also contact the following agencies concerning any grievance of complaint about the institution: Kansas Human Rights Commission, Wichita Office, 130 S. Market Street, Suite 7050, Wichita, KS 67202, phone number 316-337-6270, TTY 620-337-6272, fax number 316-337-7376; Kansas Board of Regents, 1000 SW Jackson, Suite 520, Topeka, KS 66612-1360, phone number 785-296-3421, fax number 785-296-0983; ACCSCT (Accrediting Commission of Career Schools and Colleges of Technology), 2101 Wilson Boulevard, Arlington, VA 22201, phone number 703-247-4212.

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.

1. 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.
2. 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.
3. Students may request a review of their education records by submitting a written request to the Campus 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.
4. 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 Campus 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.

5. 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 student's name, address (es), telephone number(s), e-mail address, birth date and place, programs undertaken, dates of attendance, honors and awards, and credentials awarded. If a student does not want some or all of his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the Campus Director within 10 days after the date of the student's initial enrollment or by such later date as the institution may specify.
6. 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.
7. 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 Campus 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 8580 Evans Ave, Berkeley, 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 appropriate Program Director or the Director of Education, clearly describing the grievance or complaint. If a solution satisfactory to the student cannot be found, the student may seek a review by the institution's Director. The student must appeal to the institution Director in writing within 10 days of receiving the decision of the Director of Education or Program Director.

Vatterott College has implemented the following procedures for handling student grievances or complaints:

1. Grievances or complaints referencing an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints referencing a policy or class should first be discussed with the individual enforcing that policy or the class instructor.
2. Should one-on-one discussion fail to result in a satisfactory resolution, a written grievance or complaint may be submitted to the Director of Education.
3. If the Director of Education fails to take action satisfactory to the student, the student may submit a written statement to the Campus Director of Vatterott College, who will review the matter and render a decision.
4. The student may also file a complaint directly with the Department of Education at any time. The student may contact the Office of Civil Rights or further details at Department of Education, Office of Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, 816-268-0550.
5. At any time, the student may also file a complaint with the institution's accrediting agency. Any complaint must be in written form.

Institutions accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints.

If a student does not feel that the institution 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 format, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the institution for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:
Accrediting Commission of Career Schools and Colleges of Technology
2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212

A copy of the Commission's Complaint Form is available at the institution and may be obtained by contacting the institution 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.

Student Records Access

Students may request a review of their education records by submitting a written request to the School Director. The review will be allowed during regular school hours under appropriate supervision.

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.

Appendix A

Vatterott College: Wichita Campus – Program Offerings

Diploma

Computer Programming
Computer Technology
Electrical Mechanic
Information Systems Security
Heating Ventilation, Air-Conditioning & Refrigeration Mechanic
Medical Assistant

Associate of Applied Science (A.A.S.)

Medical Assistant

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

Vatterott College, Wichita Campus, only offers those specific programs of study listed above and expressly discussed in the curriculum section of this catalog.

Program Offerings

Computer Programming

Diploma

The objective of this course is to prepare the graduate for entry-level employment as a computer programmer, computer operator, a database technician, a database administrator, or similar position in a data processing environment.

This course consists of 60 weeks with 72-quarter credit hours of theory and lab instruction in the areas described below. Each term is 10 weeks in length for a total of 72-quarter credit hours. Each 10-week term is equal to 12-quarter credit hours.

Course #	Course Title	QCH
CP-110	Visual Basic	12
CP-112	Website Development	12
CP-114	Advanced Visual Basic	12
CP-116	Fundamentals of Relational Database Management	12
CP-118	Programming With C++	12
CP-120	Object Oriented Programming With Java for Internet Applications	12
Total Number of Quarter Credit Hours Required for Graduation 72		

Computer Technology

Diploma

The objective of this course is to prepare the graduate for entry-level employment as a computer technician for hardware components, a network installer and troubleshooter, network administrator, and/or a service technician.

This course consists of 60 weeks with 72-quarter credit hours of theory and lab instruction in the areas described below. Each term is 10 weeks in length for a total of 72-quarter credit hours. Each 10-week term is equal to 12-quarter credit hours.

Course #	Course Title	QCH
CT-110	Operating Systems/Hardware	12
CT-112	Networking	12
CT-114	Computer Office Technology	12
CT-116	Server	12
CT-118	Alternate Operating Systems	12
CT-120	Network Security	12
Total Number of Quarter Credit Hours Required for Graduation 72		

Information Systems Security

Diploma

The objective of this course is to prepare the graduate for entry-level employment as a Security Network Operating Systems Administrator, or its equivalent and recognize IS threats and vulnerabilities, cryptography and IS security countermeasures.

This course consists of 60 weeks with 72-quarter credit hours of theory and lab instruction in the areas described below. Each term is 10 weeks in length for a total of 72-quarter credit hours. Each 10-week term is equal to 12-quarter credit hours.

Course #	Course Title	QCH
IS-101	Network Essentials	12
IS-103	Security Essentials	12
IS-105	Computer Forensics	12
IS-107	Cyber Security	12
IS-109	Contingency Planning and Disaster Recovery Planning	12
IS-111	Ethical Hacking	12
Total Number of Quarter Credit Hours Required for Graduation 72		

Electrical Mechanic

Diploma

The diploma program is designed to prepare the graduate for entry-level employment as an Electrical Installation, Maintenance and Repair Technician.

This course consists of 60 weeks with 72-quarter credit hours of theory and lab instruction in the areas described below. Each term is 10 weeks in length for a total of 72-quarter credit hours. Each 10-week term is equal to 12-quarter credit hours.

Course #	Course Title	QCH
EM-110	Electrical Theory	12
EM -112	Wiring Techniques	12
EM -114	Residential Codes	12
EM -116	Electro-Mechanical Motor Control	12
EM -118	Commercial/Industrial Codes	12
EM -120	Solid-State Motor Control	12
Total Number of Quarter Credit Hours Required for Graduation 72		

**Heating Ventilation, Air Conditioning,
& Refrigeration Mechanic**

Diploma

This program is designed to prepare the graduate in theory and working knowledge to enter the work field as an entry-level air conditioning, heating, and refrigeration service or installation mechanic.

This course consists of 60 weeks with 72-quarter credit hours of theory and lab instruction in the areas described below. Each 10-week term is equal to 12-quarter credit hours for a program total of 72-quarter credit hours.

Course #	Course Title	QCH
HVAC-100	Electrical Fundamentals	12
HVAC-102	Refrigeration Fundamentals	12
HVAC-104	Air Conditioning	12
HVAC-106	Heating	12
HVAC-108	Advanced Refrigeration	12
HVAC -110	Advanced HVAC	12
Total Number of Quarter Credit Hours Required for Graduation 72		

Medical Assistant

Diploma

The objective of this course is designed to prepare the graduate 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 the office and clinical areas.

Hepatitis B 2nd series completed before start of 4th Phase (Student responsibility)

Tuberculosis Test completed before start of 4th Phase (Student responsibility)

The program is 60 weeks in length for a total of 72 QCH. 58.5 QCH of theory and associated lab, 13.5 QCH of General Education Instruction in the areas described below. Each ten week term is equal to 12 QCH.

Course #	Course Title	QCH
ME-110	Medical Language	7.5
ME-112	Medical Computers	7.5
ME-114	Medical Office Basics	7.5
ME-122	General Patient Care	12
ME-124	Medical Office Lab/Special Procedures	12
ME-126	Job Search/Certifications/Externship	12
GE-102	English Composition I	4.5
GE-107	College Math	4.5
GE-109	Interpersonal Communications	4.5
Total Number of Quarter Credit Hours Required for Graduation 72		

Medical Assistant Associate Of Applied Science A.A.S.

The objective of this Associate of Applied Science degree is designed to prepare the graduate for employment as an entry-level Medical Assistant. While the major objective of this degree is occupational/technical in nature, some baccalaureate degree granting institutions have developed upper division programs to recognize this degree for transfer of some credits. It is the student's responsibility to talk to the Registrar at the sending school and the receiving school to confirm articulation and proper transfer of credit. Students graduating from this program will have the necessary skills to obtain employment in the medical field working in both the office and clinical areas.

Hepatitis B 2nd series completed before start of 4th Phase (Student responsibility)

Tuberculosis Test completed before start of 4th Phase (Student responsibility)

The program is 90 weeks in length for a total of 108 quarter credit hours. This works out to 80.2 quarter credit hours of theory and associated lab, 22.5 quarter credit hours of General Education Instruction and 5.3 quarter credit hours of externship. Each ten week term is equal to 12 quarter credit hours. Please see Addendum B for a description of the General Education Courses.

Course #	Course Title	QCH
ME 110	Medical Language	7.5
ME 112	Medical Computers	7.5
ME 114	Medical Office Basics	7.5
ME 122	General Patient Care	12
ME 124	Medical Office Lab/Special Procedures	12
ME 126	Job Search/Certifications/Externship	12
ME 210	Medical Environment	7.5
ME 212	Medical Insurance, Accounting and Law	7.5
ME 214	Advanced Medical Assisting	12
GE 102	English Composition I	4.5
GE 107	College Math	4.5
GE 109	Interpersonal Communications	4.5
GE 202	English Composition II	4.5
GE 211	Principles of Microeconomics	4.5
Total Number of Quarter Credit Hours Required for Graduation 108		

Course Descriptions

CP 110: Computer Programming Concepts 12 Quarter Credit Hours

This course introduces the student to basic concepts of computing and computer hardware and software. This course introduces the procedures and tools used by computer programmers to develop documentation for design, testing, and debugging of programs. The course uses Qbasic language to create programs, as well as conveys the importance and need for teamwork to become productive in highly efficient organizations.

- Introductory Microcomputer Concepts
- Computer Hardware and Software
- Flow Charts, Structured Flow-Charts
- Read Data Statements Subroutines
- Memory Variables
- Keyboarding Fundamentals
- Intro to DOS
- Constants
- Selection and Iteration
- Arrays
- Modular Programming
- College Math
- Intro to Windows
- Teamwork

CP 112: Computer Office Technologies Focusing on Website Development 12 Quarter Credit Hours

This course introduces word processing and spreadsheets. This course is taught using Microsoft Office Professional, which includes Windows, Word, and Excel. The course is set up to show how to interface data between applications using a popular scripting language and the essential features of basic web design programs like HTML, Dreamweaver, and Macromedia Flash. Also, this course will take students through different problem solving techniques used in business as well as personal environments.

- Keyboarding Fundamentals
- Macros
- User Support
- Oriented Terminology
- Create Presentations
- Introduction to Web Design
- Web Programming for Designers
- Create Letters/Macros
- Create Spreadsheets
- Interfacing between Office Object Applications
- Creative Problem Solving
- Developing Web Sites

CP 114: Programming with Visual Basic 12 Quarter Credit Hours

This course introduces the student to the concepts of programming using Visual Basic Programming Language. It helps demonstrate the development of programs and program modules from the perspective of a programmer. Also, introduces the student to the basic principles of language construction and applications through written communications.

Technical Writing	Fundamental of Visual Basic for Work
Space for Basic	Windows
Grammar and Linguistics	Arithmetic Formulas, Functions
Variables and Arrays	Conditional Clauses
Loops	Modules for Hierarchy
Design and Layout	Menus and Options
Graphic Objects and Controls	Algebraic Concepts

CP 116: Fundamentals of Relational Database Management 12 Quarter Credit Hours

This course introduces the student to the real world of Database Management Systems, relational databases, and expert system. The course promotes technical expertise through applied practice in the fundamentals of design and the use of a popular database application software package. This course gives students the communication skills necessary for establishing and maintaining healthy relationships with co-workers and customers.

File Systems and Databases	Forms Creation
Structured Query Language (SQL)	Reports Creation
Database Fundamentals	Sorting Database
Relational Database Model	Algebraic Concepts
Organizational Communication	

CP 118: Programming With C++ 12 Quarter Credit Hours

This course introduces the student to the basic concepts of the C++ programming language and the leading edge system and application development paradigm (structured programming) through various examples, exercises and assignments. Students get hands-on projects from the start through realistic programming projects. The student is also shown how to put the customer first, every day, in every interaction.

Intro to C++ using the Windows Environment	Basic C++ Programming
The # Include Statements	Standard Library Functions
C++ Memory Concepts	Input and Output Functions
Arithmetic in C#	IF/ELSE Structures
Array and Strings	Data Structures
Object Oriented Concepts	File Processing
Classes and Methods	Algebraic Concepts
	Customer Service

CP 120: Object Oriented Programming with Java for Internet Applications 12 Quarter Credit Hours

This course exposes the student to the concepts of PC and OOP computer programming using JAVA. This course also introduces the student to the procedures used by computer programmers to develop, test, debug document programs and achieve greater personal and professional success through an increased knowledge of human behavior and employer expectations.

Review of Programming Basics	JAVA Basic
An Overview of JAVA	JAVA Classes, Packages, and Objects
JAVA Applets	Input/Output
Programming Concepts	Applets
GOP Basics	Algebraic Concepts
GUI and the AWT	Professional and Social Development

CT 110: Operating Systems/Hardware 12 Quarter Credit Hours

The student becomes familiar with the operating systems and hardware technologies covered on the current COMPTIA A+ exams, as well as convey the importance and need for teamwork to become productive in highly efficient organizations.

Manage Resources	Windows XP Professional
Basic Command Line	Troubleshooting Tools
Using Disk Tools	PC's On the Network
Windows 98x	Windows 2000
Peripheral Devices	Modems
Sound/Video Cards	Conflict Resolution
Printers/Scanners	SCSI/USB Devices and Cards
Listening Skills	Peripheral Installation
Overcoming Objections	Talking Tech to Non-Technical people
Delineating Customer Concerns	Customer Relations for Technicians
Teamwork	

CT 112: Networking 12 Quarter Credit Hours

Students are shown the essentials of digital data communications and communications systems. Introduction to Internet usage is also a discussion topic. Also, this course will take students through different problem solving techniques used in business as well as personal environments.

Communication Principles	LAN Architecture
NIC Cards	Modem Standards
Communications Software	Communications Media
Internet Principles	Basic LAN Concepts
Infrared Interface	Network Security
LAN/WAN Topologies	Creative Problem Solving

CT 114: Computer Office Technologies 12 Quarter Credit Hours

The course enables students to learn to configure, troubleshoot and repair IBM compatible computers, as well as learn peripheral installation, upgrading and IRQ conflict resolution. The student is also shown how to put the customer first, every day, in every interaction.

Word Processing	Electronic Presentations
Spreadsheets	Listening Skills & Conflict Resolution
Data Base	Delineating Customer Concerns
Accessing Printer/Scanners	Talking Tech to Non-technical people
Customer Service	

CT 116: Server 12 Quarter Credit Hours

Students cover implementation, installation, and advanced configuration of operating systems; DOS, Windows 95/98, and Windows 2003 troubleshooting, and maintenance. Also, introduces the student to the basic principles of language construction and applications through written communications.

Windows Server 2003 editions	System Management
Active Directory	Windows Registry/INI Files
DOS Installation	Start Up/Configuration
Windows XP	Install Windows Server
Autoexec.bat/Config.sys	Upgrade Considerations
System Compatibility	Technical Writing

CT 118: Alternate Operating Systems 12 Quarter Credit Hours

Students cover set-up of Windows NT, Linux and Novell networks. Physical design and layout, management of users and troubleshooting of different network configurations and achieve greater personal and professional success through an increased knowledge of human behavior and employer expectations.

Network OS Installation	LAN/WAN
Client/Server	Linux
Multi-Vender Networks	Network Printing
Administration/Support	Server Installation
Professional and Social Development	

CT 120: Network Security 12 Quarter Credit Hours

Students learn the key concepts of computer security, including threat assessment, securing a network infrastructure, encryption technologies, and responding to incidents. This course gives students the communication skills necessary for establishing and maintaining healthy relationships with co-workers and customers.

Risk Assessment	TCP/IP Vulnerabilities
Common types of malicious codes and attacks	Defenses against threats
Securing wireless communications	Understanding security baselines
Secure mobile devices	Identify access control methods
Implement firewalls	Basic cryptography and encryption
Establishing Site security	Secure mail servers
	Organizational Communication

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
- Network switches and routers
- Network management functions
- Importance of information security in networks
- Basic operations of 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 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.

- Security models and architectures
- Security risks, threats, and vulnerabilities
- Network defenses and security countermeasures
- Physical security and access control
- Practices and methods in planning, designing and implementing security programs
- Prevalent issues and challenges in 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.

- Practices and procedures for conducting computer forensics investigations
- Computer exploits and systems vulnerabilities to commit sabotaging and electronic crimes
- Digital evidence and methods and processes in computer investigations
- Techniques and processes to identify, secure, and preserve digital evidence
- Digital evidence controls and recovery procedures
- Role of the legal system and Privacy laws in computer forensics and investigation

IS 107: Cyber Security**12 Quarter Credit Hours**

This course covers the basic 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
- Policies and procedures for preventing cybercrimes in organizations
- Information assurance
- Investigating and prosecuting cybercrime
- Methods of 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.

- Elements of business continuity and disaster recovery plans
- Roles and responsibilities of key personnel in continuity planning and disaster recovery planning
- Types of data backups and data recovery
- Risk assessment and risk management processes
- 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.

- Various network and computer vulnerabilities
- Motives, impact, and legal ramifications of hacking web services, networks and communication systems
- Operating system vulnerabilities
- Malicious software, intrusion, and malware attacks
- Social engineering and its impact on the security of information systems
- Impact of attacks and intrusions on networks and computers
- Ethical hacking and the role of security testing in safeguarding information systems and networks
- Legal issues that pertain to ethical hacking and security testing
- Tools, techniques, and methodologies in ethical hacking and security testing
- Network security devices, firewalls, and intrusion detection systems used to protect networks and computer systems

EM 110: Electrical Theory **12 Quarter Credit Hours**

This course provides the student with the basic theories of electricity, magnetism, inductance, capacitance, resistance and the operation of motors, as well as conveys the importance and need for teamwork to become productive in highly efficient organizations.

- | | |
|--|----------------------------|
| Series, Parallel, and Series/
Parallel Circuits | Ohm's Law
Meter Reading |
| Electromagnetism | Inductance and Capacitance |
| Transformer Action | AC and DC Motors |
| Single Phase and Three Phase | Teamwork |

EM 112: Wiring Techniques **12 Quarter Credit Hours**

This course provides the student with basic wiring techniques, switching circuits, preparation and use of conduit, bus systems, circuit protection and construction plans. Also, this course will take students through different problem solving techniques used in business as well as personal environments.

- | | |
|--|------------------------------------|
| Switches, Receptacles, and Plugs | Switching circuits |
| Conductor Properties and Materials | Cable Preparation |
| Box Enclosures | Conduit Bending and Threading |
| Wire-ways, Bus-ways and
Trolley Systems | Fusing and Circuit Protection |
| Creative Problem Solving | Construction Plans and Blue Prints |

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

This course focuses on the National Electrical Code residential requirements for various special circuits and devices found in modern residences. Also, introduces the student to the basic principles of language construction and applications through written communications.

- | | |
|---------------------------------------|----------------|
| Lighting Fixtures | Swimming Pools |
| Heating Circuits | AC Circuits |
| Appliance Circuits | Water Heaters |
| Technical Writing | |
| Service Entrance Equipment and Sizing | |

EM 116: Electro-Mechanical Motor Control **12 Quarter Credit Hours**

This course provides the theory of operation, installation, application and maintenance of electro-mechanical motors and their controllers and will help to achieve greater personal and professional success through an increased knowledge of human behavior and employer expectations.

- | | |
|------------------------------------|-------------------------------------|
| Wound Rotor Motors | Circuit Diagrams and Schematics |
| Squirrel Cage Motors | Synchronous Motors |
| Starters and Starting Methods | Electric Breaks |
| Control Circuits | Pilot and Signaling Devices |
| Jogging and Plugging Circuits | Motor Drives and Couplers |
| Fault Analysis and Troubleshooting | Professional and Social Development |

EM 118: Commercial/Industrial Codes 12 Quarter Credit Hours

This course focuses on the National Electrical Code commercial and industrial requirements for various special circuits and devices found in modern commercial and industrial settings. This course gives students the communication skills necessary for establishing and maintaining healthy relationships with co-workers and customers.

- | | |
|------------------------------|-------------------------------|
| Branch Circuits | Lamps and Luminaries |
| Emergency Power Systems | Heating and Cooling Systems |
| Hazardous Locations | Panel boards and Switchboards |
| Organizational Communication | |

EM 120: Solid-State Motor Control 12 Quarter Credit Hours

This course is designed to instruct the student in the theory of operation, installation, application and maintenance of solid-state motor control circuits. The student is also shown how to put the customer first, every day, in every interaction.

- | | |
|--|----------------------|
| Basic Semiconductor Theory | Customer Service |
| Solid-State Devices | DC Motor Controllers |
| Frequency Drives | Signaling Systems |
| Lightning Protection | Hazardous Locations |
| Digital Logic Theory and Application | |
| Fault Analysis, Troubleshooting, and Maintenance | |
| Programming Parameters and Debugging | |
| Classifications, Identification and Equipment Applications | |

GE 102: English Composition I 4.5 Quarter Credit Hours

This course introduces the student to the basic principles of written communication. The student will study, critique, and revise a selection of documents. Fundamental techniques of gathering, processing, and communicating data in the written context are presented in a workshop format to help the student recognize the specific demands of each writing situation.

GE 107: College Math 4.5 Quarter Credit Hours

This course is designed to prepare the student for dealing with work-related and real-life mathematical problems. It covers basic arithmetic and word problems (application) taken from various technical disciplines. The student will learn weights and measures utilizing formulas from basic math as well as an introduction to algebra, geometry and trigonometry

GE 109: Interpersonal Communication 4.5 Quarter Credit Hours

This course is designed to show students how to create an environment in which they and others can excel. The student will learn effective listening techniques and be able to formulate an appropriate response, how to put thoughts and feelings into words, and be able to maintain good interpersonal relationships with family, friends and co-workers. It will be taught in a setting utilizing small group format with emphasis on proper interviewing skills and both verbal and non-verbal communication. The student will demonstrate proficiency with an oral presentation to the class.

GE 202: English Composition II 4.5 Quarter Credit Hours

This course will improve the student's written communication skills with emphasis placed on the principles of effective communication and understanding the writing process. Students will address issues in technical word composition and the analysis of readings using a team format approach. It will instruct the student on effective communication styles when writing either formal or informal reports as well as correspondence and can be applied to a broad platform of reading and writing assignments. Prerequisite: GE 102 English Composition I with a grade of 70 or higher.

GE 211: Principles of Microeconomics 4.5 Quarter Credit Hours

The student will learn the methods of production of the goods and services our economy provides. The student will learn about supply and demand, pricing strategies, gluts and scarcities, unions, business anti-trust and public interest, incomes, wages and salaries, taxes, monopolies, income distribution, business firms and business costs and private enterprise. The student will learn how to formulate a sound business plan using the principle of supply and demand and competition.

HVAC 100: Electrical Fundamental 12 Quarter Credit Hours

Student will be shown electrical theory as it applies to Air Conditioning and Heating. Also, this course will take students through different problem solving techniques used in business as well as personal environments.

- | | |
|-----------------------------------|--------------------------------|
| Molecular Theory | Ohms Law |
| Series and Parallel Circuits | Controls and Loads |
| Schematic and Pictorial Diagrams | Transformers |
| Motors and Motor Protection | Electric Meters |
| Troubleshooting Electric Circuits | Troubleshooting and Capacitors |
| Thermostats | Safety |
| Creative Problem Solving | |

HVAC 102: Refrigeration Fundamentals 12 Quarter Credit Hours

Student will be taught the refrigeration cycle and its basic components in addition to basic principles about installation and troubleshooting common problems, as well as conveys the importance and need for teamwork to become productive in highly efficient organizations.

Closed and Open Refrigeration Cycles	Refrigeration Components
Soldering and Brazing	Refrigeration Accessories
Metering Devices	Dehydration, Evacuation, and Charging
Compressors, Evaporators, and Condensers	Cycle Controls
Flaring and Swaging	Receivers and Accumulators
Room Air Conditioners	Refrigerant Transition and Recovery
Customer Relations	Paperwork and Recordkeeping
	Teamwork

HVAC 104: Air Conditioning 12 Quarter Credit Hours

Students will be given instruction on air properties, how to size equipment, and how to check and troubleshoot refrigeration and electrical problems on residential and commercial air conditioning equipment. This course gives students the communication skills necessary for establishing and maintaining healthy relationships with co-workers and customers.

Piping, Installing, Wiring	Packaged Systems
Commercial Air Conditioning	Split Systems
Heat Gain and Heat Loads	Psychrometrics
Direct System Sizing	Electronic Air Cleaners
Troubleshooting A/C Equipment	Organizational Communication

HVAC 106: Heating 12 Quarter Credit Hours

Student will troubleshoot combustion and electrical problems in fossil fuel equipment, and be shown the theory and principles of heat pumps, as well as gas standard and condensing furnaces. Also, introduces the student to the basic principles of language construction and applications through written communications.

Condensing Furnaces	Hydronic Heat
Furnace Components and Piping	Gas Venting System
Heat Pump Theory and Components	Humidifiers
Troubleshooting all Heat Systems	Gas Heat Combustion
Oil and Electric Heat	Mechanical Codes
Technical Writing	

HVAC 108: Advanced Refrigeration 12 Quarter Credit Hours

Students will be given knowledge of various types of capacity control, methods of unloading, as well as operational components of commercial refrigeration, proper preventative maintenance practices, and system troubleshooting. The student is shown how to put the customer first, every day, in every interaction.

Three Phase Commercial Compressors	Walk- In Boxes
Troubleshooting HVAC/R Equipment	Economizers
Equipment Preventative Maintenance	Unloads and Capacity Control
Water Cooled System	Reach In Coolers & Freezers
	Ice Machines
	Defrost Systems
	Customer Service

HVAC 110: Advanced HVAC 12 Quarter Credit Hours

Students will study the different types of residential and commercial installations and will learn how to design, plan, and install heating and cooling systems from start to finish whether it is a retro-fit application or brand new construction and achieve greater personal and professional success through an increased knowledge of human behavior and employer expectations.

Sheet Metal Fabrication	Sheet Metal Layout
Duct Sizing	Furnace installation
Duct Insulation	Refrigerant Piping
Commercial System Installation Techniques	Retro-fitting
Residential System Installation Techniques	Duct System Design
Professional and Social Development	Blueprints Reading for HVAC
	Airflow Principles

ME 110: Medical Language 7.5 Quarter Credit Hours

This course familiarizes the student with medical terminology, anatomy, and physiology.

Medical Terminology
Basic Anatomy & Physiology

ME 112: Medical Computers 7.5 Quarter Credit Hours

The student receives in-depth training using Microsoft Office applications, specifically Word and Excel, and be exposed to multiple projects in each application with some projects related specifically to the medical field.

Microsoft Office	Excel
Word	Keyboarding
Introduction to Medical Transcription	

ME 114: Medical Office Basics 7.5 Quarter Credit Hours

This course is designed to assist students in understanding the basics of pharmacology including the sources of drugs, drug regulations, and classification of drugs

- Pharmacology
- Introduction to Administrative Office Procedures

ME 122: General Patient Care 12 Quarter Credit Hours

This course will instruct the student in basic patient care and procedures associated with medically assisting a physician. This course will teach the students to take vital signs, weights, measurements, as well as learning disease and infection control and asepsis. The student will also learn to assist with minor surgery and basic physical exams. This course will instruct the students in performing special procedures and assisting the physician as needed.

- Taking Patient Histories
- Therapeutic Communications
- AIDS and Hepatitis B
- Children as Patients
- Nutrition
- Assisting the Physician in Patient Care
- Surgery Set-up

ME 124: Medical Office Lab/Special Procedures 12 Quarter Credit Hours

This course will instruct the student in venipuncture, hematology, urinalysis, and special laboratory procedures. The students will also learn to use and maintain all laboratory equipment and follow all OSHA and CLIA regulations. The students will be instructed in patient care and safety before, during, and after all laboratory procedures. This course includes instruction in the placement and patient education of a Holter monitor, as well as performing EKG's.

- Venipuncture
- Hematology
- Urinalysis
- Administration of Medications

ME 126: Job Search/Certifications/Externship 12 Quarter Credit Hours

The students learn about First-aid and may become certified in CPR after satisfactorily passing a certification exam. This course assists students in career preparation which includes resume writing, networking skills, and interview techniques. The externship portion of this course is not intended to be a job trial situation, but provides the student with additional theory and skills prior to graduation. An unpaid practical career development course, which provides the student an opportunity to demonstrate the knowledge, aptitude and skilled proficiency obtained in the classroom and laboratory. This is mandated by Kansas Statute and protocol. The Externship Coordinator or designated

faculty member will visit each site for evaluation of the student. In order for the student to participate in the externship portion of their training, each student must be in good standing with Vatterott College as per the Externship Program Agreement Form that each Medical Assistant student must sign. Externship for eligible candidates consists of four weeks. Each week requires the candidate to work Monday through Friday for 40 hours per week at an assigned site until the required 160 clock hours have been achieved.

- CPR Certification
- First-aid
- Externship
- Resumes
- Interviewing Techniques

ME 210: Medical Environment 7.5 Quarter Credit Hours

This course will introduce the students to the medical office environment and state and federal regulations. The student will learn teamwork, professionalism, grooming, as well as, choosing an area of interest within the medical field.

- Medical Transcription
- Billing and Coding
- Inpatient and Outpatient based
- OSHA
- Health Care Settings
- Choosing a Medical Career Field

ME 212: Medical Insurance, Accounting and Law 7.5 Quarter Credit Hours

This course will instruct the student in the process of insurance filing and reimbursement from various carriers. Basic medical accounting will also be covered, instructing the student on accounts receivable, accounts payable, deposits, postings, and etc. The student will also learn medical law and ethics as it applies to areas of the health care field.

- Insurance
- CPT, ICD and HCPCS Coding
- HIPPA, Ethics, and Confidentiality
- Medical Accounting Procedures

ME 214: Advanced Medical Assisting 12 Quarter Credit Hours

This course is designed to show the student all aspects of taking and developing X-Rays. Basic principles of physics and chemistry are included. Topics covering the machine, safety, protection, darkroom, film processing, and quality control will be covered. Also anatomy in relation to positioning to take an X-Ray of the chest, spine, sinuses, extremities, and abdomen will be discussed and demonstrated.

- Anatomy Relating to Radiography
- X-Ray Safety Procedures
- Quality Control for Radiography
- Different styles of X-Ray Machines
- Darkroom & X-Ray Film Processing
- The Purpose of X-Rays in Medicine

Appendix B

Academic Calendar

Start Date	Completion Dates Diploma	Completion Dates AAS
1/5/09	3/7/10	10/3/10
3/16/09	5/16/10	12/12/10
5/25/09	7/25/10	2/20/11
8/3/09	10/3/10	5/1/11
10/12/09	12/12/10	7/10/11
12/28/09	2/20/11	9/18/11
3/8/10	5/1/11	11/27/11
5/17/10	7/10/11	2/5/12
7/26/10	9/18/11	4/15/12
10/4/10	11/27/11	6/24/12
12/13/10	2/5/12	9/9/12

Day and Evening Class Schedule

Morning Classes

Monday through Thursday
8:00 a.m. to 12:30 p.m.

Evening Classes

Monday through Thursday
6:00 p.m. to 10:30 p.m.

Class hours are subject to change or vary based on student needs. Afternoon and Weekend classes are not available for all programs, see campus for class schedule

Appendix C

Advisory Committees

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

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

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

Campus Advisory Committees

Computer Programming

Phil Gegen – Excel Corp.
Paul Saas – Paul Saas and Associates Inc.
Eric Hill – Pioneer Balloon Co.
A.J. Rodriguez – Cessna Aircraft
Jenniffer Dorsett – Spirit Aero-Systems

Computer Technology

Rod Bowers – Bower’s Consulting Group, Inc.
Bill Ramsey – The Bill Guy Technology Solutions
Darin Frazier – LSI Logic
Craig Smith – FTB Technology
Chris Locke – The Bill Guy Technology Solutions
Jason Klein – Datility Network Inc.

Electrical Mechanic

Bob Giesen – Electric Motor Co.
Robert Zehring – EZ Electric
D.W. Ziegler – Ziegler Electric
Jim VanGoethen – Midwest Electrical Service

Appendix C - Advisory Committees

Heating, Ventilation, Air-Conditioning and Refrigeration Mechanic

Brett Miller – The Trane Company
Mike Hammill – Waldorf and Riley
Darrell Leach – Fahnstock Heating and Air
Pete Schrepferman – Johnstone Supply
Doug Stimits – Commercial Mechanical
Ron McEwen – Cold Control
Alan Dykes – US Beef Corporation
Michael Kimpston – US Beef Corporation

Medical Assistant

Diana Vogel – Via Christi
Kay Glasner – Via Christi
Melissa McFall – Mid West Surgical
Edward Teer Jr. - Wesley Clinic

Medical Assistant Associates of Applied Science Degree (AAS)

Edward Teer Jr. – Wesley Clinic
Jenny Davis – Wesley Clinic
James Dorsett – Senior Services
Sam Williams - PMA
Melissa Hannah - Medical Staffing Network

Appendix D

School Administration and Faculty

Administrative Staff

Diana Otis, Campus Director
Keith Saare, Director of Education
Michael Harris, Director of Admissions
Callie Dorsett, Registrar
Paulette Foster, Career Services
Dianna Preston, Director of Financial Aid
Karen Vindelov, Financial Aid Representative
Dennis Holman, Admissions Coordinator
Ron Tripoli, Admissions Coordinator
Amanda Laughary, Retention Officer
Cindy Gilbert, Bookkeeping
Aleena Pfanenstiel, Receptionist
Trisha Wolgamott, Receptionist
Jean Brand, Housekeeping

Faculty

Darrell Bunch (Electrical Mechanic Instructor)

Bachelor of Arts, National Labor College

Kristi Claussen (Medical Instructor)

Diploma, Mitchell Vo-Tech

Pat Goertz RN, MSN (Adjunct Medical Instructor)

MSN, Wichita State University

Larry Halloran (Electrical Mechanic Instructor)

Diploma, US Navy

Bill Harvey (Computer Programming Instructor)

Diploma, Vatterott College

Garrett Jeter (Adjunct General Education Instructor)

J.D. John Marshall Law School

M.A. University of Illinois, Urbana-Champaign

Jeremy Jones

(Computer Technology Instructor - A+, Net+, iNet+, CIW Assoc, Mous)

Rick May (HVAC Instructor)

Diploma, Wichita Area Technical College

Brad McElhaney (Adjunct Computer Technology Instructor)

AAS, Butler Community College

Terri Patrick (Medical Instructor)

Diploma, Bryant Institute

Tiffany Reeves (Adjunct General Education Instructor)

M.S. Emporia State University

B.A. Emporia State University

Gary Robinson (Adjunct Electrical Mechanic Instructor)

Diploma, U.S. Army

Dara Schon (Adjunct Medical Instructor)

Diploma, Wichita Area Technical College

Vicki Shields (Medical Instructor)

Diploma, Southern Technical Institute

Darlene Smith (General Education Instructor)

MBA, Friends University

Terry Tinder (Adjunct HVAC/EM Instructor)

Diploma, Bryant Institute

Joy Thompson (Medical Instructor)

BSN, Wichita State University

Paul Tucker (Adjunct Computer Technology Instructor)

Diploma, Computer Learning Centers

Deborah Ward RT (Adjunct Medical Instructor)

Diploma, St. Mary of the Plains

Leonard Warren Jr. (Adjunct Computer Technology Instructor)

AA, Butler Comm. College, MCSE

Joyce Wilson RT (Adjunct Medical Instructor)

Diploma, St. Francis Hospital

Rob Wyss (HVAC Instructor)

Diploma, Vatterott College

Addendum 05-23-2009

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-wich@vatterott-college.edu

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges of Technology
2101 Wilson 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 Director of Private Postsecondary Education, Kansas Board of Regents, 1000 SW Jackson St., Suite 520, Topeka, Kansas 66612-1368, phone 785- 296-3421.