



## 2006-2007 CATALOG

Fremont0806

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Approved and Regulated by the Bureau for Private Postsecondary and Vocational Education, Sacramento, California. Accredited by the Accrediting Commission of Career Schools and Colleges of Technology. For complete information concerning accreditation, please refer to the Approval to Operate section of this catalog.

Published August 2006. The information in this catalog is effective through July 2007, unless revised prior to that date. The information contained in this catalog was accurate at the time of publication. Information in this catalog is subject to change without notice, including all fees, charges, tuition, expenses, courses, program offerings, services and policies.

### **STATEMENT OF OWNERSHIP**

Sequoia Education Inc. dba WyoTech in Fremont, California, is owned by Career Choices Inc., which is a wholly owned subsidiary of Corinthian Colleges, Inc., a publicly traded corporation. All corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, California 92707.

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Beth A. Wilson

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Jack D. Massimino	Chief Executive Officer
Beth A. Wilson	Executive Vice President, Operations
Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
Robert C. Owen	Treasurer and Assistant Secretary

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## **MESSAGE TO OUR STUDENTS**

### ***Welcome to WyoTech***

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

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

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

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

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## **PHILOSOPHY AND PURPOSE**

### ***Dedicated to Excellence***

WyoTech is uncompromisingly dedicated to superior quality, college-level, career-oriented education in the automotive, motorcycle, HVAC, and plumbing industries. The WyoTech campus located in Oakland, California, is dedicated to career fields in the aviation industry. WyoTech's programs meet industry specifications and standards. Through the use of industry-based advisory committees, employed graduate contacts, and faculty/industry interactions, WyoTech continually upgrades and modifies programs to enhance each graduate's employability.

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

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

The faculty and staff respect the professional decision students have made to enter career training. We believe professionalism is as important an aspect of training as technical and business skills. For that reason, WyoTech has established rules and regulations concerning attendance, behavior and academic performance in classrooms, labs and shops. These rules are enforced, both on campus and in housing, and each student's grades are adjusted weekly to reflect "professionalism points." Professionalism develops a positive attitude, personal motivation, and career pride. These elements, combined with technical expertise, produce a WyoTech graduate--a skilled professional technician.

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## APPROVAL TO OPERATE

WyoTech, 200 Whitney Place, Fremont, California 94539, has been granted institutional approval from the Bureau for Private Postsecondary and Vocational Education. The Bureau's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by degree granting private postsecondary educational institutions. Institutional approval must be renewed every five years and is subject to continuing review.

WyoTech is accredited by the Accrediting Commission of Career Schools and Colleges of Technology, Arlington, Virginia and is thereby eligible to participate in US Department of Education Title IV Student Loan Programs. Documentation of national accreditation, state approval and other licenses are available from the President's Office.

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## CLASS HOURS

### Automotive/HVAC

\*Monday - Friday

Morning: 8:00 am - 12:12 pm

Afternoon: 1:00 pm - 5:12 pm

Evening: 6:00 pm - 10:12 pm

### Motorcycle

\*Monday - Friday

Morning: 8:00 am - 12:18 pm

Afternoon: 1:00 pm - 5:18 pm

Evening: 6:00 pm - 10:18 pm

### Plumbing

Monday - Thursday

Morning: 8:00 am - 1:00 pm

Evening: 6:00 pm - 11:00 pm

*\*Note: Students may attend either one or two class sessions per day.*

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## MAILING ADDRESS

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## AUTOMOTIVE TECHNOLOGY

Spearheaded by the California Bureau of Automotive Repair, in the fall of 1998, over 140 high level leaders from the automotive industry, consumer organizations, education, regulatory agencies, and trade and professional associations gathered at an automotive summit to find answers to economic challenges associated with the nationwide shortage of qualified service and repair technicians. Summit participants concluded that consumer demand for well-qualified technicians continues to skyrocket while the number of professionals qualified to repair increasingly technologically advanced vehicles is diminishing. Consumers and the industry are beginning to feel the effects of the shortage of trained automotive service and repair technicians

The nationwide shortage of qualified automotive technicians is greatly amplified in California; the automotive industry struggles to service and repair over 25,000,000 vehicles in this state, while the California Bureau of Automotive Repair has the strictest emissions testing standards and smog technician training requirements in the country. WyoTech takes its leadership role seriously:

- WyoTech's ASE Master Certified Automotive Program is dedicated to preparing well-trained individuals to meet the challenges of California's automotive industry.
- As of September 1998, the School entered into an agreement with BMW of North America, Inc. to serve as a BMW Service Technician Training – Western Region Satellite. As of January 2000, WyoTech entered into an agreement with BMW of North America, Inc. to serve as their Northern California Service Technician Education Program (STEP) training facility.
- WyoTech is a Bureau of Automotive Repair (BAR) Certified Advanced Clean Air Car Course provider.
- The School has entered into agreement with the Foundation for California Community Colleges to provide an on-site Referee and Lane Technician Training Program, as well as Bureau of Automotive Repair Smog Check Referee station.

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## **AUTOMOTIVE SERVICE EXCELLENCE**

According to the National Institute for Automotive Service Excellence, a technician with the blue and white ASE patch on his or her sleeve is viewed with respect by employers and customers alike.

An automotive technician becomes ASE-Certified in an automotive specialty by passing a test of his knowledge concerning theory, operation, diagnosis, and repair in that specialty. Certification as an ASE Master Technician means the technician has passed tests covering all areas of automotive technology. WyoTech supports and encourages its automotive students in their pursuit of ASE Certification in the following ways:

- WyoTech Lead Instructors are ASE-Certified in their subject areas
- WyoTech classroom tests reflect the format of the questions that appear on ASE tests
- WyoTech shop objectives concentrate on ASE high-priority skills
- ASE tests are offered twice each year on-campus
- Test-preparation seminars are offered before each ASE test date
- Active students are reimbursed for test fees for all tests passed

### **AT I Program prepares students to take the following ASE tests:**

- A1 Engine Repair
- A2 Automatic Transmission / Transaxle
- A3 Manual Drive Train and Axles
- A4 Suspension and Steering
- A5 Brakes

### **AT II Program prepares students to take the following ASE tests:**

- A6 Electrical / Electronic Systems
- A7 Heating and Air Conditioning
- A8 Engine Performance

### **AAT is an ASE Master Certified Automotive Training Program:**

- Certified by National Automotive Technicians Education Foundation (NATEF)
- Signifies that WyoTech's structure and resources meet or exceed nationally accepted standards of quality





## Memberships

- Automotive Service Association
- Automotive Service Councils of California (ASC) – Chapter #42
- Automatic Transmission Rebuilders Association (ATRA)
- Automotive Engine Rebuilders Association (AERA)
- Automotive Repair Coalition
- California Service Station & Automotive Repair Association (CSSARA)
- Career College Association
- Fremont Better Business Bureau
- Fremont Chamber of Commerce
- California Association of Student Financial Aid Administrators (CASFAA)
- California Automotive Teachers (CAT)
- National Association of Student Financial Aid Administrators (NASFAA)
- National Automotive Technicians Education Foundation (NATEF)
- North American Council of Automotive Instructors (NACAT)

## Alliances

WyoTech has alliances with the following:

- BMW of North America
- Bridgestone/Firestone
- Skip Barber Racing School
- PEPBOYS
- Snap-On
- Summit Racing

## NATEF

National Automotive Technicians Education Foundation, Inc. (NATEF) was founded to develop, encourage, and improve automotive technician education. NATEF examines the structure and resources of training programs and evaluates them against nationally accepted standards of quality in the following areas:

Purpose	Instructional Staff
Instruction	Facilities
Administration	Finance
Equipment	Student Services
Learning Resources	Cooperative Work Agreements



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# AUTOMOTIVE TECHNOLOGY

Certificates, Diplomas, Degrees

<b>Program of Study</b>	<b>Contact Hours</b>	<b>Quarter Credits</b>	<b>Weeks</b>	<b>Graduate Awards</b>
Automotive Technology I	600	45	30	Certificate
Automotive Technology II	600	45	30	Certificate
Applied Automotive Technology	1200	90	60	Diploma
Applied Automotive Technology – Advanced Diagnostics Concentration	1560	118	78	Diploma
Associate of Occupational Studies in Automotive Technology with a Concentration in Automotive Diagnostics	1500	118	78	AOS Degree
Associate of Occupational Studies in Automotive Technology with a Concentration in Service Management	1500	117	78	AOS Degree

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# AUTOMOTIVE TECHNOLOGY I

## Certificate Program

This course of study prepares individuals for entry-level positions in the under car areas of the automotive industry. The information required to successfully complete the State of California Brake License Examination is taught in the AT-102 phase of this program.

## Length of Program

The Automotive Technology I program consists of five phases of instruction. Each phase provides six weeks of training and includes 120 clock hours of instruction, undertaken 4.2 or 8.4 hours per day, Monday through Friday. Morning, afternoon and evening schedules are available.

## Automotive Technology I curriculum

Phase Title	Contact Hours	Quarter Credits	Weeks
AT101 Steering, Suspension & Computerized 4-Wheel Alignment	120	9	6
AT102 Hydraulic & Anti-Lock Braking Systems *	120	9	6
AT103 Engine Principles, Service & Repair	120	9	6
AT104 Manual Transmissions & Powertrains	120	9	6
AT105 Automatic Transmissions & Transaxles	120	9	6
<b>TOTALS</b>	<b>600</b>	<b>45</b>	<b>30</b>

\* Includes California State Brake License Preparation

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# AUTOMOTIVE TECHNOLOGY II

## Certificate Program

This course of study prepares individuals for entry-level positions in the drivability diagnostics areas of the automotive industry. The information required to successfully complete the State of California Lamp License Examination is taught in the AT-106 phase of this program.

**Students are required to successfully complete the Automotive Technology II entrance examination with interview/approval of the Director of Education or his/her designee.**

**Students must meet BAR grade and attendance requirements in Automotive Technology II & AAS 504 to qualify to take the California Smog Technician License Exam. As BAR requirements frequently change, please see the Director of Education or his/her designee for current criteria.**

## Length of Program

The Automotive Technology II program consists of five phases of instruction. Each phase provides six weeks of training and includes 120 clock hours of instruction, undertaken 4.2 or 8.4 hours per day, Monday through Friday. Morning, afternoon and evening schedules are available.

## Automotive Technology II curriculum

Phase Title	Contact Hours	Quarter Credits	Weeks
AT106 Chassis Electrical & Accessories **	120	9	6
AT107 Engine Performance Systems	120	9	6
AT108 Fuel Management Systems	120	9	6
AT109 Computerized Engine Controls	120	9	6
AT110 Emissions Diagnostics	120	9	6
<b>TOTALS</b>	<b>600</b>	<b>45</b>	<b>30</b>

\*\* Includes California State Lamp License Preparation

# APPLIED AUTOMOTIVE TECHNOLOGY

## Diploma Program

This diploma program is an ASE Master Certified automotive training program; the highest level of achievement recognized by the National Institute for Automotive Service Excellence (ASE). Designed as a bumper-to-bumper education in the automotive repair industry, this program prepares individuals for entry-level positions as a modern automotive technician. It represents a combination of WyoTech's Automotive Technology I and Technology II programs.

## Length of Program

The Applied Automotive Technology program consists of ten phases of instruction. Each phase provides six weeks of training and includes 120 clock hours of instruction, undertaken 4.2 or 8.4 hours per day, Monday through Friday. Morning, afternoon and evening schedules are available.

## Applied Automotive Technology curriculum

Phase Title	Contact Hours	Quarter Credits	Weeks
AT 101 Steering, Suspension & Computerized 4-Wheel Alignment	120	9	6
AT 102 Hydraulic & Anti-Lock Braking Systems**	120	9	6
AT 103 Engine Principles, Service & Repair	120	9	6
AT 104 Manual Transmissions & Powertrains	120	9	6
AT 105 Automatic Transmissions & Transaxles	120	9	6
AT 106 Chassis Electrical & Accessories*	120	9	6
AT 107 Engine Performance Systems	120	9	6
AT 108 Fuel Management Systems	120	9	6
AT 109 Computerized Engine Controls	120	9	6
AT 110 Emissions Diagnostics	120	9	6
<b>Totals</b>	<b>1200</b>	<b>90</b>	<b>60</b>

\*Includes California State Lamp Exam License Preparation

\*\*Includes portions of California State Brake License Exam Preparation

## APPLIED AUTOMOTIVE TECHNOLOGY - ADVANCED DIAGNOSTICS CONCENTRATION

### Diploma Program

WyoTech offers a diploma program with a concentration in advanced automotive diagnostics. Qualified faculty take pride in educating students for successful careers in the industry.

Demand for well-qualified, professional technicians committed to life-long learning continues to escalate. Career preparation for servicing today's technologically advanced vehicles requires academic preparation that embraces technical knowledge, advanced problem solving and communication skills. The Applied Automotive Technology - Advanced Diagnostics Concentration program is designed to provide students with the entry-level technical skill set and an applied logical diagnostics approach to repair sophisticated, late model vehicles and includes preparation for the California Smog Technician License Exam.

**In preparation for the California Smog Technician License Exam students must meet BAR grade and attendance requirements. As BAR requirements frequently change, please see the Director of Education or his/her designee for current criteria.**

### Length of Program

The Applied Automotive Technology - Advanced Diagnostics Concentration program is thirteen phases in duration. Each phase provides six weeks of training and includes 120 clock hours of instruction, undertaken 4.2 or 8.4 hours per day, Monday through Friday. Morning, afternoon and evening schedules are available. The curriculum follows the ten NATEF based technical phases of Automotive Technology.

### Applied Automotive Technology - Advanced Diagnostics Concentration curriculum

Phase Title	Contact Hours	Quarter Credits	Weeks
AT 101 Steering, Suspension & Computerized 4-Wheel Alignment	120	9	6
AT 102 Hydraulic & Anti-Lock Braking Systems*	120	9	6
AT 103 Engine Principles, Service & Repair	120	9	6
AT 104 Manual Transmissions & Powertrains	120	9	6
AT 105 Automatic Transmissions & Transaxles	120	9	6
AT 106 Chassis Electrical & Accessories**	120	9	6
AT 107 Engine Performance Systems	120	9	6
AT 108 Fuel Management Systems	120	9	6
AT 109 Computerized Engine Controls	120	9	6
AT 110 Emissions Diagnostics***	120	9	6
AT 111 Vehicle Electronics and Technical Systems	120	9	6
AT 112 Chassis and Engine Electronics	120	9	6
AAS 504 Performance Analysis & Strategic Diagnostics***	120	10	6
<b>Totals</b>	<b>1560</b>	<b>118</b>	<b>78</b>

\* Includes portions of California State Brake License Exam Preparation

\*\* Includes California State Lamp Exam License Preparation

\*\*\*Includes portions of California State Smog License Exam preparation

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## **AUTOMOTIVE TECHNOLOGY WITH A CONCENTRATION IN AUTOMOTIVE DIAGNOSTICS**

### **Associate of Occupational Studies Degree**

WyoTech offers an Associate of Occupational Studies Degree with a Concentration in Automotive Diagnostics. Qualified faculty take pride in educating students for successful careers in the industry. The applied general education component of the Occupational Associate Degree is described on the following pages.

The automobile is a major economic and transportation mainstay of American society and the demand for well-qualified, professional technicians committed to life-long learning continues to escalate. Career preparation for servicing today's technologically advanced vehicles requires academic preparation that embraces technical knowledge, advanced problem solving and communication skills. The Associate of Occupational Studies in Automotive Technology with a Concentration in Automotive Diagnostics is designed to provide students with the entry-level technical skill set and an applied logical diagnostics approach to repair sophisticated, late model vehicles and includes preparation for the California Smog Technician License Exam.

**In preparation for the California Smog Technician License Exam students must meet BAR grade and attendance requirements. As BAR requirements frequently change, please see the Director of Education or his/her designee for current criteria.**

### **Course Delivery**

WyoTech provides the opportunity to complete this occupational degree program through a combination of on-line and on campus instruction. Students complete the applied general education courses, AAS 501 and AAS 502, through on-line instruction. Students are required to complete on-line computer orientation one or two phases prior to beginning the on-line courses. AAS 504 is taught 5 days per week on campus due to new California State Bureau of Automotive Repair (BAR) regulations.

### **Length of Program**

The Associate of Occupational Studies in Automotive Technology with a Concentration in Automotive Diagnostics program is thirteen phases in duration. Each phase of the occupational degree program provides six weeks of training. AAS 501, AAS 502 and AAS 504 are the applied general education curriculum components of the occupational degree program.

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**AOS Degree in Automotive Technology with a Concentration in Automotive Diagnostics curriculum**

<b>Phase Title</b>	<b>Contact Hours</b>	<b>Quarter Credits</b>	<b>Weeks</b>
AT 101 Steering, Suspension & Computerized 4-Wheel Alignment	120	9	6
AT 102 Hydraulic & Anti-Lock Braking Systems**	120	9	6
AT 103 Engine Principles, Service & Repair	120	9	6
AT 104 Manual Transmissions & Powertrains	120	9	6
AT 105 Automatic Transmissions & Transaxles	120	9	6
AT 106 Chassis Electrical & Accessories*	120	9	6
AT 107 Engine Performance Systems	120	9	6
AT 108 Fuel Management Systems	120	9	6
AT 109 Computerized Engine Controls	120	9	6
AT 110 Emissions Diagnostics***	120	9	6
AAS 501 Business English and Communication (0501 ecollege course code)	90	9	6
AAS 502 Business Principles and Customer Service Concepts (0502 ecollege course code)	90	9	6
AAS 504 Performance Analysis & Strategic Diagnostics***	120	10	6
<b>Totals</b>	<b>1500</b>	<b>118</b>	<b>78</b>

Note: AAS 501, AAS 502 are each 6 Lessons through the on-line delivery of instruction

\*Includes California State Lamp Exam License Preparation

\*\*Includes portions of California State Brake License Exam Preparation

\*\*\*Includes portions of California State Smog License Exam preparation



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# **AUTOMOTIVE TECHNOLOGY WITH A CONCENTRATION IN SERVICE MANAGEMENT**

## **Associate of Occupational Studies Degree**

WyoTech offers an Associate of Occupational Studies Degree with a Concentration in Service Management. Qualified faculty take pride in educating students for successful careers in the industry. The applied general education component of the Occupational Associate Degree is described on the following pages.

The Associate of Occupational Studies Degree with a Concentration in Service Management provides students with an entry-level technical skill set and the applied knowledge necessary to act as liaison between customers and service personnel to facilitate appropriate service and repairs. The technology and information processing required in today's automotive service industry is requiring a new breed of technician with a more complete education than in the past. This occupational degree program provides the graduate with a comprehensive, skills-tested technical background articulated with a strong core of business-oriented applied general education courses. Individuals who successfully complete this program may seek entry-level positions in the management areas of the service industry.

## **Course Delivery**

WyoTech provides the opportunity to complete this occupational degree program through a combination of on-line and on campus instruction. Students complete the applied general education courses, AAS 501 and AAS 502, through on-line instruction. Students are required to complete on-line computer orientation one or two phases prior to beginning the on-line courses. AAS 503 is delivered with experiential learning activities on campus, 5 days per week.

## **Length of Program**

The Associate of Occupational Studies in Automotive Technology with a Concentration in Service Management program is thirteen phases in duration. Each phase of the occupational degree program provides six weeks of training. AAS 501, AAS 502 and AAS 503 are the applied general education curriculum components of the occupational degree program.

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**AOS Degree in Automotive Technology with a Concentration in Service Management curriculum**

<b>Phase Title</b>	<b>Contact Hours</b>	<b>Quarter Credits</b>	<b>Weeks</b>
AT 101 Steering, Suspension & Computerized 4-Wheel Alignment	120	9	6
AT 102 Hydraulic & Anti-Lock Braking Systems**	120	9	6
AT 103 Engine Principles, Service & Repair	120	9	6
AT 104 Manual Transmissions & Powertrains	120	9	6
AT 105 Automatic Transmissions & Transaxles	120	9	6
AT 106 Chassis Electrical & Accessories*	120	9	6
AT 107 Engine Performance Systems	120	9	6
AT 108 Fuel Management Systems	120	9	6
AT 109 Computerized Engine Controls	120	9	6
AT 110 Emissions Diagnostics	120	9	6
AAS 501 Business English and Communication (0501 ecollege course code)	90	9	6
AAS 502 Business Principles and Customer Service Concepts (0502 ecollege course code)	90	9	6
AAS 503 Computerized Service Management	120	9	6
<b>Totals</b>	<b>1500</b>	<b>117</b>	<b>78</b>

Note: AAS 501, AAS 502 are each 6 Lessons through the on-line delivery of instruction

\*Includes California State Lamp Exam License Preparation

\*\*Includes portions of California State Brake License Exam Preparation

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**COURSE DESCRIPTIONS AUTOMOTIVE**

	<b>Phase Title</b>	<b>Contact Hours</b>	<b>Quarter Credits</b>	<b>Weeks</b>
<b>AT 101</b>	<b>Steering, Suspension &amp; Computerized 4-Wheel Alignment</b>	<b>120</b>	<b>9</b>	<b>6</b>

This course presents steering and suspension systems design and operation. Component inspection, service, system measurement and alignment are discussed and reinforced with lab exercises designed to simulate industry approved repair applications.

<b>AT 102</b>	<b>Hydraulic &amp; Anti-Lock Braking Systems</b>	<b>120</b>	<b>9</b>	<b>6</b>
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This course prepares students to inspect components and diagnose systems operations. Students participate in lab experiences designed to simulate industry approved service and repair procedures for power assist, drum, disc, and anti-lock braking systems. California Brake License Exam preparation is also presented in this course.

<b>AT 103</b>	<b>Engine Principles, Service &amp; Repair</b>	<b>120</b>	<b>9</b>	<b>6</b>
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Fundamentals of engine design, operation and diagnosis, cooling systems, and accessories are presented in this course. Industry approved service and repair procedures are used in the lab exercises for engine removal and reinstallation, disassembly, inspection, measurement, re-assembly, and in-vehicle service and repairs.

<b>AT 104</b>	<b>Manual Transmissions &amp; Powertrains</b>	<b>120</b>	<b>9</b>	<b>6</b>
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Manual transmissions, driveline components design, operation and diagnosis are studied in this course. Industry approved procedures are used in lab exercises to service and repair transmissions, transaxles, clutch assemblies, driveshafts, final drives, all-wheel drive and 4-wheel drive systems.

<b>AT 105</b>	<b>Automatic Transmissions &amp; Transaxles</b>	<b>120</b>	<b>9</b>	<b>6</b>
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Conventional and electronically controlled transmissions, hydraulic systems, torque converters, fundamentals and operation are studied in this course. Experiential learning exercises include unit identification, industry approved removal and reinstallation, rebuild, dyno testing, and adjustment procedures.

<b>AT 106</b>	<b>Chassis Electrical &amp; Accessories</b>	<b>120</b>	<b>9</b>	<b>6</b>
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This course uses a systematic approach to the electrical systems in a vehicle. Accessories, lighting, gauges and driver feedback, starting, charging and various control systems are studied. Industry approved troubleshooting and diagnostics procedures are practiced in structured lab exercises. California State Lamp License Exam preparation is also presented in this course.

<b>AT 107</b>	<b>Engine Performance Systems</b>	<b>120</b>	<b>9</b>	<b>6</b>
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Air conditioning theory, operation, troubleshooting and service are studied in this course; modern applications and climate control systems are an integral part of a vehicle's systems network. Volumetric efficiency and power production are articulated with industry-approved ignition troubleshooting procedures during structured lab exercises.

<b>AT 108</b>	<b>Fuel Management Systems</b>	<b>120</b>	<b>9</b>	<b>6</b>
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This course covers fuel injection terminology, theory, operation, and general fuel delivery principles. Electronic management systems troubleshooting and industry approved diagnostic and service procedures are an integral part of students' experiential learning experiences.

<b>AT 109</b>	<b>Computerized Engine Controls</b>	<b>120</b>	<b>9</b>	<b>6</b>
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This course emphasizes the use of information resources, sophisticated test equipment and modern industry approved diagnostics procedures. Driveability diagnostics and OBD information retrieval are utilized to performance test engine control systems.

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**COURSE DESCRIPTIONS AUTOMOTIVE**

	<b>Phase Title</b>	<b>Contact Hours</b>	<b>Quarter Credits</b>	<b>Weeks</b>
<b>AT 110</b>	<b>Emissions Diagnostics</b>	<b>120</b>	<b>9</b>	<b>6</b>

This course is designed to address emission control devices and systems and their impact on air quality as well as engine performance testing. Diagnostic strategies, tail pipe failure analysis and loaded mode emissions testing are integrated into students' experiential learning exercises. This training phase also includes BAR, ASE Alternative A6 and A8 Courses.

<b>AT 111</b>	<b>Vehicle Electronics and Technical Systems</b>	<b>120</b>	<b>9</b>	<b>6</b>
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This course emphasizes the fundamentals of electronics technology, mathematic calculations, physics and their relationships to vehicle control systems. Students learn to use manufacturer acronyms and technical information programs to identify vehicles and their components and articulate this information with sophisticated service and repair procedures. Students research actual manufacturer-specific technical information systems and reinforce theory with industry approved repair projects performed on manufacturer-supplied late model vehicles. Students study information processing and proper repair strategies and their impact on customer satisfaction.

<b>AT 112</b>	<b>Chassis and Engine Electronics</b>	<b>120</b>	<b>9</b>	<b>6</b>
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Students in this course study the operation of vehicle performance systems and reinforce theory with experiential learning exercises utilizing actual manufacturer developed onboard diagnostics (OBDII). Manufacturer/dealership approved service and repair procedures are practiced by students, as they use mathematic calculations, physics, manufacturer supplied technical information, diagnostic equipment, and service and repair strategies to perform actual repairs on late model vehicles

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**COURSE DESCRIPTIONS-AUTOMOTIVE AOS DEGREE**

	<b>Phase Title</b>	<b>Lessons</b>	<b>Contact Hours</b>	<b>Quarter Credits</b>	<b>Weeks</b>
<b>AAS 501</b>	<b>Business English and Communication</b>	<b>6</b>	<b>90</b>	<b>9</b>	<b>6</b>

This course emphasizes basic business writing skills, including fundamentals of grammar, paragraph development and letter writing. In addition to business writing skills the course will focus on verbal communications skills, with an emphasis on applying these skills to improve customer service. Learning exercises are designed to simulate practical business applications. (0501 ecollege course code)

<b>AAS 502</b>	<b>Business Principles and Customer Service Concepts</b>	<b>6</b>	<b>90</b>	<b>9</b>	<b>6</b>
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This course addresses basic business principles and the implications of effective communication, ethics and problem solving methodology related to business performance. Students will learn techniques to effectively handle problems with employees, co-workers and customers. (0502 ecollege course code)

<b>AAS 503</b>	<b>Computerized Service Management</b>	<b>6</b>	<b>120</b>	<b>9</b>	<b>6</b>
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This course involves practical applications of industry-specific service control systems designed to initiate, monitor, and effectively facilitate repair operations. Students articulate communication skills and customer satisfaction tools with computerized service control systems and practice actual service writing procedures.

<b>AAS 504</b>	<b>Performance Analysis &amp; Strategic Diagnostics</b>	<b>6</b>	<b>120</b>	<b>10</b>	<b>6</b>
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This course is designed to simulate actual hands-on diagnostics conditions found in the automotive industry. Late model vehicles are staged with common problems in a structured shop environment and students use industry established procedures to evaluate vehicle performance under loaded mode (dynamometer testing) conditions. Students articulate communication tools, vehicle specifications and sophisticated test equipment and procedures to solve the three "C's"...complaints, causes and corrections. This course includes BAR Basic Clean Air Car Course (including BAR OBD II) and BAR Enhanced Clean Air Car Course (including BAR Update and BAR Transition courses) and BAR Approved ASE L1 Alternative course.

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## **CAREER OPPORTUNITIES AUTOMOTIVE TECHNOLOGY**

### **Automotive Technology I**

Graduates of this program have studied California State Brake License preparation and ASE certification tests preparation for Engine Repair (A1), Automotive Trans/Transaxle (A2), Manual Drive Train and Axles (A3), Suspension and Steering (A4) and Brakes (A5). These individuals are prepared to pursue many challenging service technician positions in the automotive industry. Employment opportunities that call for the knowledge presented in this program are entry-level positions such as brake technician, front-end and suspension technician, engine repair and service technician and automotive powertrain technician.

### **Automotive Technology II**

Graduates of this program have studied ASE certification tests preparation for Electrical/Electronic Systems (A6), Engine Performance (A8) and Heating & Air Conditioning (A7). With more than 25,000,000 vehicles in California, technicians with computer control systems knowledge are in higher demand than ever before in the automotive industry. Employment opportunities that call for the knowledge presented in this program are entry-level positions such as automotive electrical technician, automotive service technician, automotive cooling system technician, automotive heating and air conditioning technician, automotive tune-up and drivability technician.

### **Applied Automotive Technology**

The National Automotive Technicians Education Foundation, Inc. (NATEF) has evaluated the instruction, curriculum, facility, and equipment of this program, and they meet the strict industry standards required for ASE MASTER CERTIFICATION. This is the highest level of achievement recognized by the National Institute for Automotive Service Excellence (ASE). The Applied Automotive Technology program includes all the courses of Automotive Technology I and Automotive Technology II in one comprehensive program. Graduates of this bumper-to-bumper training are prepared for entry-level employment as an automotive service technician in each of the content areas.

### **Applied Automotive Technology - Advanced Diagnostics Concentration**

The Diploma in Applied Automotive Technology - Advanced Diagnostics Concentration program is designed to provide students with a technical skill set and an applied logical diagnostics approach to repair sophisticated late model vehicles. Graduates of this program are prepared for entry-level employment such as automotive diagnostic technician and service technician. This program includes preparation for the California Smog Technician License Exam.

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**OCCUPATIONAL DEGREE PROGRAM CAREER OPPORTUNITIES - AUTOMOTIVE TECHNOLOGY**

The automobile is a major economic and transportation mainstay of the American society, and consumer demand for well-qualified, professional technicians committed to life long learning continues to escalate. Career preparation for servicing today's technologically advanced vehicles requires preparation in an academic arena embracing technical change, advanced problem solving and communication skills.

**Associate of Occupational Studies Degree in Automotive Technology with a Concentration in Automotive Diagnostics**

The Associate of Occupational Studies Degree in Automotive Diagnostics is designed to provide students with a technical skill set and an applied logical diagnostics approach to repairing sophisticated late model vehicles. This program includes the content of Automotive Technology I, Automotive Technology II, and Applied Automotive Technology along with related business communications, customer service, performance analysis and strategic diagnostics. Graduates are prepared for entry-level employment as an automotive service technician in each of the content areas. This program includes preparation for the California Smog Technician License Exam.

**Associate of Occupational Studies Degree in Automotive Technology with a Concentration in Service Management**

The Associate of Occupational Studies Degree in Service Management provides students with a technical skill set and the applied knowledge necessary to act as liaison between customers and service personnel to facilitate appropriate service and repairs. The technology and information processing required in today's automotive service industry is requiring a new breed of technician with a more complete education than in the past. This occupational degree program provides the graduate with a comprehensive, skills-tested technical background articulated with a core of business-oriented applied general education courses. Individuals who successfully complete this program may seek positions offering growth into the management aspects of the service industry. Graduates are prepared for entry-level employment positions such as automotive service technician, automotive service advisor/customer representative, automotive technical writer, and automotive service manager.

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# MOTORCYCLE TECHNOLOGY

## Diploma Program

The diploma in Motorcycle Technology is designed to provide students with a technical skill set and applied logical diagnostics approach to diagnose, service, and repair modern motorcycles. Students, after completion of their core training, then proceed into their selected area of concentration. The core training areas, coupled with a student-selected area of specialty, prepares the graduate for employment as an entry-level motorcycle technician.

## Length of Program

The Motorcycle Technology program consists of 12 phases of instruction consisting of an 8 phase core and 4 phase concentration. Each phase provides 6 weeks of training and includes 125 clock hours of instruction, undertaken 4.3 or 8.6 hours per day, Monday through Friday. Morning, afternoon and evening schedules are available.

## Motorcycle Technology Core Curriculum

Phase Title	Contact Hours	Quarter Credits	Weeks
MT 101 Suspension Systems	125	9	6
MT 102 Brake Systems	125	9	6
MT 103 Four Stroke Engines	125	9	6
MT 104 Two Stroke Engines	125	9	6
MT 105 Fundamentals of Electricity	125	9	6
MT 106 Electrical Systems	125	9	6
MT 107 Fuel Systems	125	9	6
MT 108 Service	125	9	6
<b>Core Totals</b>	<b>1000</b>	<b>72</b>	<b>48</b>

Select one of the following concentrations:

### Harley-Davidson Concentration Curriculum

Phase Title	Contact Hours	Quarter Credits	Weeks
MT 111 Harley-Davidson Engines I	125	9	6
MT 112 Harley-Davidson Engines II	125	9	6
MT 113 Harley-Davidson Chassis	125	9	6
MT 114 Harley-Davidson Engine Controls	125	9	6
<b>Concentration Totals</b>	<b>500</b>	<b>36</b>	<b>24</b>
<b>Core/Concentration Totals</b>	<b>1500</b>	<b>108</b>	<b>72</b>



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**Motorcycle Technology**
**European Concentration Curriculum**

<b>Phase Title</b>	<b>Contact Hours</b>	<b>Quarter Credits</b>	<b>Weeks</b>
MT 115 European BMW I	125	9	6
MT 116 European BMW II	125	9	6
MT 117 European Ducati I	125	9	6
MT 118 European Ducati II	125	9	6
<b>Concentration Totals</b>	<b>500</b>	<b>36</b>	<b>24</b>
<b>Core/Concentration Totals</b>	<b>1500</b>	<b>108</b>	<b>72</b>

**Asian Concentration Curriculum**

<b>Phase Title</b>	<b>Contact Hours</b>	<b>Quarter Credits</b>	<b>Weeks</b>
MT 119 Asian Honda	125	9	6
MT 120 Asian Kawasaki	125	9	6
MT 121 Asian Suzuki	125	9	6
MT 122 Asian Yamaha	125	9	6
<b>Concentration Totals</b>	<b>500</b>	<b>36</b>	<b>24</b>
<b>Core/Concentration Totals</b>	<b>1500</b>	<b>108</b>	<b>72</b>

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**COURSE DESCRIPTIONS MOTORCYCLE TECHNOLOGY**

	<b>Phase Title</b>	<b>Contact Hours</b>	<b>Quarter Credits</b>	<b>Weeks</b>
<b>MT 101</b>	<b>Suspension Systems</b>	<b>125</b>	<b>9</b>	<b>6</b>
	This course presents front and rear suspension systems' design and operation. Component inspection, service, and repairs are discussed and reinforced with lab exercises designed to simulate industry approved repair applications.			
<b>MT 102</b>	<b>Brake Systems</b>	<b>125</b>	<b>9</b>	<b>6</b>
	The Brake Systems course prepares students to inspect components and diagnose systems operations. Students participate in lab experiences designed to simulate industry approved service and repair procedures for drum, disc, anti-lock braking systems, and final drive assemblies.			
<b>MT 103</b>	<b>Four Stroke Engines</b>	<b>125</b>	<b>9</b>	<b>6</b>
	This course provides fundamentals of 4 stroke engines, including primary drives, of various designs. Operation and diagnosis, as well as cooling systems are presented in this course. Industry approved service and repair procedures are used in the lab disassembly, inspection, measurement, re-assembly, and in-vehicle service and repairs.			
<b>MT 104</b>	<b>Two Stroke Engines</b>	<b>125</b>	<b>9</b>	<b>6</b>
	In this course the fundamentals of 2 stroke engines, including primary drives, of various designs. Operation and diagnosis, as well as cooling systems are presented in this course. Industry approved service and repair procedures are used in the lab disassembly, inspection, measurement, re-assembly, and in-vehicle service and repairs.			
<b>MT 105</b>	<b>Fundamentals of Electricity</b>	<b>125</b>	<b>9</b>	<b>6</b>
	Students will learn and apply the basic laws and formulas as they relate to electrical systems. Students will utilize wiring diagrams and apply them to component identification, testing, and diagnostics.			
<b>MT 106</b>	<b>Electrical Systems</b>	<b>125</b>	<b>9</b>	<b>6</b>
	This course uses a systematic approach to motorcycle electrical systems. Accessories, lighting, ignition, starting, charging and various control systems are studied. Computer controlled electronics are also discussed. Industry approved troubleshooting and diagnostics procedures are practiced in structured lab exercises.			
<b>MT 107</b>	<b>Fuel Systems</b>	<b>125</b>	<b>9</b>	<b>6</b>
	This course covers carburetion, fuel injection, theory, operation, and general fuel delivery principles. Exhaust systems effects on engine operation, and emission control devices will be discussed. Troubleshooting and industry approved diagnostic and service procedures are an integral part of students' experiential learning experiences.			
<b>MT 108</b>	<b>Service</b>	<b>125</b>	<b>9</b>	<b>6</b>
	This course prepares students to operate in a service environment. Students will learn customer service and communication skills that are necessary to be successful in a modern service environment. Lab practices will focus on manufacture service and repair procedures.			
<b>MT 111</b>	<b>Harley-Davidson Engines I</b>	<b>125</b>	<b>9</b>	<b>6</b>
	The Harley-Davidson course emphasizes the disassembly, inspection, and assembly of the Iron Head and Evolution engines. Students will perform the necessary measurements and adjustments for proper engine operation.			
<b>MT 112</b>	<b>Harley-Davidson Engines II</b>	<b>125</b>	<b>9</b>	<b>6</b>
	This course emphasizes the disassembly, inspection, and assembly of the Big Twins, and V-Rod engines. Students will perform the necessary measurements and adjustments for proper engine operation.			

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**COURSE DESCRIPTIONS MOTORCYCLE TECHNOLOGY**

	<b>Phase Title</b>	<b>Contact Hours</b>	<b>Quarter Credits</b>	<b>Weeks</b>
<b>MT 113</b>	<b>Harley-Davidson Chassis</b>	<b>125</b>	<b>9</b>	<b>6</b>
	This course emphasizes the manufacture specifics in regards to suspensions, brakes, final drives, and electrical systems used on Harley-Davidson motorcycles.			
<b>MT 114</b>	<b>Harley-Davidson Engine Controls</b>	<b>125</b>	<b>9</b>	<b>6</b>
	During this course of instruction students will apply learned knowledge and skills in the areas of ignition systems, fuel systems, service processes, and diagnostics.			
<b>MT 115</b>	<b>European BMW I</b>	<b>125</b>	<b>9</b>	<b>6</b>
	This course emphasizes the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to BMW motorcycles. Training applies towards students being awarded BMW Certified Technician training status.			
<b>MT 116</b>	<b>European BMW II</b>	<b>125</b>	<b>9</b>	<b>6</b>
	The BMW concentration course emphasizes the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to BMW motorcycles. Training applies towards students being awarded BMW Certified Technician training status.			
<b>MT 117</b>	<b>European Ducati I</b>	<b>125</b>	<b>9</b>	<b>6</b>
	The Ducati concentration course emphasizes the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to Ducati motorcycles. Training applies towards students being awarded Ducati Entry Level Certification training status.			
<b>MT 118</b>	<b>European Ducati II</b>	<b>125</b>	<b>9</b>	<b>6</b>
	This course emphasizes the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to Ducati motorcycles. Training applies towards students being awarded Ducati Entry Level Certification training status.			
<b>MT 119</b>	<b>Asian Honda</b>	<b>125</b>	<b>9</b>	<b>6</b>
	The Honda concentration course emphasizes the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to Honda motorcycles.			
<b>MT 120</b>	<b>Asian Kawasaki</b>	<b>125</b>	<b>9</b>	<b>6</b>
	This course prepares students for the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to Kawasaki motorcycles.			
<b>MT 121</b>	<b>Asian Suzuki</b>	<b>125</b>	<b>9</b>	<b>6</b>
	This course emphasizes the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to Suzuki motorcycles.			
<b>MT 122</b>	<b>Asian Yamaha</b>	<b>125</b>	<b>9</b>	<b>6</b>
	This course covers the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to Yamaha motorcycles.			

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**CAREER OPPORTUNITIES MOTORCYCLE TECHNOLOGY**

The diploma in Motorcycle Technology is designed to provide students with a technical skill set and applied logical diagnostics approach to diagnose, service, and repair modern motorcycles. The core training areas, coupled with a student-selected area of specialty, prepares the graduate for employment as an entry-level motorcycle technician.

**Harley-Davidson Concentration**

This specialty area will allow the student to build upon the knowledge and skills of the core and to apply them to the diagnosis, service, and repair of Harley-Davidson motorcycles. Employment opportunities that call for the knowledge presented in this program are entry-level positions with dealerships, specialty shops, and performance-oriented businesses.

**European**

This specialty area will allow the student to build upon the knowledge and skills of the core and to apply them to the diagnosis, service, and repair of BMW and Ducati motorcycles. Students can achieve manufacture certification in specific areas. Employment opportunities that call for the knowledge presented in this program are entry-level positions with dealerships, specialty shops, and performance-oriented businesses.

**Asian Concentration**

This specialty area will allow the student to build upon the knowledge and skills of the core and to apply them to the diagnosis, service, and repair of Honda, Kawasaki, Suzuki, and Yamaha motorcycles. Employment opportunities that call for the knowledge presented in this program are entry-level positions with dealerships, specialty shops, and performance-oriented businesses.

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# HEATING VENTILATION AND AIR CONDITIONING & PLUMBING TECHNOLOGY

Technological advances, global commerce, air quality awareness, Environmental Protection Agency (EPA) regulations and general concern for safe and ergonomically correct work environments are increasing the need for well-qualified technicians in the Heating, Ventilation and Air Conditioning industry. Residential and Commercial Climate Control, Heating and Refrigeration and many other related industries are being impacted by computerization and sophisticated control systems. These trends are changing the skill sets and knowledge required for successful service personnel in Heating, Air Conditioning, and Refrigeration technology. As technology advances, the hotel, shipping, construction, food, health care, and other industries are becoming more dependent on properly prepared technicians.

As California's largest Heating, Ventilation and Air Conditioning technical school, WyoTech takes its leadership role seriously.

- WyoTech's Heating, Ventilation and Air Conditioning Technology and Plumbing Technology Programs are dedicated to preparing well-trained individuals to meet the challenges in Plumbing and HVAC industries.
- WyoTech provides an EPA Refrigerant Technician Certification, also known as "CFC" Certification.
- WyoTech is an EPA Refrigeration Technician Certification Test Center. HVAC students are eligible to take the EPA Certification test at WyoTech.
- Plumbing technicians must be skilled in many areas of construction and repair and be knowledgeable in various regulatory issues; to include but not limited to, OSHA regulations and the Uniform Plumbing Code.
- All technicians must be EPA certified to purchase refrigerants.

## Memberships

- International Association of Plumbing & Mechanical Officials (IAPMO)
- Refrigeration Service Engineers Society (RSES Educational Foundation)

## Affiliations

- Air Conditioning & Refrigeration Institute (ARI)

## Alliances

- Syserco
- Beutler Heating & Air Conditioning

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## HVAC & PLUMBING TECHNOLOGY

Certificates, Diplomas, Degrees

<b>Program of Study</b>	<b>Contact Hours</b>	<b>Quarter Credits</b>	<b>Weeks</b>	<b>Graduate Awards</b>
Residential Heating, Ventilation and Air Conditioning	600	45	30	Diploma
Heating, Ventilation and Air Conditioning	1200	90	60	Diploma
Associate of Occupational Studies in Heating, Ventilation and Air Conditioning with a Concentration in Service Systems	1500	117	78	AOS Degree
Plumbing Technology	720	56	36	Diploma

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# RESIDENTIAL HEATING, VENTILATION AND AIR CONDITIONING

## Diploma Program

The Residential Heating, Ventilation and Air Conditioning (RHVAC) Diploma program provides students the skills required to specialize in the field of residential heating and air conditioning service and repair. Most areas of the world require some residential climate control; therefore, basic electricity, electronic control mechanisms, air conditioning, refrigeration fundamentals, and heating systems are taught in the program. Upon successful completion of all phases of the program, students will be awarded a diploma. Graduates of the program can seek employment as entry-level technicians in the Residential Heating, Ventilation and Air Conditioning field.

### Length of Program Monday – Friday Schedule

The RHVAC program consists of five phases. Each phase provides six weeks of training and includes 120 clock hours of instruction, undertaken 4.2 or 8.4 hours per day, Monday through Friday. Morning, afternoon and evening schedules are available.

### Length of Program - Saturday Schedule

The Residential Heating, Ventilation and Air Conditioning Diploma program is five phases in duration. Each phase provides 12 weeks of training and includes 120 clock hours of instruction, undertaken 10 hours on Saturday 7:00 am – 6:00 pm (Lunch 12:00 pm – 1:00 pm)

### RHVAC curriculum

Phase Title	Contact Hours	Quarter Credits	Weeks
CCR 301 Basic Electricity & Electrical Theory	120	9	6
CCR 302 Basic Refrigeration Theory	120	9	6
CCR 303 Air Conditioning Systems	120	9	6
CCR 304 Heating Systems	120	9	6
CCR 308 Air Distribution Systems & Sheet Metal Fabrication	120	9	6
<b>Totals</b>	<b>600</b>	<b>45</b>	<b>30</b>

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# HEATING, VENTILATION AND AIR CONDITIONING

## Diploma Program

This diploma program is designed for the individual who has a desire to work with Heating, Ventilation, Air Conditioning (HVAC), and Refrigeration. In order to cover all of the necessary areas, WyoTech has developed a course of study that prepares students for both the residential and commercial areas of the HVAC industry. The graduate of this program will be prepared to seek employment as an entry-level technician in the food industry, construction industry, health care industry, HVAC service organizations, and a host of other types of companies.

## Length of Program

Heating, Ventilation and Air Conditioning program is 10 phases in duration. Each phase provides six weeks of training and includes 120 clock hours of instruction, undertaken 4.2 or 8.4 hours per day, Monday through Friday. Morning, afternoon and evening schedules are available.

## HVAC curriculum

Phase Title	Contact Hours	Quarter Credits	Weeks
CCR 301 Basic Electricity & Electrical Theory	120	9	6
CCR 302 Basic Refrigeration Theory	120	9	6
CCR 303 Air Conditioning Systems	120	9	6
CCR 304 Heating Systems	120	9	6
CCR 305 Heat Pump Systems	120	9	6
CCR 306 Commercial Refrigeration	120	9	6
CCR 307 Introduction to Chillers and Boilers	120	9	6
CCR 308 Air Distribution Systems & Sheet Metal Fabrication	120	9	6
CCR 309 Direct Digital Controls (DDC) and Pneumatic Controls	120	9	6
CCR 310 Advanced Troubleshooting	120	9	6
<b>Totals</b>	<b>1200</b>	<b>90</b>	<b>60</b>



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# HVAC WITH A CONCENTRATION IN SERVICE SYSTEMS

## **Associate of Occupational Studies Degree**

WyoTech offers an Associate of Occupational Studies Degree in Heating, Ventilation and Air Conditioning with a Concentration in Service Systems. Qualified faculty take pride in educating students for successful careers in the industry. The applied general education component of the Occupational Associate Degree is described on the following pages.

The Associate of Occupational Studies Degree in Heating, Ventilation and Air Conditioning with a Concentration in Service Systems provides students with a technical skill set and the applied knowledge necessary to act as liaison between customers and service personnel to facilitate appropriate service and repairs. The technology and information processing required in today's Heating, Ventilation and Air Conditioning industry is requiring service technicians with a more comprehensive customer service orientation. This occupational degree program provides the graduate with a complete entry-level, skills-tested technical background articulated with a core of business-oriented applied general education and industry-specific, applied computer skills.

## **Course Delivery**

WyoTech provides the opportunity to complete this occupational degree program through a combination of on-line and on campus instruction. Students complete the applied general education courses, AAS 501, AAS 502, through on-line instruction. Students are required to complete on-line computer orientation one or two phases prior to beginning the on-line courses. AAS 505 is delivered with experiential learning activities on campus, 5 days per week.

## **Length of Program**

The Associate of Occupational Studies in Heating, Ventilation and Air Conditioning with a Concentration in Service Systems program is thirteen phases in duration. Each phase provides six weeks of training. AAS 501, AAS 502, and AAS 505 are the applied general education curriculum components of the occupational degree program.

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**AOS Degree HVAC with a Concentration in Service Systems curriculum**

<b>Phase Title</b>	<b>Contact Hours</b>	<b>Quarter Credits</b>	<b>Weeks</b>
CCR 301 Basic Electricity & Electrical Theory	120	9	6
CCR 302 Basic Refrigeration Theory	120	9	6
CCR 303 Air Conditioning Systems	120	9	6
CCR 304 Heating Systems	120	9	6
CCR 305 Heat Pump Systems	120	9	6
CCR 306 Commercial Refrigeration	120	9	6
CCR 307 Introduction to Chillers and Boilers	120	9	6
CCR 308 Air Distribution Systems & Sheet Metal Fabrication	120	9	6
CCR 309 Direct Digital Controls (DDC) and Pneumatic Controls	120	9	6
CCR 310 Advanced Troubleshooting	120	9	6
AAS 501 Business English and Communication (0501 ecollege course code)	90	9	6
AAS 502 Business Principles and Customer Service Concepts (0502 ecollege course code)	90	9	6
AAS 505 Heating, Ventilation and Air Conditioning (HVAC) Computer Applications	120	9	6
<b>Totals</b>	<b>1500</b>	<b>117</b>	<b>78</b>

Note: AAS 501, AAS 502 are each 6 Lessons through the on-line delivery of instruction

# PLUMBING TECHNOLOGY

## Diploma Program

The plumbing industry is changing as new technologies and techniques are implemented across the occupation. These new methods must be supported by skilled technicians who understand fundamental plumbing principles. The Plumbing Technology program teaches these entry-level skills by exploring plumbing history, uniform plumbing code, plumbing piping systems, blueprint reading, and heating systems. Laboratory experiences are an integral part of the program.

Graduates of the program will be prepared to seek employment in entry-level positions as plumbers and plumbing service technicians.

## Length of Program

The Plumbing Technology program is 9 phases or 36 weeks in duration. A phase provides four weeks of training. Each phase includes 80 clock hours of instruction. Students in the Plumbing Technology program attend 5 hours per day, Monday through Thursday. Morning and evening schedules are available.

## Plumbing Technology curriculum

Phase Title	Contact Hours	Quarter Credits	Weeks
CN 1000 Introduction to Basic Construction	80	8	4
PL 1000 Introduction to Plumbing I	80	7	4
PL 1050 Introduction to Plumbing II	80	7	4
PL 1100 Installing Drain, Waste, Vent, and Water Supply Systems	80	5	4
PL 1150 Installing Valves, Fixtures and Water Heaters	80	5	4
PL 2000 Servicing Vent and Waste Systems	80	6	4
PL 2050 Sizing Water Supply Systems and Backflow Prevention	80	6	4
PL 2100 Servicing Piping Systems, Valves, Fixtures and Appliances I	80	6	4
PL 2150 Servicing Piping Systems, Valves, Fixtures and Appliances II	80	6	4
<b>Totals</b>	<b>720</b>	<b>56</b>	<b>36</b>

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**COURSE DESCRIPTIONS HEATING, VENTILATION AND AIR CONDITIONING (HVAC)**

	<b>Phase Title</b>	<b>Contact Hours</b>	<b>Quarter Credits</b>	<b>Weeks</b>
<b>CCR 301</b>	<b>Basic Electricity &amp; Electrical Theory</b>	<b>120</b>	<b>9</b>	<b>6</b>

This course presents electrical and electronics theory, terms, definitions, symbols, circuits, laws and formulas. Power sources, component operation and circuit diagrams are studied. Students use this theory, integrated with objective specific hands-on lab exercises to practice typical equipment manufacturers troubleshooting techniques. Testing instruments and wiring diagrams are used for systems problem-solving projects.

<b>CCR 302</b>	<b>Basic Refrigeration Theory</b>	<b>120</b>	<b>9</b>	<b>6</b>
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This course is an introduction to heating, ventilation and air conditioning (HVAC) technology. Basic laws of physics and cooling theory are presented. Terms, definitions, air conditioning cycles, mechanical diagrams, and component operation are studied. Students will bend, swag and flare tubing, use air/acetylene and oxygen/acetylene torches to hard and soft solder copper tubing, use pressure/temperature charts, piping and installation specifications, EPA section 608 refrigerant handling and containment (recovery, recycling, reclaiming) certification requirements and basic air conditioning service procedures are taught.

<b>CCR 303</b>	<b>Air Conditioning Systems</b>	<b>120</b>	<b>9</b>	<b>6</b>
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This course emphasizes air conditioning systems design, service and installation procedures. Component operations, mechanical and electrical diagrams, standard and high efficiency air conditioning systems are explored. Structured lab projects allow students to learn industry-approved diagnostics, service and repair procedures. Proper installation requirements and procedures are also practiced in this course of instruction. **Prerequisites: CCR 301 and CCR 302.**

<b>CCR 304</b>	<b>Heating Systems</b>	<b>120</b>	<b>9</b>	<b>6</b>
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This course introduces students to gas heating fundamentals and gas furnace designs are discussed in this course. Mechanical components, gas pipe sizing, wiring, safety and proper troubleshooting procedures are taught. Students will participate in structured lab exercises including inspection, diagnostics, service, troubleshooting and repair of residential gas heating systems. **Prerequisite: CCR 301.**

<b>CCR 305</b>	<b>Heat Pump Systems</b>	<b>120</b>	<b>9</b>	<b>6</b>
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Air properties related to HVAC and heat pump systems design are studied in this course. Component operation, systems diagrams and industry approved troubleshooting procedures are discussed and reinforced with structured lab exercises.

<b>CCR 306</b>	<b>Commercial Refrigeration</b>	<b>120</b>	<b>9</b>	<b>6</b>
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This course develops maintenance and repair skills by applying systematic industry approved troubleshooting and service procedures to residential and commercial refrigeration units. Students participate in industry approved, structured diagnostic and service projects on reach-in, walk-in and residential refrigeration units as well as ice producing makers and various commercial refrigeration in this course of study.

<b>CCR 307</b>	<b>Introduction to Chillers &amp; Boilers</b>	<b>120</b>	<b>9</b>	<b>6</b>
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Various types of chiller and boiler components and controls are studied in this course. Water and electrical circuits and mechanical devices, as well as their service and repair, are studied. Students participate in structured lab exercises designed to reinforce operational theory.

<b>CCR 308</b>	<b>Distribution Systems &amp; Sheet Metal Fabrication</b>	<b>120</b>	<b>9</b>	<b>6</b>
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Students in this course of study will learn to read blue prints, use shop math, perform load calculations, indoor air quality, and system air balancing and apply the fundamentals of air distribution to system design. In structured lab projects, students will use the tools and equipment necessary to layout and fabricate HVAC air distribution systems.

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**COURSE DESCRIPTIONS HEATING, VENTILATION AND AIR CONDITIONING (HVAC)**

	<b>Phase Title</b>	<b>Contact Hours</b>	<b>Quarter Credits</b>	<b>Weeks</b>
<b>CCR 309</b>	<b>Direct Digital Controls (DDC) and Pneumatic Controls</b>	<b>120</b>	<b>9</b>	<b>6</b>

This course utilizes Direct Digital Control systems, which introduces the student to building automation controls. Local operator interface through a stand-alone keypad display and a PC-type computer will teach individual building HVAC automatic functions. Actual operating equipment will be tied into the system for demonstration purposes. Students will operate pre-engineered programs for common equipment such as air conditioning, heating units, heat pumps, and air handling units. Advance Pneumatic Controls calibration and control adjustment will be used for diagnosing heating and cooling systems.

<b>CCR 310</b>	<b>Advanced Troubleshooting</b>	<b>120</b>	<b>9</b>	<b>6</b>
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In this capstone course, the basic HVAC troubleshooting will be expanded to cover typical technician service calls through interactive refrigeration cycle diagnostics, electrical control circuit diagnostics, and hands-on repairs on operating AC systems. A computerized program will be used as an interactive refrigeration cycle diagnostics in this course.

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**COURSE DESCRIPTIONS HEATING, VENTILATION AND AIR CONDITIONING AOS DEGREE**

	<b>Phase Title</b>	<b>Lessons</b>	<b>Contact Hours</b>	<b>Quarter Credits</b>	<b>Weeks</b>
<b>AAS 501</b>	<b>Business English and Communication</b>	<b>6</b>	<b>90</b>	<b>9</b>	<b>6</b>

This course emphasizes basic business writing skills, including fundamentals of grammar, paragraph development and letter writing. In addition to business writing skills the course will focus on verbal communications skills, with an emphasis on applying these skills to improve customer service. Learning exercises are designed to simulate practical business applications. (0501 ecollege course code)

<b>AAS 502</b>	<b>Business Principles and Customer Service Concepts</b>	<b>6</b>	<b>90</b>	<b>9</b>	<b>6</b>
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This course addresses basic business principles and the implications of effective communication, ethics and problem solving methodology related to business performance. Students will learn techniques to effectively handle problems with employees, co-workers and customers. (0502 ecollege course code)

<b>AAS 505</b>	<b>HVAC Computer Applications</b>	<b>6</b>	<b>120</b>	<b>9</b>	<b>6</b>
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This course prepares students to articulate communication skills and customer satisfaction tools with practical applications of industry-specific, computerized service control systems. Experiential learning activities also include structured lab exercises using computer aided air distribution design programs, and heat load estimation, and inventory control.

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**COURSE DESCRIPTIONS – PLUMBING TECHNOLOGY**

	<b>Phase Title</b>	<b>Contact Hours</b>	<b>Quarter Credits</b>	<b>Weeks</b>
<b>CN 1000</b>	<b>Introduction to Basic Construction</b>	<b>80</b>	<b>8</b>	<b>4</b>

This course introduces students to the construction field. The course of instruction will cover basic job safety concepts and regulatory requirements; basic math used in the construction trades; the use of common hand and power tools; an introduction to blueprint reading; basic rigging; communication and employability skills. Students will also learn techniques for studying and test-taking.

<b>PL 1000</b>	<b>Introduction to Plumbing I</b>	<b>80</b>	<b>7</b>	<b>4</b>
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This course introduces the student to the plumbing trade. The course of instruction will cover the history of plumbing from ancient times to present, tools specific to the trade, basic math for plumbers, basic blueprint reading skills and pipe fittings made from the various materials used in the trade such as copper, plastic and steel.

<b>PL 1050</b>	<b>Introduction to Plumbing II</b>	<b>80</b>	<b>7</b>	<b>4</b>
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This course will cover basic installation and servicing of fixtures, faucets and valves, water heater and fuel gas installation. This course will also cover the Uniform Plumbing Code and its application to these systems.

**Prerequisite: CN 1000 and PL 1000.**

<b>PL 1100</b>	<b>Installing Drain, Waste, Vent, and Water Supply Systems</b>	<b>80</b>	<b>5</b>	<b>4</b>
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This course will cover basic Drain Waste and Vent Systems, Storm Drain Systems and basic Water Supply Systems. This course will also cover the Uniform Plumbing Code and its applications to these systems.

**Prerequisite: CN 1000 and PL 1000.**

<b>PL 1150</b>	<b>Installing Valves, Fixtures and Water Heaters</b>	<b>80</b>	<b>5</b>	<b>4</b>
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This course introduces various types of valves and installations. Students learn how to install valves, fixtures including water heaters and fuel-gas systems in a lab environment. Valve and fixture servicing and all applicable code requirements are addressed. **Prerequisite: CN 1000 and PL 1000.**

<b>PL 2000</b>	<b>Servicing Vent and Waste Systems</b>	<b>80</b>	<b>6</b>	<b>4</b>
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This course will cover applied math, venting, indirect and special wastes. This course will also cover the Uniform Plumbing Code and its application to these systems. **Prerequisite: CN 1000 and PL 1000.**

<b>PL 2050</b>	<b>Sizing Water Supply Systems and Backflow Prevention</b>	<b>80</b>	<b>6</b>	<b>4</b>
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This course will cover sewage and sump pumps, sizing water supplies, backflow prevention and water pressure boosters and recirculation systems. This course will also cover the Uniform Plumbing Code and its application to these systems. **Prerequisite: CN 1000 and PL 1000.**

<b>PL 2100</b>	<b>Servicing Piping Systems, Valves, Fixtures and Appliances I</b>	<b>80</b>	<b>6</b>	<b>4</b>
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This course will cover servicing piping systems, valves, fixtures, appliances, traps and interceptors. Students will also learn business math for plumbers, drain waste sizing, vent storm systems sizing, private water supply, private sewage systems, and code requirements. This course will also cover estimating job costs and pricing.

**Prerequisite: CN 1000 and PL 1000.**

<b>PL 2150</b>	<b>Servicing Piping Systems, Valves, Fixtures and Appliances II</b>	<b>80</b>	<b>6</b>	<b>4</b>
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This course will cover locating buried water and sewer lines, hydronic and solar heating, water supply treatment, swimming pools and hot tubs, compressed air systems and mobile homes and mobile home parks. **Prerequisite: CN 1000 and PL 1000.**

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## **CAREER OPPORTUNITIES**

### **Residential Heating, Ventilation and Air Conditioning**

Graduates of the program can seek employment as entry-level technicians in the residential heating, ventilation and air conditioning field, including Sheet Metal Fabrication Apprentice, Furnace Install and Repair Apprentice, Furnace Cleaner, A/C Mechanic Apprentice, A/C Install/Service Apprentice, Electrical Heat Assembler, Heating & Air Conditioning Installation/Service, Gas Furnace Installation and Repair, Sheet Metal Mechanic, Sheet Metal Lay-Out, Sheet Metal Machine Operator, Sheet Metal Fabricator, Sheet Metal Installer, A/C Unit Tester, A/C Technician, and A/C Mechanic.

### **Heating, Ventilation and Air Conditioning**

Graduates of this course are prepared for employment in the heating, ventilation, air conditioning, and refrigeration industry. Most areas of the world require residential and industrial climate control systems. Global commerce presents opportunities for the graduate of this course to seek employment in the hotel, shipping, construction, food, health care industries, as well as HVAC service organizations and a host of other types of companies. Employment opportunities that call for the knowledge presented in this program are entry-level positions such as A/C technician helper, industrial sheet metal installer, heating technician, or commercial heating & air conditioning technician.

### **Associate of Occupational Studies Degree in Heating, Ventilation and Air Conditioning with a Concentration in Service Systems**

The Associate of Occupational Studies Degree in Heating, Ventilation and Air Conditioning with a Concentration in Service Systems provides students with a technical skill set and the applied knowledge necessary to act as a liaison between customers and service personnel to facilitate appropriate service and repairs. The technology and information processing required in today's heating, ventilation and air conditioning industry is requiring service technicians with a more comprehensive customer service orientation. This occupational degree program provides the graduate with a comprehensive, skills-tested technical background articulated with a core of business-oriented applied general education and industry-specific applied computer skills. Employment opportunities that call for the knowledge presented in this program are entry-level positions such building maintenance supervisor, commercial heating and air conditioning technician, and business owner/ entrepreneur.

### **Plumbing Technology**

The Plumbing Technology Diploma program prepares students for entry into the Plumbing field with the following skills and theory: design theory, design plan comprehension, diagnostic skills, installation techniques, reasoning skills and plumbing codes. The plumbing trade offers the option of working in a variety of plumbing situations, repair plumbing, residential remodeling, new construction and commercial construction. Graduates of the program will be prepared to seek employment in entry-level positions as plumbers and plumbing service technicians.

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## HISTORY

WyoTech began operations under the name Sequoia Institute in 1962 with a handful of students in an automotive class located in Sunnyvale, California. Over the past forty years, the School has grown into a sophisticated training center with approximately 130,000 square feet of facilities at its present site in Fremont, California. On August 1, 2003, Corinthian Colleges, Inc. purchased the former Sequoia Institute. On July 1, 2004, Corinthian Colleges, Inc. officially changed Sequoia Institute's name to WyoTech.

WyoTech is committed to quality education and industry accountability. Extensive equipment, excellent faculty and constantly updated curricula prepare students for the high-tech, industry-specific jobs of the 21st century. WyoTech looks forward to continuing its tradition of delivering high-quality programs designed to address high-demand career tracks with the support of Corinthian Colleges' vast resources. Recently, WyoTech was granted initial recognition of accreditation for a branch; WyoTech – Oakland Campus located in Oakland, California will allow us to enter another growing career field in aviation.

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## OBJECTIVES

The primary educational objective of each program is to provide a solid base of knowledge and skills that will enable students to gain employment. Throughout the technical courses of study, emphasis is placed on the practical, "hands-on" skills necessary for daily diagnostic, repair and maintenance work. Competency-based and performance-tested curricula ensure that students not only understand the technical information but are able to perform the related skills as well.

In addition to the educational objectives, WyoTech endeavors to:

- Engage a faculty and staff with diverse educational and experiential credentials;
- Encourage and evaluate student professionalism and responsibility;
- Provide safe facilities and educational equipment conducive to learning;
- Match motivated, confident and success-oriented students and graduates with understanding, supportive and progressive employers; and
- Continually evaluate all aspects of the School, utilizing input from industry advisory committees, employers, students and staff.



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## FACILITIES AND EQUIPMENT

The campus is part of a high-tech industrial park, surrounded by cutting edge Silicon Valley businesses. Three buildings comprise WyoTech's eight-acre campus. The Plumbing Technology and Heating, Ventilation, Air Conditioning, & Refrigeration program, Admissions and Financial Aid offices are located in the 34,000-square-foot building at 200 Whitney Place. A 30,000-square-foot facility at 51 Whitney Place accommodates the Motorcycle Technology program. The Automotive Technology program, Student Services, Career Services and Administrative offices are located in the 66,000-square-foot facility at 420 Whitney Place. Two-plus acres of student parking separate the buildings.

Classrooms are equipped with audio-visual aids, classroom computers, digital projectors, videotape machines, and overhead projectors. Program specific computer labs and a learning resources lab are also available for students. Industrial shop equipment simulates current field conditions in contemporary repair facilities, as recommended by our Program Advisory Committees. Safety glasses and uniforms are furnished to the students. Tools are loaned to students during their enrollment period. WyoTech's average student population is 1400, with a maximum of 60 students in a typical classroom setting or 60 students in a dedicated classroom/lab setting. In a typical laboratory setting of instruction, a ratio of one (1) instructor per 25 students is maintained. All WyoTech facilities meet or exceed federal requirements for handicapped accessibility.

WyoTech receives input through a Program Advisory Committee before changing course content, training equipment or teaching procedures. We also seek input from employers as we upgrade our educational delivery systems to ensure the right combination of relevant theory and hands-on practical experience. WyoTech students learn by doing, and our goal is to provide the best employees in each industry we serve. We know that the right combination provides a systematic approach to preparing graduates who know what to do and how to do it. Technical courses are approximately 50% lecture/demonstration and 50% lab/shop. Applied general education courses for the occupational degree programs are conducted primarily on-line with an on-site component.

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## STUDENT DISABILITY SERVICES/ACCOMMODATIONS

WyoTech has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, WyoTech will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability service/accommodations must make a request to the Campus President/Campus Disability Services Coordinator.

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## CERTIFICATIONS AND APPROVALS

- The Applied Automotive Technology program has been evaluated by the National Automotive Technicians Education Foundation, Inc. ("NATEF") and approved as an Automotive Service Excellence ("ASE") Master Certified Automotive Training Program.
- Official ASE Test Center.
- The Heating, Ventilation, Air Conditioning, and Refrigeration program participates in the ARI sponsored ICE and NATE Competency Exams program.
- Official EPA Refrigerant Technician Certification Test Center




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## ENTITLEMENT AGENCIES

- Workforce Investment Act (WIA)
- Employment Development Department (EDD) – California Training Benefits (CTB)
- Bureau of Indian Affairs (BIA)
- Trade Readjustment Act of 1974 (TRA)
- Veterans Education and Benefits Expansion Act of 2001

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## ADMISSION REQUIREMENTS AND PROCEDURES

Applicants should apply for admission as soon as possible in order to be officially accepted for a specific program and start date. To begin the application process, the applicant should write, telephone, or visit the School.

Admission into any program of study requires satisfaction of the following requirements:

1. The student exceeds the age of compulsory school attendance;
2. Interview and be recommended for admission by a school representative;
3. The student must provide documented proof (to the satisfaction of the School) of high school graduation or the equivalent and achieve a passing score on the state-mandated entrance exam or
  - a. Successful completion of WyoTech Ability to Benefit (ATB) requirements:
    - i. Be at least 18 years old;
    - ii. Submit a resume;
    - iii. Take the GED pre-test administered by WyoTech (Optional);
    - iv. Pass an independently administered ATB entrance test (WyoTech will arrange);  
and
    - v. Interview with the Director of Admissions.
4. Sign an enrollment agreement;
5. Sign the Student Code of Conduct agreement;
6. Receive an acceptance notification from the School.

Students accepted for enrollment may enroll in a certificate, diploma, or occupational degree program; **ACCSC Accreditation Standards do not permit ATB enrollments in the occupational degree programs offered at WyoTech.**

Timely completion of all documents reserves a prospective applicant a seat in a scheduled class. A mandatory orientation program is provided prior to starting school. Instruction is provided exclusively in English. Language proficiency is determined on the basis of achieving a passing score on the entrance exam.

### International Students

This School is authorized under Federal law to enroll nonimmigrant alien students. Information on Foreign Student Application Procedure is available at the Admission Office and will be sent to the foreign applicants in addition to this catalog. The School certifies the student's enrollment status on Visa applications; no other Visa services are provided.

Since all the instruction is in English, the academic success at WyoTech is strongly dependent upon the student's ability to communicate in English. Every effort should be made to perfect English proficiency prior to entering the School.

The School does not offer classes in ESL "English as a Second Language."

Upon enrollment, a payment equal to 25% of the program tuition is required. Payment of the remaining program costs must be made 30 days in advance of the student's graduation date.

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**NON-DISCRIMINATION AND DIVERSITY**

WyoTech does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs.

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants, students, and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants, students, and employees who have disabilities with reasonable accommodations that do not impose undue hardship.

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**GED SERVICES**

WyoTech maintains a GED (General Education Development Certificate) preparation program, at no charge, to assist students in obtaining a GED evaluation at local test centers. WyoTech applicants who pass the entrance exam but need to obtain a GED may take advantage of this service at no charge. This service is also available to the local community.

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**CREDIT FOR PREVIOUS POSTSECONDARY EDUCATION**

A student may request transfer credit be applied to the student's program of study at WyoTech, based on previous postsecondary education, by submitting a written request to the Director of Education at the time of application. Credit for courses in the student's program of study may be granted based upon education at a different postsecondary institution, if the student satisfies all of the following conditions:

1. The student provides the School with an official transcript and catalog from each educational institution awarding any credits that the student desires to transfer to satisfy specific course requirements at WyoTech. The units must be earned at an accredited institution recognized by the U.S. Department of Education; and
2. The student completed each course for which transfer credit is being requested with a minimum grade of "C" (i.e. 2.0 on a 4.0 scale); or a passing grade in a pass/fail course; and
3. The subject matter of the transfer coursework must, in the School's determination, be substantially the same as the course requirements for the student's program of study as stated in the catalog of record at the time of the student's admission; and
4. The number of credits that the student desires to transfer to satisfy the requirements of a specific course must equate, as determined by the School, to at least the same number of quarter credit hours of the course specified in the program.
5. At least 50% of the course work requirements of a specific program must be completed in residence at WyoTech.

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**FINANCIAL AID INFORMATION**

The Financial Aid Office provides financial assistance to qualified students who, without such aid, would be unable to attend WyoTech. Every effort is made to ensure that those students who have the desire and ability to benefit from the education offered by the school are given that opportunity.

Although students and parents are expected to meet the cost of education, financial aid is available to supplement the efforts of the student and/or family. Financial aid for an individual student usually represents a combination of funding options. To receive aid from the programs, you must usually: have demonstrated financial need; documented proof (to the satisfaction of the school) of high school graduation, the equivalent, or met the WyoTech ATB requirements; be a U.S. citizen or eligible non-citizen; be making satisfactory academic progress; and be registered with the Selective Service, if required. In addition, a student must not be in default on a previous Federal Student Loan or owe a refund on a previous Federal Student Loan.

WyoTech participates in the following programs:

- Federal Pell Grant Program
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Subsidized Stafford Loan
- Federal Unsubsidized Stafford Loan
- Federal PLUS Loan
- Federal Work Study
- CAL Grant Program
- Institutional Funding Program

In addition to the Federal student financial aid programs, WyoTech has made private educational financing available. This program ensures that all qualified applicants are able to finance their education. A co-borrower and good credit may be required for the institutional funding program.

Prior to starting school at WyoTech you will meet with a Financial Aid Officer who will develop your individualized financial aid plan. Detailed information in connection with application procedures and general policies will be provided in the Student Consumer Information Packet along with "The Student Guide 2006/07" from the U.S. Department of Education. Students failing to honor their financial obligations to WyoTech may, at the School's sole discretion, be suspended or terminated from their program of study. If a student is terminated for failing to pay any sum owed to the School, the student will not be considered for readmission until full payment has been received for the delinquent sum(s) or the student makes written arrangements for the payment of such sum that are acceptable to the School in its discretion.

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**FEDERAL RETURN OF TITLE IV FUNDS POLICY**

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

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

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

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

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

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

### **Return of Unearned SFA Program Funds**

The institution must return the lesser of the amount of:

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

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

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

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

### **Remittance to the Federal Government**

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

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

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## CANCELLATION POLICY

All notices of cancellation should be in writing, signed and dated, and mailed, delivered, or sent by telegram to WyoTech, 200 Whitney Place, Fremont, CA 94539.

(a) An agreement entered into in the school's place of business, an applicant's home (or somewhere other than the school's place of business) may be canceled and all monies returned if:

1. The school rejects the applicant;
2. The student applicant cancels this agreement before midnight of the fifth business day after signing the agreement and making an initial payment;
3. The student applicant who has not visited the school prior to enrollment cancels this agreement within five business days following either regularly scheduled orientation procedures or a tour of the school facilities and inspection of equipment where training and services are provided;
4. The student applicant cancels this agreement before midnight of the fifth business day following attendance in the first class of the first period of enrollment, or following receipt of the Notice of Cancellation;

(b) If the School has given you any equipment, including books or materials, you must return the equipment within 30 days following the date of the notice of cancellation. If you fail to return the equipment in good condition within this 30-day period, the School may keep the portion of your money equal to the documented cost of the equipment, and the School shall only refund the remaining balance to you. Once you pay for the equipment, it is yours to keep without further obligation.

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## WITHDRAWING FROM YOUR COURSE AND RIGHT TO REFUND

1. You have the right to withdraw from the course at any time. Notification of intent to withdraw must be made to a Dean of Students located at 420 Whitney Place, Fremont, CA 94539.
2. If you withdraw from the course of instruction after midnight of the fifth scheduled class, the School will pay a refund within 30 days of the date of determination of your withdrawal date less the cost of any unreturned equipment. You are obligated to pay only for educational services rendered and for unreturned equipment. The refund amount shall be determined on a pro rata basis according to how many scheduled credit hours remain after your last date of attendance divided by the total scheduled credit hours in the program for which you have paid.
3. If you obtain equipment, specified as a separate charge in the Agreement, and return it in good condition allowing for reasonable wear and tear within 30 days following the date of your withdrawal, the School will refund the charge for the equipment paid by you. If you fail to return the equipment within the 30-day period, the school may offset against the refund the documented cost to the school of that equipment. You will be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged and the amount the school has charged in the contract.
4. **IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.**
5. The termination date for refund computation purposes is your last date of actual attendance.
6. If any portion of your tuition was paid from the proceeds of a loan or grant, then the refund will be sent to the lender or to the agency, if any, that guaranteed the loan/grant. Any remaining amount of refund will first be used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you.

**REFUND EXAMPLE:** The following is an example of how the amount a student would owe or be refunded is calculated: Assume the student enrolled in a 1200 hour program and paid \$21,850 tuition. As of the student's last date of attendance, 600 hours of instruction remain in the program. The refund calculation is: (a) \$21,850 total tuition divided by 1200 hours = \$18.21 per hour of instruction; (b) 600 hours scheduled multiplied by \$18.21 = \$10,926 tuition owed; (c) \$21,850 tuition paid minus \$10,926 owed = \$10,924 tuition refund due.

### **Third Party/Agency Refunds/Return of Funds**

Information regarding any applicable third party funding agency refund or return of funds policies is obtainable in the Business Office.

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### **STUDENT TUITION RECOVERY FUND**

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

To be eligible for STRF, you must be a "California resident" and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a California resident.

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 1625 North Market Boulevard, Suite S-202, Sacramento, CA 95834-1924, (916) 574-7720.

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### **Veterans Information**

The Registrar will assist students in applying for Veterans Educational Benefits for any of the approved programs. WyoTech students are eligible for full-time student benefits. Approval and actual receipt of benefits may take 90 days or longer. Therefore, it is necessary that students make other arrangements to pay their tuition and fees until their benefit funds arrive. The Veterans Administration will pay benefits directly to the student. The Office of Veterans Affairs will be notified within 30 days of the withdrawal or dismissal of any student receiving Veterans Education Benefits.

Any student eligible to receive veterans' educational benefits while attending any course in an approved program at the School will be denied benefits for any such course that the student previously successfully completed elsewhere (as determined in the School's discretion in accordance with the United States Department of Veterans Affairs.) As a result, each student seeking benefits must provide the School with an official transcript for all previous postsecondary education and the student's military discharge document DD214, prior to the first scheduled class in the first course that the student is registered to take.

The Dean of Students will evaluate previous training of all veterans applying for admission to the approved diploma programs to determine possible entering credits. A second determination will be made with respect to enrollment in the occupational degree programs. Any credit allowed will be recorded on the enrollment agreement and the length of the course shortened proportionately. Both the student and the Department of Veterans Affairs will be notified of any such allowances. Official transcripts of all previous education or training must be provided before the application for benefits can be forwarded to the Department of Veterans Affairs.

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# STUDENT SERVICES

## Student Council

With every phase of instruction, students have the opportunity to attend a student council. This forum promotes interaction between students and management in an effort to continually improve the quality of the educational environment.

## Drug-Free Program

As a service to students, WyoTech provides the "Drug-Free Program" handout at the time of enrollment. The standard of conduct, laws, and health risks are referenced as well as referrals to local and national drug treatment centers and agencies. The School also provides students with access to counseling services as needed by contacting the Director of Education.

## Student ID Badge

Each student is provided a photo identification badge, at no charge, upon admission to the School. Students are required to wear the student identification badge while on campus. A fee will be charge for a replacement badge.

## Study Groups

Instructors foster student interaction in shop activities and encourage students to form study groups. Student study groups may use the resource center for meetings.

## Tools, Equipment and Uniforms

Tuition includes books, training materials, and supplies. Safety glasses and uniforms are furnished to the students. Tools are loaned to students during their enrollment period.

## On-line Education Minimum Equipment Requirements

- Internet access
- 90 MHz Pentium Processor or MAC 604 Power PC
- 32 MB of RAM
- Sound Cards
- Real Player Plug-in
- Microsoft Internet Explorer 5.0 or better for PC or 4.5 or better for Mac
- 28.8 kbps Modem
- Speakers
- Virus scanning program
- Additional software as required by certain courses

## On-line Student Support

In order to assist students who are pursuing the applied general education component of the AOS degree programs through on-line coursework, there is on-line computer orientation offered each phase to help on-line students familiarize themselves with computers and the on-line vendor format they will be using in the AOS On-line Program.

In addition, eCollege.com has been contracted to offer technical assistance. Students needing customer support may call the eCollege.com Support Center at 1-303-873-0005 or e-mail [helpdesk@ecollege.com](mailto:helpdesk@ecollege.com). The eCollege.com Support Center is open 24 hours a day, 7 days a week.

## Transportation

WyoTech is located in Fremont, California, 10 miles north of San Jose and 30 miles south of Oakland. The School is accessible by public transportation, including the Bay Area Rapid Transit system (BART). Carpools are coordinated through the Dean's Office.



## **Tutoring**

The School provides academic advising to all students to ensure satisfactory progress through the program. Special attention is given to those students who need additional assistance. Tutoring is available, at no charge, upon the recommendation of the faculty for those students experiencing difficulty with their coursework.

## **Housing**

Although WyoTech has no responsibility to find or assist a student with housing, the Student Services Department provides assistance for enrolled students seeking housing in the Bay Area. By making arrangements in advance, WyoTech can assist with affordable living accommodations upon arrival, within a reasonable distance from the campus. Typical rental rates range from \$500 to \$750 per month.

## **Learning Resource Center / Library**

The School's Learning Resource Center (LRC) is conveniently located within the School facility and is available to students during normal school hours. The LRC supports the School's programs of study by providing an organized collection of materials (both paper and videotape) and equipment to access electronic resources. Computer workstations provide access to the Internet and software appropriate to the Plumbing, HVAC and Automotive programs including AllData, ShopKey, Delamar Student Exercise Software for both Automotive and HVAC as well as training software in the use of each program. Additional computer workstations are located in the shop areas; students have access to specific software used in conjunction with instructional projects and assignments. These materials aid many of our students in the learning process, as they are able to view specific instructional materials covering their course content. Resource materials are continually added to the Resource center, in order to keep abreast of ever-changing industry technology. The resource center also provides a productive educational atmosphere for individual and small group study.

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# **CAREER SERVICES**

The purpose of the office of Career Services is to prepare our graduates for a career in the automotive, motorcycle, HVAC, and plumbing industries. WyoTech's industry-driven objectives provide graduates with the knowledge and skills that allow for professional growth in a rewarding and interesting career field. WyoTech offers training that prepares graduates to seek positions in their chosen career fields. Depending on academic, shop and professionalism grades, as well as previous experience, a graduate may seek higher levels of employment. As experience accumulates, there are a variety of additional opportunities for the individual who takes a serious approach to his/her career development. At WyoTech, students are prepared to enter the workplace immediately following graduation. Though we cannot guarantee each student a job, WyoTech maintains a high percentage of employed graduates.

### **We offer:**

- Individual career advising
- Resume help
- Computer resources for career planning and preparation for certifications (ASE's and EPA's)

### **Workshops**

Are provided for students in such topics as:

- Resume preparation
- Interview techniques
- Follow-up techniques

### **On-Campus Employer Meetings**

Every six weeks employers are scheduled for informal meetings with students. This allows students to improve their interviewing skills, gather information regarding employment opportunities, and network with potential employers.

### **Advisory Committee**

We have Program Advisory Committees that meet individually twice a year. These committee members tour our facilities and discuss any updates on equipment, changes in industry standards, and the curriculum.

### **Job Referrals**

Employers utilize WyoTech as a resource center for well-trained, entry-level technicians. Students work with placement specialists who walk them through the interview process, help create resumes, and set up interviews.

### **Toll-free Hotline and Internet Access**

WyoTech maintains a toll-free number for employers and students. Students and employers can use the WyoTech website to request job referrals.

### **Employment Opportunities**

Students enrolling for classes may take advantage of our “Job Board” to find temporary jobs. A placement specialist will help you locate work near the school or your residence. Besides the extra income, these positions enable students to establish an employment record, which can be a great asset when they apply for jobs upon graduation.

## **Satisfactory Academic Progress**

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the School. 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.

### **Grades**

The final phase grade consist of the average of the performance competency scores and average of the theory scores combined to represent 80%; professionalism and class participation make up the remaining 20%. Regardless of the professionalism and class participation grade, the student must attain a combined minimum phase grade of 70% in theory/competency to pass the phase. Please see “The Importance of Professionalism and Participation” handout for explanation of the professionalism system and penalties for excessive point deductions.

If a student earns a final grade of less than 70% in a phase, the student is placed on academic probation. See the catalog section Academic Probation for the requirements.

**Note: Students must meet Bureau of Automotive Repair (BAR) grade and attendance requirements in Automotive Technology II & AAS 504 to qualify to take the California Smog Technician License Exam. As BAR requirements frequently change, please see the Director of Education or his/her designee for current criteria.**

### **Cumulative Grade Point Average Requirements**

Students must meet specific cumulative grade point average (CGPA) requirements at specific points during their enrollment in order to be considered to be making satisfactory academic progress. These requirements are noted in the table below, along with Rate of Progress requirements. These will be reviewed at the end of each phase, after grades have been posted, to determine if the student's CGPA is in compliance.

**Rate of Progress Toward Completion Requirements**

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the courses attempted to be considered to be making satisfactory academic progress. Courses attempted are defined as those courses for which a student has attendance recorded in any portion. These percentage requirements are listed in the table below, along with CGPA requirements. The determination of CGPA and the percentage completion requirements will be reviewed at the end of each phase, after grades have been posted, to determine if the student is progressing satisfactorily.

**Maximum Time Frame for Completion**

A student is allowed no more than 1.5 times or 150 percent of the standard length of the program in which to complete the requirements for graduation. This is measured by limiting the total number of courses attempted to 1.5 times the number of courses in the normal length of the program and is defined as Rate of Progress. The Rate of Progress requirements assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable Rates of Progress are noted in the following table.

**Satisfactory Academic Progress Table**

If at the end of any phase it is determined that a student is unable to complete a program with a minimum 2.0 CGPA and within the maximum time frame, the student must be dismissed from the academic program.

<b>Evaluation Point</b>	<b>Minimum CGPA</b>	<b>Courses Completed / Attempted = ROP</b>	<b>Action Required</b>
End of Each Phase	2.0	67%	CGPA less than 2.0, or ROP less than 67% = academic probation (If a student fails while on probation = suspension)
End of the 3 <sup>rd</sup> Phase	2.0	2 out of 3 phases (67%)	CGPA less than 2.0, or ROP less than 67% = academic probation (If a student fails while on probation = suspension)
End of the 7 <sup>th</sup> Phase	2.0	5 out of 7 phases (71%)	CGPA less than 2.0, or ROP less than 71% = academic probation (If a student fails while on probation = suspension)
Phases after the end of second academic year	2.0, or able to improve to 2.0 by graduation*	Must be able to complete within the maximum time frame	CGPA less than 2.0 and can't improve to 2.0 by graduation, or unable to complete within maximum time frame = academic dismissal
End of 100% of the maximum time frame	2.0	100% of credits required to graduate	Less than a 2.0 and fewer than the number of credits required to graduate = academic dismissal
*If the student's CGPA is less than 2.0 at the end of any phase from the end of the second academic year, the student must file a satisfactory academic progress appeal and may only continue if the appeal is approved and a Dean of Students documents that the student will be able to improve the CGPA to 2.0 by graduation.			

**Academic Probation**

At the end of the phase, after grades have been posted, each student's cumulative grade point average (CGPA) and rate of progress are reviewed to determine whether the student is meeting the above requirements. Students will be placed on academic probation when the CGPA or the rate of progress does not meet the above requirements. The student will remain on academic probation as long as his or her CGPA or rate of progress remains in the probation ranges specified above. When both the CGPA and rate of progress are above the probation ranges specified above, the student is removed from probation. During the period of academic probation, students are considered to be making satisfactory academic progress both for academic eligibility and financial aid eligibility. While on probation, if a student earns a final grade of less than 70% in a phase, the student is placed on academic suspension and must be withdrawn for a minimum of one phase, after which the student may apply for re-entry.

Students on probation must participate in academic advising as deemed necessary by the School as a condition of their probation. Students who fail to comply with these requirements are subject to suspension even though their CGPA or rate of progress may be above the probation levels.

**Academic Suspension**

While on probation, if a student earns a final grade of less than 70% in a phase, the student is placed on academic suspension and must be withdrawn for a minimum of one phase, after which the student may apply for re-entry.

**Re-entry Following Suspension**

Students who have been suspended may apply for re-entry to the School after one phase according to the re-entry policy. Students re-entered at this point are considered to be on probation but must bring their CGPA or rate of progress into the probation range by the end of the first phase after re-entry. If it is mathematically impossible for the student to improve into the probation range by the end of the first phase after re-entry or if it is highly improbable for the student to improve into the probation range, the student will not be eligible for re-entry.

**Academic Dismissal**

If it is determined that a student is unable to complete a program with a minimum 2.0 CGPA and within the maximum time frame, the student must be dismissed from the academic program.

Students who re-entered following academic suspension who fail to improve their CGPA and/or rate of progress into the probation range by the end of the first phase after re-entry will receive academic dismissal, and students must be withdrawn from the School. Students who have been dismissed are not eligible for re-entry to the School.

**Appeals Procedures (Academic, Attendance, and Conduct)**

Students have a right to appeal any action or decision that affects their academic performance or records such as grades, probation, warnings, suspension of financial aid or dismissal from a program. If a student disagrees with the reasons for a decision or the application of a policy that affects the student, the student should first request reconsideration of that decision or action from the person who made the decision. If the student is not satisfied with the result, the student may file an appeal.

Appeals may be granted based on evidence of bias, error, or unanticipated extenuating or mitigating circumstances. Extenuating circumstances may include loss of transportation, civic duties, conflicting personal responsibilities, etc., which affect the student's attendance or classroom performance. Mitigating circumstances may include illness, death of a close relative, injury, etc.

When an appeal is requested by a student, enforcement of any suspension of financial aid or dismissal from the program is delayed until the appeal has been decided. Students who have appealed are expected to continue in attendance pending the outcome of the appeal. However, any financial aid disbursements will be suspended pending the outcome of the appeal. When an appeal is not granted, the date of suspension of financial aid or dismissal from the program shall be the date of the original action. Should the student withdraw immediately following the denial of an appeal, the student will not be charged for any attendance following the date the student was originally suspended from financial aid or dismissed from the program.

The process begins by obtaining an appeal form from a Dean or Associate Dean of Students. The student is also required to submit in writing a letter of explanation and appropriate documentation supporting any extenuating circumstances that affected his/her academic performance. Initiate an appeal as soon as possible. Failure to follow the appeals procedure will result in loss of the option to appeal, and an immediate withdrawal will occur.

Written appeals will be considered by the campus President. All appeals are reviewed and decided upon by the School President. In the event the President is not available, the School shall convene an Appeals Committee. The Committee consists of the Director of Education, a Dean of Students, and a Department Chair. The Director of Education is designated as the Committee Chair. All decisions by the School President or Committee are final and binding. The student will be informed in writing of the appeal decision within seven (7) calendar days of the appeal. Appeals for exceeding the maximum timeframe of completion will not be considered. Below are the types of appeals and submission cut-off date:

#### Satisfactory Academic Progress

NO LATER THAN 7 calendar days from the date the student received notice of Financial Aid suspension or withdrawal from the program.

#### Grade

NO LATER THAN 14 calendar days from the date the student received the grade.

#### Attendance

NO LATER THAN 24 hours (excluding weekends and holidays) from the date the student received notice of withdrawal.

#### Violations of Student Code of Conduct

NO LATER THAN 10 calendar days from the date the student received notice of dismissal from the program.

### **Application of Grades and Credits**

Except for a student on an official leave of absence, attendance in any portion of a course will be counted as a course attempted. Students on an official leave of absence will receive a leave or "L" grade for the course and not count as a course attempt. Upon return from leave, the student will be required to repeat the course and receive a final grade for the course. If a student fails to return from a leave of absence as scheduled, all leave ("L") grades received will be changed to a withdrawal ("W") grade and will be considered as attempted and not successfully completed.

Transfer credits are not included in the calculation of CGPA but are included in the "Total Number of Courses Attempted" (see charts above) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as courses attempted and successfully completed in calculating the rate of progress.

When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the credits for the original course and the repeated course are included in the "Total Courses attempted" (in the charts above) in order to determine the required progress level. The credits for the original attempt are considered as not successfully completed.

For calculating rate of progress, grades of "F" (failure), "W" (withdrawn) are counted as courses attempted but are not counted as courses successfully completed. Grades of "I" (incomplete) will also be counted as courses attempted but not as courses successfully completed; however, when the "I" is replaced with a letter grade, the GPA and satisfactory academic progress determination will be recalculated based on that letter grade and the credits earned.

### **Course Repetitions, Incompletes and Withdrawals**

When a student repeats a course, the higher of the two grades is used for GPA calculation purposes.

A student who fails to complete all the required work in the course will be given an Incomplete (I). Grades of Incomplete must be made up in accordance with the School's make-up policy. Upon completing the required course work, the Incomplete grade will be changed to a final grade. Failure of the student to complete the required course work will result in the grade of Incomplete being changed to the earned grade.

A student who is withdrawn will be given the status of "D" (Drop) and a course grade of "W" (Withdrawal).

**Satisfactory Academic Progress and Financial Aid**

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the School.

The Financial Aid Office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to academic or Financial Aid personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of progression requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the satisfactory academic progress section of the School 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 suspended or dismissed are no longer active students of the School and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after re-entry following suspension or in the event the student's appeal results in re-entry.

**Effect of Leaves of Absence on Financial Aid Eligibility**

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

**Change of Program Policy**

If a student changes his/her educational objective by changing programs, only the grades for those courses applicable toward the new program will be considered for satisfactory academic progress evaluation purposes. For purposes of determining whether the student has completed a program in the maximum allowable time frame, time spent in the previous applicable courses will apply.

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# Academic Standards

## Clock Hours/Credit Hours

WyoTech is a quarter credit institution. Each program at WyoTech is stated in clock hours, weeks of attendance, and credits earned on a quarter credit basis. Each clock hour consists of a minimum of 50 minutes of instruction within a 60 minute period. For occupational subjects in any program, one quarter credit hour is equal to 10 clock hours of classroom instruction. Lab/shop instruction is assigned one quarter credit hour for every 20 clock hours.

For applied general education subjects, one quarter credit hour is equal to 10 clock hours of classroom instruction or its equivalent in lecture and assignments. Lab/shop instruction is assigned one quarter credit hour for every 20 clock hours.

## Grading System

All courses are graded with the following grading system. Each subject studied must be completed with a final grade average of 70% or more. See page 46 for details of grade computation.

Description	Numerical	Letter Grade
Superior	90% - 100%	A
Very Good	80% - 89%	B
Average	70% - 79%	C
Failing	0% - 69%	F
Incomplete		I
Withdrawal		W
Leave of Absence		L
Transfer-in Credits		TR

## Student Awards

Throughout the training programs and at graduation, students are recognized for outstanding performance. These awards include: Honor Attendance, Honor Grade, Perfect Attendance, Honor Graduate, Academic Achievement, Professionalism, and the President's Award.

## Graduation Requirements

Students must maintain a 70% grade average (minimum 2.0 CGPA) or more in each phase and complete the program within the maximum time frame for completion to qualify for graduation from a program of study at WyoTech. A Certificate of Completion, Diploma or Occupational Associate Degree is awarded upon satisfactory completion of all required course work and after all financial obligations to the School have been satisfied.

## Attendance

### Residential Program

WyoTech encourages all students to achieve 100% attendance, and a minimum of 75% attendance is required.

**Tardies:** A student is considered tardy whenever he/she is late for the start of a class session or leaves before the end of the class session. Tardies are recorded in one-tenth of an hour increments and are included in total attendance calculations.

**Absences:** Absences in excess of 15% any time during a single phase cause the student to receive a written warning. If a student is absent more than 25% of the time during a single phase, the student will be withdrawn. The student may apply for re-entry in accordance with the School's re-entry policy.

**Make-up Work:** Student's are allowed to make-up missed tests or shop competencies in the event of an absence. However, make-up work will not remove an absence or a tardy from a student's record. Make-up of tests or shop competencies must be completed within seven (7) calendar days of the scheduled test or shop competency due date. It is the student's responsibility to arrange the make-up of the test or shop competency with the class instructor. Failure to successfully complete the make-up test or shop competency will result in a grade of zero for the test or shop competency.

All course work must be completed within seven (7) calendar days from the end of the phase of instruction. Failure of a student to complete the required course work within the allowable time will result in the grade of Incomplete (I) being changed to the earned grade.

**Note:** *Students must meet BAR grade and attendance requirements in Automotive Technology II & AAS 504 to qualify to take the California Smog Technician License Exam. As BAR requirements frequently change, please see the Director of Education or his/her designee for current criteria.*

### On-line Education

Attendance is measured in both weekly and cumulative log-ins to the course. For perfect attendance in the on-line course, a student must log-in on 4 different days each and every week of the phase for a minimum of 24 log-ins. WyoTech encourages perfect attendance for all students participating in on-line courses.

**Tardies:** There are no tardies.

**Absence:** A student is expected to log-in to the course a minimum of 4 out of 7 days each week. An absence is counted if a student does not meet the 4-day minimum. For example: A student logs-in 2 out of 7 days, resulting in two (2) absences. If a student receives 4 absences, the student will receive a written warning. A total of 6 absences will result in the student's withdrawal from the on-line course. The student may apply for re-entry in accordance with the School's re-entry policy.

**Course Work:** All course work must be completed within seven (7) calendar days from the end of the phase of instruction. Failure of a student to complete the required course work within the allowable time will result in the grade of Incomplete (I) being changed to the earned grade.



## Leave of Absence (“LOA”)

While students are encouraged to achieve 100% attendance, circumstances may occur that necessitate an interruption in the student’s program of study, known as a leave of absence (“LOA”).

Requirements for Approved Leave of Absence:

- Request must be made by student in writing to the appropriate Dean of Students *before* starting leave and include the following:
  - a) reason for requested leave of absence;
  - b) beginning and end dates;
  - c) total number of days requested;
  - d) phone number and address where student may be reached during leave.
- Generally only one LOA, not to exceed two (2) phases or 60 class days, may be granted;
- However, provided the total number of calendar days of all leaves does not exceed 180 in any 12-month period:
  - an additional leave, not to exceed 30 class days may be granted for the limited, well-documented case due to unforeseen circumstances; and
  - subsequent leaves for documented jury duty, military reasons; or circumstances covered under the Family and Medical Leave Act of 1993 (FMLA)
- No disbursements of Financial Aid (including living allowances) are permitted while on leave
- Students return from LOA at the beginning of the phase to enhance the skills and knowledge acquired immediately prior to the interruption in their program of study.
- No charges are incurred in connection with the student’s return from leave or any applicable repeat of prior coursework.
- Eligibility for additional Title IV funds does not resume until the student reaches the point at which the LOA began.
- Whether students return from LOA or not, there are financial aid considerations. You should check with the Financial Aid Office both before taking an LOA and upon your return. Any scheduled payments to NLSC continue in effect during the LOA.
- If a student becomes aware of circumstances that will affect the student returning from LOA, the student must notify in writing a Dean or the Director of Education before the scheduled return date.
- Failure to return as scheduled from a LOA will result in the student’s official withdrawal from school.

## Withdrawal

A student may initiate withdrawal from WyoTech. Written notification of intent to withdraw must be made to the Dean of Students or Associate Dean located at 420 Whitney Place, Fremont, CA 94539.

WyoTech may initiate the withdrawal process due to attendance, not maintaining satisfactory academic progress, financial issues and/or violation of the student conduct code.

## Re-entry Policy

A student who has voluntarily or involuntarily withdrawn from their program may apply for re-entry by contacting the Dean of Students or Associate Dean. Students who have exceeded the Maximum Time Frame for Completion policy are not eligible for re-entry. Re-entry is granted on course availability and after all requirements of the School have been met and approved. WyoTech reserves the right to refuse re-entry, based upon the attendance, academic, and social conduct history of the student during previous enrollment periods.

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**DEFINITION OF DISCIPLINARY TERMS**

1. Reprimand: A verbal warning that implies that further violations will result in probation, withdrawal or dismissal.
2. Probation: A written warning, involving a designated period of time, that implies that further violations during such time period may result in withdrawal or dismissal. Further, the student must abide by any specific stipulations prescribed by the probationary action.
3. Academic Suspension: Withdrawal process initiated by the School for the student failing to maintain satisfactory academic progress while on probation. A student on academic suspension must be withdrawn for a minimum of one phase and will receive a refund in accordance with the refund policy.
4. Withdrawal: Student ceases attendance at the school. A student-initiated withdrawal is termed voluntary and includes official written notification of intent through the Dean's office. Involuntary withdrawal is initiated by the School when determined the student is no longer attending, not maintaining satisfactory academic progress, financial aid issues and/or violation of the student conduct code. A withdrawn student will receive a refund in accordance with the refund policy.
5. Dismissal: The immediate withdrawal of the student from WyoTech. Dismissal notification will be in writing and will indicate that the student will not be considered for re-admission. A dismissed student will receive a refund in accordance with the refund policy.

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**TRANSFER OF CREDIT AND DEGREES**

Units you earn in our programs in most cases will probably not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school. In addition, if you earn an occupational degree, diploma, or certificate in our programs, in most cases it will probably not serve as a basis for obtaining a higher level degree at another college or university.

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**REFRESHER PRIVILEGE**

Graduates of WyoTech are eligible to re-take any part of their prior program, provided the course of instruction continues to be offered and space is available. Refresher training is not valid for grade or certification purposes, and the student will not receive a transcript of grades or attendance for the portion repeated.

**On-line Refresher Fees**

There is a \$100.00 on-line user and a \$75.00 registration fee.

**Campus Program Refresher Fees**

A \$75.00 registration fee is charged for the programs – A \$50 tool deposit is required: this deposit is refundable if the graduate returns all tools in satisfactory condition at the end of the course. Unless the graduate has the latest edition of the textbooks used for the class, he/she will be charged a \$200 textual materials fee.

Entrance into specific classes is subject to space availability in an offered course. All refresher fees are paid prior to admittance and scheduling by the Dean. Listed fees do not include safety glasses or uniforms that the student must obtain. Students enrolling in a refresher course may not be enrolled concurrently in another program.

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## STUDENT CONDUCT CODE

### Background

The School maintains professional-level standards for conduct and behavior for all students. The standards of conduct for students are patterned after those of professional employees in the workplace. Students are expected to observe campus policies and behave in a manner that is a credit to the campus and to themselves. Certain violations of the student conduct code, as outlined in this policy, shall result in immediate dismissal. Other violations are subject to a progressive disciplinary action, where the student is advised and given every opportunity to change his or her behavior to meet the expectations of the School and to prepare for what the student might later expect to find in a professional-level work environment.

- The School maintains the right to discipline students found in violation of School policies in accordance with the procedures below.
- The student conduct code applies to all students, including students taking online courses or a combination of online and campus courses. Federal Work Study students who violate the student code of conduct in the performance of their work study duties are subject to disciplinary action/procedures.
- The Campus President or designee (typically the Director of Education/Dean or, in the case of online students, the Online Coordinator) has the authority to make decisions about student disciplinary action.
- Students are subject to the student conduct code while participating in any School-related activity.
- All student conduct code violations shall be documented in the student's academic record.
- Students dismissed for violations of the student conduct code shall remain responsible for any financial obligations to the School.
- Students dismissed from one Corinthian Colleges, Inc. college for violation of the student conduct code shall not be eligible for admittance to another CCI college.

### Student Rights and Conduct Code

Each student is held responsible for conforming to local, state and federal laws and for behaving in a manner consistent with the best interest of the School and of the student body. Students should not interfere with other students' rights, safety, health or right-to-learn.

#### Violations to conduct standards include, but are not limited to:

- Theft.
- Vandalism, or threats of actual damage to property or physical harm to others.
- Dishonesty (including plagiarism).
- Disruptive Behavior or Unprofessional Conduct.
- Possession or use of firearms except by designated law enforcement official, explosives, or other dangerous substances.
- Possession, sale, transfer or use of illegal drugs.
- Appearance under the influence of alcohol or illegal drugs.
- Harassing or abusive acts which invade an individual's privacy, including sexual harassment, or abuse against members of a particular race, ethnic, religious or cultural group.
- Reckless or intentional use of invasive software such as viruses and worms destructive to hardware, software or data.

The School reserves the right to dismiss any student at any time for misconduct or when such action is deemed to be in the best interest of the student and the student body.

### Academic Integrity

- Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to: copying another's work from any source; allowing another to copy one's own work whether during a test or in the submittal of an assignment; any attempt to pass off the work, data, or creative efforts of another, as one's own; knowingly furnishing false information about one's academic performance to the School.

- If a student is found to have committed one or more of the acts listed above, the student may, at the Academic Dean's discretion, receive an F grade for the assignment or exam. If repeated offenses occur, the student may be dismissed from the School as per the disciplinary procedures outlined above.
- All violations of academic policy are documented and made part of the student's academic record.

### **Student Conduct Code Violations/Formal Disciplinary Procedure**

If the School has reason to believe that a student has violated the student conduct code, the School shall conduct an investigation and follow up with the student in the appropriate manner.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the School.

Other student conduct code violations shall be governed by a *progressive disciplinary procedure*. For isolated, minor student conduct code violations, the School may decide to conduct academic advising and issue a verbal reminder of the student conduct code, or to provide the student with written notice, as the School deems appropriate. The School may also decide to suspend or place a student on probation for a specified period of time, pending a full investigation of student conduct code violations or as a form of corrective action short of dismissal from the School.

**First Offense - A written warning.** The student shall receive a letter that describes the specific examples of the student's misconduct and the consequences if further violations occur.

**Second Offense - Student dismissal.** Each student dismissed shall receive a dismissal letter from the campus, stating the reasons for dismissal and any applicable appeals procedures.

**Threats to Health/Safety - Immediate dismissal.** Dismissal letter within a reasonable period of time; student not allowed back on campus property without President's or designee's approval.

### **Appeals**

A student dismissed for violations of the student conduct code may appeal the dismissal by submitting a letter to the School President for consideration. The appeal letter should include the reasons why the decision should be changed and the student allowed to return to school. The student must appeal the decision within 10 days or a reasonable period of time after the student receives notice from the School that he/she has been dismissed. Students should refer to the "WyoTech Grievance Procedures" in the School catalog. The student who appeals a dismissal shall receive written notice of the decision. The School President's decision on an appeal shall be considered final.

### **Dress Code**

A clean and neat appearance helps develop appropriate dress habits for new careers. Employers may visit the campus to interview students for jobs and to give guest lectures, so it is important that the student body convey a professional image at all times, by complying with the following appearance standards:

- Full-length trousers and WyoTech uniform shirt must be worn while on campus.
- Shirts must be buttoned-up and tucked in at all times.
- WyoTech jacket may be worn over the uniform shirt, but the shirt must be worn at all times.
- Dark-colored sweatshirts and sweaters may be worn under the WyoTech shirt for added warmth.
- Clothing must be clean and in good repair.
- No open-toe shoes, shower shoes or sandals can be worn while on campus.
- Facial hair, including mustaches, must be trimmed and neat.
- Hair must be clean and neat. All students should have regular, above-the-collar hair styles or if hair is longer than collar-length, it must be safely tied-up or netted while in the shop.
- Dangling jewelry cannot be worn in the lab or open shop areas.
- Only WyoTech baseball caps with bill facing forward, or stocking caps can be worn on campus.
- Regular, personal cleanliness must be observed at all times.
- Cell phone use is not permitted in class.

These rules will be provided by your instructor in the course syllabus.

## **Drug Awareness**

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

This institution prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any School activity. If a student suspects someone to be under the influence of any drug (or alcohol), they should immediately bring this concern to the attention of the Director of Education or Campus President. Violation of the institution's anti-drug policy will result in appropriate disciplinary actions and may include dismissal of the student. The appropriate law enforcement authorities may also be notified.

In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment or employment is subject to successful completion of any prescribed counseling or treatment program.

## **Weapons Policy**

No weapons of any type are allowed on campus. This includes, but is not limited to: hand guns, rifles, knives, and any other devices used to harm or intimidate staff or students. This institution maintains a threat-free learning environment. Violation of this policy may result in immediate dismissal from the institution and a complaint with local law enforcement.

## **Sexual Harassment**

Federal law provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

Sexual harassment of employees or students at WyoTech is prohibited and shall subject the offender to dismissal or other sanctions following compliance with the procedural due process requirements.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
2. Submission or a rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. Such control unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Any individual who feels he/she has a complaint or matter he/she wishes to discuss may report the problem directly to the Campus President. Please be reminded that this policy applies to students as well as employees.

## **STUDENT RECORDS**

WyoTech maintains records for each student, whether or not they complete their program of study, for a minimum of five years after the student's graduation, withdrawal or termination. Records for current students are maintained in fireproof cabinets on-site; records for inactive students are archived in an off-site records storage facility secure from damage or loss. The records are retrievable by name and include, but are not limited to, records required for the admissions process, copies of documents signed by the student including contracts and documents relating to financial aid, copies of any tests administered in connection with the admission process, and a record of attendance showing all classes attended or completed and the grades and units earned. Student academic transcript records are retained indefinitely.

## **CHANGE OF ADDRESS**

A change of address must be reported immediately to the Registrar's Office.

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**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Additional FERPA information is available from the institution's Registrar's Office.

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**CAMPUS SECURITY AND CRIME AWARENESS POLICIES**

As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, WyoTech has established policies regarding campus security.

The School strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, with the Board of Health and Fire Marshal regulations. Most campuses are equipped with alarm systems to prevent unauthorized entry. Facilities are opened each morning and closed each evening by administrative personnel.

The School encourages all students and employees to report criminal incidents or other emergencies, which occur on the campus directly to the Campus President, student advisor or instructor. It is important that school personnel are aware of any such problems on school campuses. The Campus President is responsible for investigating such reports and taking legal or other action deemed necessary by the situation. In extreme emergencies, the Campus President may immediately contact law enforcement officers or other agency personnel, such as paramedics. The School will work with local and state law enforcement personnel if such involvement is necessary. A copy of the student's report and any resultant police report will be maintained by the school for a minimum of three years after the incident.

Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The school has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off school premises or during any school activities.

### **Statistical Information**

The public law referenced herein requires the school to report to students and employees the occurrence of various criminal offenses on an annual basis. Prior to October 1<sup>st</sup> of each year, the school will distribute a security report to students and staff containing the required statistical information on any campus crimes committed during the previous three years. A copy of this report is available to students, employees, and prospective students and employees upon request.

### **Campus Completion Rate Reports**

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students (34 CFR 668.45(a)(1)). Institutions are required to make this completion or graduation rate data readily available to students approximately 12 months after the 150 percent point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request. Notice of the right to request this information is distributed annually.

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### **WYOTECH GRIEVANCE PROCEDURE**

All students have the right to appeal decisions or express their dissatisfaction regarding school policies, procedures and training. If the problem cannot be remedied by an appropriate faculty or staff member, the student can appeal to the School President. If the student is not satisfied with the President's decision, he/she may appear before a Student/Faculty Board of Review. The Board of Review is an administrative body consisting of students, faculty and administration. The decision of the Board of Review will be final. Students may also contact the Student Help Line at (800) 874-0255.

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### **STATE GRIEVANCE PROCEDURE**

If you have any complaints, questions, or problems which you cannot work out with the school, write or call the Bureau for Private Postsecondary and Vocational Education at 1625 North Market Boulevard, Suite S-202, Sacramento, CA 95834-1924, (916) 574-7720.

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### **ACCREDITING COMMISSION GRIEVANCE PROCEDURE**

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 Registrar.

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**ARBITRATION STATEMENT**

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



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**FACULTY AUTOMOTIVE TECHNOLOGY**

<b>Name</b>	<b>Title</b>	<b>Degree</b>	<b>Institution</b>	<b>Year</b>	<b>Codes</b>
Ambrose, Scott	Instructor				
Awana, Marcus	Tool Room				
Baillergeau, Andre	Instructor	BS	Haiti - Umanity	1973	A,C, D, G
Barrett,Roger	Instructor				C, G
Blake, Drew	BMW Instructor	AA	West Valley College	1970	A*, G, I
		BA, MA	San Jose State	1973&1976	
Borders, Douglas	Instructor				A, G
Burns, Chuck	General Services Mgr				G
Callison, Jack	Instructor				A, G, I
Campbell, Tyrone	Instructor				G
Carrerow II, Gary	Senior Instructor				
Carrillo III, Richard	Instructor				C G, J, K
Casolary, Joseph	Instructor	AAS	Sequoia Institute	1996	C, D, E, G, H, L
Celcer, James	Instructor				A,C,D,E
Charriere, Daryl	Instructor				A*
DeMasi, David	Instructor				A,C,D,E, G, L
Decoteau, Lawrence	Instructor				A*, C, D, E
Delfran, Rory	Instructor				
Doran, Edward	Instructor				A
Douglas, Alan	Instructor				A
Douthit, Russell	Instructor	AA	Diablo Valley College	2003	
Dunno, Patrick	Instructor				A
Emadi, Ali	Instructor				A, C, D, G
Emmanuel, Olufemi	Instructor	AOS	College of Aeronautics	1990	C
Fernandez, Steven	Instructor				
Foss, Lu Anna	Service Writer				
Garcia, Manuel	Instructor				A
Gilbert, Victor	Instructor	B	Trinity College	1990	A*, C, G
Howard, George	Instructor				A*
Isa, Roland	BMW Instructor				A, C, D, G, I
Jennings Jr, James	Instructor				A, G
Kay, Stephen	Automotive Dept Chair				A, C, D, E
Knight, Andrew	Instructor	BS	Heidelberg, Germany	1996	
Labrada, Jesus	Instructor				
Lego, Calvin	Instructor				G
Lewellen, Adam	Tool Room				
MacDonald, James	Instructor				A*, C, D, E
Mack,Kenneth	Instructor				A
Meyer, Gary	Senior Instructor	AAS	Sequoia Institute	1996	F
Moore, Donald	Automotive Dept Chair				A, B
Muna, Vince	Instructor				A
Naderpour, Shahbal	Instructor	BS	San Jose State Univ.	1982	C, D

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**FACULTY AUTOMOTIVE TECHNOLOGY (CONT.)**

Name	Title	Degree	Institution	Year	Codes*
Nylund, James	Instructor				A, G
Ortiz, Miguel	Automotive Service Mgr				
Oshiro, Edward	Instructor				C
Pritchard, Kenneth	Instructor				A*, H
Rabonza, Medardo	Instructor				A*, C, J, K, I
Ramirez, Daniel	Instructor				A, G
Raybourn, James	Instructor				A, C, D, E
Rollins, Robert	BMW Instructor				C, D, E, I
Ruiz, George	Instructor				A
Rushin, Dave	Instructor				A, C, D, G
Salinas Jr, Eleazar	Instructor				
Sartin, Arnold	Instructor				
Scaiano, John	Instructor	AS	San Jose City College	1992	
Schwab, Anthony	Tool Room				
Semmel, Gary	Instructor				
Sherburne, Michael	BMW Technical Training Mgr	AAS	Sequoia Institute	1994	A*, C, D, E, I
Singh, Tejinder	Automotive Dept Chair	MS	GNDU Amritsar (Pb) India	1988	A, C, D, E, G
Slatkin, Aaron	BMW Instructor	AS	LA Trade School	1972	A*, D, E, H, I
Snider, Edward	BMW Instructor				A*, G, I
Stevens, Michael	Instructor	AA	San Francisco City College	1974	
Van Vianen, Hendrik	Instructor				A, G
Varao, Russell	Instructor				
Walker, James	Instructor				A
Wallace, Ronald	Instructor				A*, C, D, E
Wolf, Larry	Instructor				A, G, J
Yusken, Paul	Instructor	AA	De Anza College	1990	A*

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**LEGEND**

- A Automotive Service Excellence (ASE) Certifications (\*ASE Master Certified)
- B Automobile Transmission Rebuilder's Association (ATRA) Certification
- C Bureau of Automotive Repair (BAR) Certification (Smog License)
- D BAR Certified Instructor (Smog License Instructor)
- E BPPVE Certificate of Authorization
- F North American Council of Automotive Teachers (NACAT) Membership
- G Refrigeration, Recovery & Recycling Certification (RRRC)
- H Service Technicians Society (STS) Membership
- I Manufacturer Trained (BMW)
- J California State Brake License
- K California State Lamp License
- L California Automotive Teacher's Society

**FACULTY – MOTORCYCLE**

Name	Title	Degree	Institution	Year	Codes*
Blevins, Carl	Motorcycle Dept Chair				A, G, J (Auto)
MacDonald, Marty	Instructor				
Padgett, Chris	Instructor				
Reinosa, Clifford	Instructor				
Smith, Anthony	Tool Room				

**FACULTY - HEATING, VENTILATION AND AIR CONDITIONING (HVAC) & PLUMBING**

Name	Title	Degree	Institution	Year	Codes*
Buckley, Derek	Instructor				G
Cecil, Bill	Instructor	AA	College of San Mateo	1970	
		BA	San Jose State	1974	
Duong, Lang	Instructor				B, D, G, J
Fesseha, Yosief	Instructor	BS	University of Phoenix	2003	G
Foster II, Westly	Instructor				K
Jardell, James	HVAC/Plumbing Dept Chair				G, K
Lawrence Jr, James	Senior Instructor				G, K
Lucero, Chris	Plumbing Instructor				
Mastrapasqua, George	Instructor	BS/BA	New York University	1984	K
McKrell, Stanley	Instructor				K
Nelson, Jeffrey	Senior Plumbing Instructor				
Ratto, David	Tool Room				
Weaver, George	Instructor				K
Westbrook, John	Instructor				F, G, K

**LEGEND**

- A Contractor's License 4 - Boiler, Hot Water, Heating & Steam Fittings
- B Contractor's License 20 - Warm-Air Heating, Ventilation & Air Conditioning
- C Contractor's License 36 - Plumbing
- D Contractor's License 38 - Refrigeration
- E Contractor's License 43 - Sheet Metal
- F California Vocational Teachers Certificate
- G Environmental Protection Agency (EPA) Certification
- I Not Used
- J Contractor's License 10 - Electrical
- K North American Technician Excellence, Inc. (NATE)

**FACULTY ASSOCIATE OF OCCUPATIONAL STUDIES DEGREES**

Name	Title	Degree	Institution	Year
Caldarola, Richard	On-line Instructor	DBA	NOVA Southeastern University	1998
Caracci, Chris	On-line Instructor	MBA	Rollins College	2000
Gressier, Pamela S.	On-line Instructor	JD	Western State Univ. College of Law	1988
Naderpour, Sean	Instructor	BS	San Jose State	1982
Rawlings, Dirk	On-line Instructor	BA	Cal. State University	1981
Ruggieri, Paul	On-line Instructor	EdD	NOVA Southeastern University	2003
Young, James D.	On-line Instructor	EdD	Auburn University	1983

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**ADMINISTRATIVE STAFF**

Mark Millen..... President  
Corey Faria ..... Director of Admissions  
Howard L. Jessup Jr ..... Director of Career Services  
Gary Hertel..... Director of Education  
Kurt Shadbolt ..... Associate Director of Education  
Kristi Hill ..... Director of Financial Services  
Kathleen Clough ..... Director of Financial Aid  
Cheryl L. Pagua ..... Director of Compliance & Administrative Services  
Mike Sherburne ..... BMW Technical Training Manager  
Stephen Kay..... Automotive Department Chair  
Donald Moore ..... Automotive Department Chair  
Tejinder Singh..... Automotive Department Chair  
Carl Blevins ..... Motorcycle Department Chair  
Jim Jardell..... HVAC/Plumbing Department Chair  
Joan Lyons..... Education Services Manager  
Jerry Caires..... Dean of Students  
Dennis Horan ..... Associate Dean of Students  
Stephanie Thorne ..... Associate Dean of Students  
Joan E. Cross..... Registrar and Veteran's Benefits Coordinator  
Liz Gustafson ..... Registrar  
Popo Aumua ..... Registrar  
Priscilla Pagtakhan ..... Financial Service Manager/Student Accounts  
Nancy A. Rodriguez ..... Human Resources Manager  
Karen Molex..... Sr. Accountant/Student Accounts  
Tim O'Connell ..... Facilities Manager

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**TUITION AND FEES**

<b>Program</b>	<b>Length</b>	<b>Tuition Charge</b>	<b>Tool Dep.*</b>	<b>On-line User Fee***</b>	<b>Total Charge</b>
<b>Automotive Technology</b>					
Automotive Technology I	600 hrs	\$12,525	\$50		\$ 12,575
Automotive Technology II	600 hrs	\$12,525	\$50		\$ 12,575
Applied Automotive Technology	1200 hrs	\$24,525	\$50		\$ 24,575
Applied Automotive Technology – Advanced Diagnostics Concentration	1560 hrs	\$31,525	\$50		\$ 31,575
Associate of Occupational Studies Degree	1500 hrs	\$30,725	\$50	\$200	\$30,975
<b>Motorcycle</b>					
Motorcycle Technology	1500 hrs	\$24,750	\$50		\$24,800
<b>Heating, Ventilation, and Air Conditioning</b>					
Residential HVAC	600 hrs	\$12,525	\$50		\$12,575
Heating, Ventilation & AC	1200 hrs	\$24,525	\$50		\$24,575
Associate of Occupational Studies Degree	1500 hrs	\$30,725	\$50	\$200	\$30,975
<b>Plumbing</b>					
Plumbing Technology	720 hrs	\$14,000	\$50		\$14,050
<b>Any Single Phase of Instruction</b>		\$ 2,990	\$50		\$3,040
<b>Other Tuition &amp; Fees</b>					
	<b>Reg. Fee</b>	<b>Tool Dep.*</b>	<b>Training Materials Cost**</b>	<b>On-line User Fee***</b>	<b>Total Charge</b>
Refresher Course	\$75	\$50	\$200		\$325
On-line User Fee per phase				\$100	\$100
On-line Refresher Course	\$75		\$200	\$100	\$375
Official Academic Transcript					\$5 each
Badge Replacement Fee					\$5 each

*Tuition includes books, training materials, and supplies. Tools are loaned to students for their use during school enrollment.*

*\*A refundable tool deposit is required from students to cover loss or damage to tools and/or library materials loaned to the student. No tool deposit charged for continuing students; if necessary at conclusion of diploma program, they will restore the tool deposit balance for use in AOS. If students are returning from interruption in study, new tool deposit to be collected.*

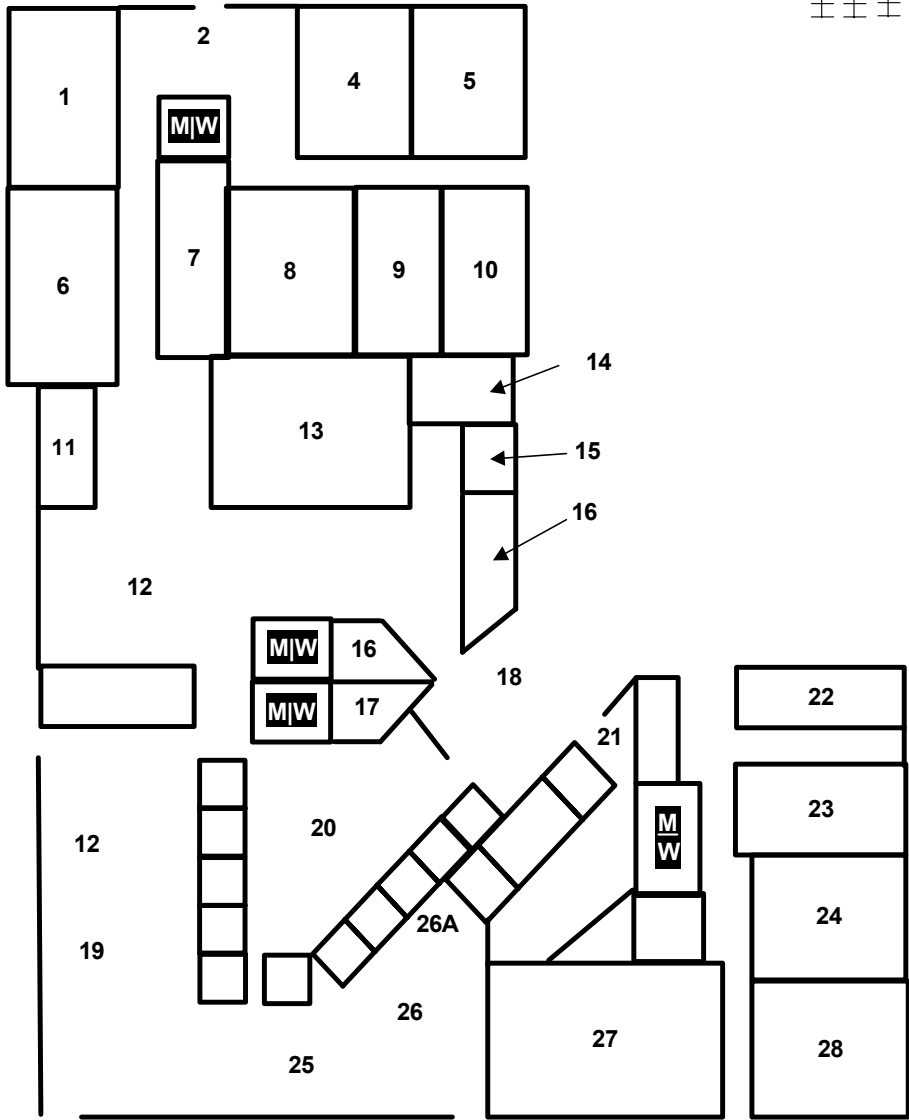
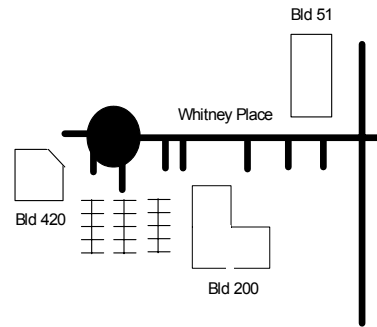
*\*\*Cost is non-refundable.*

*\*\*\*Non-refundable On-line service and maintenance fee.*

*AOS Program Charges include instruction for both on-line and resident program completion.*

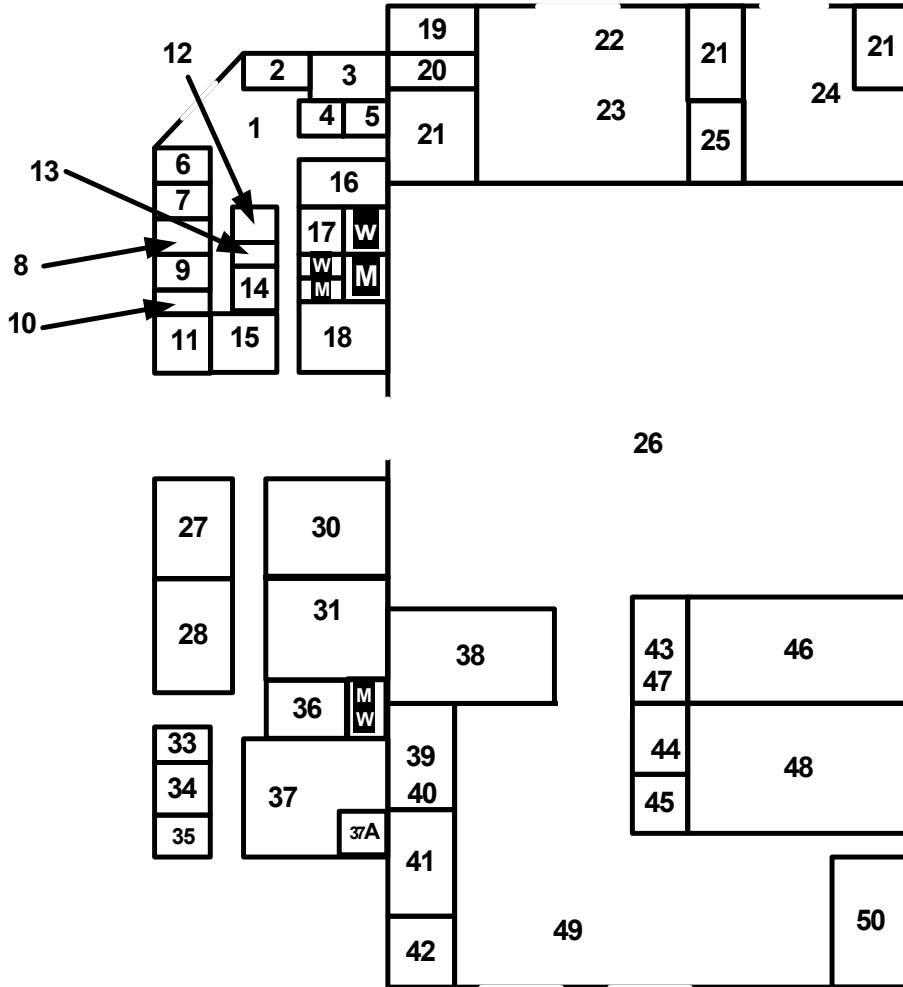
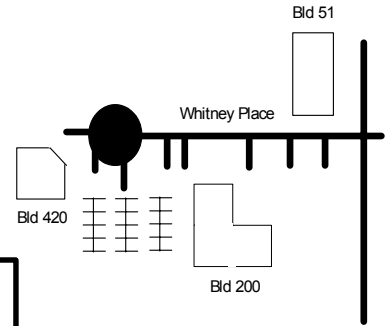
*Due to BAR requirements, all training in AAS 504 is on campus and subject to BAR attendance requirement.*

**WyoTech**  
 Main Campus Map  
 Building 200  
 1-800-248-8585



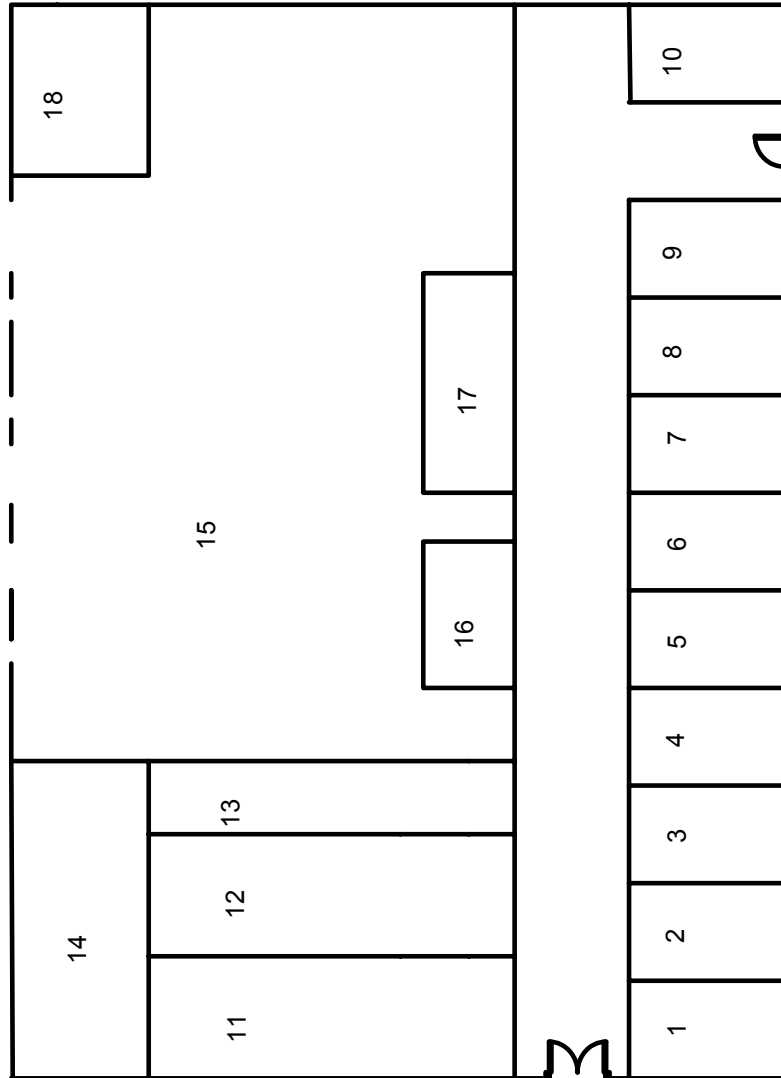
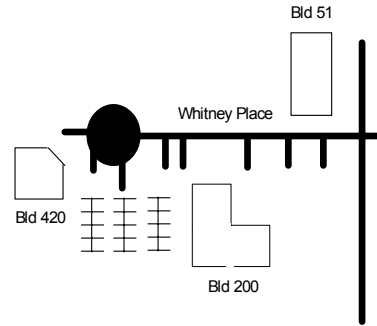
200 Building Legend			
1	HVAC Comp Applications/DDC 309	21	Main Financial Aid Office
2	Student Lounge	22	Testing Center
3	Restroom	23	Learning Resource Center
4	Classroom E	24	Computer Lab/LRC
5	Classroom D	25	Heat Pump 305
6	Plumbing	26	Tool Crib
7	302 Classroom A	26A	HVAC & Plumbing Trn. Mgrs.
8	302 Classroom A	27	308 Sheetmetal Class/Lab
9	301 Classroom B	28	Sheetmetal Classroom
10	301 Classroom B		
11	Electrical Rm		
12	Commercial Refrigeration Lab		
13	Heating Lab 304/ AC Lab 303		
14	Enrollment Specialist		
15	Financial Aid		
16	Admissions Representatives		
17	Director of Admissions		
18	Building 200 Main Entrance		
19	Chiller & Boiler Lab		
20	Admissions Representatives		

WyoTech  
 Main Campus Map  
 Building 420  
 1-800-248-8585



420 BUILDING LEGEND					
1	Lobby	14	Director of Financial Services	27	AT-108 Classroom
2	President	15	Student Accts Receivable	28	AT-109 Classroom
3	Conf. Room	16	Education Services Manager	29	Not Used
4	Registrar	17	Copy Room	30	AT-101 Classroom
5	Registrar	18	Accounting/Financial Services Mgr.	31	AT-102 Classroom
6	Dir Compliance & Admin. Srvs.	19	Lounge	32	Not Used
7	Dir of Education	20	Res Center	33	Placement
8	Senior Accountant	21	BMW Class	34	Placement
9	Human Resources	22	BMW STEP Training Complex	35	Placement
10	Lunch Room	23	BMW Tools/Computers	36	Dir of Career Services
11	MIS	24	BMW Factory Program	37	Student Lounge
12	Dean	25	Office	37A	Student Store
13	Associate Dean	26	Auto Shop/Lab	38	AT-103 Eng Lab
				39	AAS-504 Classroom
				40	Instructor Office (2nd Level)
				41	AT-106/107 Classroom
				42	AT-110 Classroom
				43	Service Manager
				44	Tool Crib
				45	Student Issues/Tool Crib Mgr.
				46	AT-105 Classroom
				47	Facilities/Operations (2nd Level)
				48	AT-104 Classroom
				49	Auto Shop Area
				50	BAR Office

WyoTech  
 Main Campus Map  
 Building 51  
 1-800-248-8585



51 Building Legend					
1	Faculty Office	6	Classroom E	11	Classroom J
2	Classroom A	7	Classroom F	12	Classroom K
3	Classroom B	8	Classroom G	13	Tool Crib
4	Classroom C	9	Classroom H	14	Storage
5	Classroom D	10	Classroom I	15	Main Shop
				16	Restrooms
				17	Student lounge
				18	Dyno Room



**2006 ACADEMIC CALENDAR**

**Automotive, Motorcycle & HVAC**

Orientation	Start Date (Begins the 6 week phase)	Completion Date (Ends the 6 week phase)
01/21/06	01/23/06	03/03/06
03/11/06	03/13/06	04/21/06
04/22/06	04/24/06	06/02/06
06/10/06	06/12/06	07/21/06
07/22/06	07/24/06	09/01/06
09/09/06	09/11/06	10/20/06
10/21/06	10/23/06	12/01/06
12/02/06	12/04/06	01/19/07

**Plumbing**

Asterisk (\*) denotes program start date

Orientation	Begins the 4 week phase	End the 4 week phase	Friday Class Dates	Orientation	Begins the 4 week phase	End the 4 week phase	Friday Class Dates
3/11/2006	*03/13/06	04/06/06					
	04/10/06	05/04/06					
	05/08/06	06/02/06	06/02/06				
	06/12/06	07/07/06	06/30/06; 07/07/06				
	07/10/06	08/03/06		7/22/06	*7/24/2006	8/17/2006	
	08/07/06	08/31/06			8/21/2006	9/21/2006	
	09/11/06	10/05/06			9/25/2006	10/19/2006	
	10/09/06	11/02/06			10/23/2006	11/16/2006	
	11/06/06	11/30/06	11/17/06		11/17/2006	12/14/2006	11/17/06
					12/18/2006	1/18/2007	

**RHVAC – Saturday Schedule**

Orientation	Start Date (Begins the 12 week phase)	Completion Date (Ends the 12 week phase)	No Saturday Class
03/11/06	03/18/06	06/03/06	06/10/06
06/10/06	06/17/06	09/02/06	09/09/06
09/09/06	09/16/06	12/09/06	11/25/06, 12/16/06, 12/23/06, 01/06/07, 01/13/07, 01/20/07

**Graduation Ceremony**

Graduation ceremony dates and location will be announced within a month of the ceremony and are subject to change.

**2006 HOLIDAYS AND VACATION DAYS**

Martin Luther King Jr .....	January 16	Labor Day .....	September 4
Presidents Day .....	February 20	Fall Break .....	September 4 - 8
Spring Break .....	March 6 - 10	Instructor In-service.....	October 20
Instructor In-service .....	April 21	Thanksgiving Day.....	November 23 - 24
Memorial Day .....	May 29	Christmas & New Year's Break	
Summer Break .....	June 5 - 9	.....	December 25, 2006 - January 1, 2007
Independence Day .....	July 3 - 4		
Instructor In-service .....	September 1		

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**2007 ACADEMIC CALENDAR**
**Automotive, Motorcycle & HVAC**

Orientation	Start Date (Begins the 6 week phase)	Completion Date (Ends the 6 week phase)
01/20/07	01/22/07	03/02/07
03/10/07	03/12/07	04/20/07
04/21/07	04/23/07	06/01/07
06/09/07	06/11/07	07/20/07
07/21/07	07/23/07	08/31/07
09/08/07	09/10/07	10/19/07
10/20/07	10/22/07	11/30/07
12/01/07	12/03/07	01/18/08

**Plumbing**

Asterisk (\*) denotes program start date

Orientation	Begins the 4 week phase	End the 4 week phase	Friday Class Dates	Orientation	Begins the 4 week phase	End the 4 week phase	Friday Class Dates
				(continuation of 7/24/06 program start)			
01/20/07	*01/22/07	02/15/07			1/22/2007	2/15/2007	
	02/20/07	03/22/07	02/23/07		2/20/2007	3/22/2007	2/23/2007
	03/26/07	04/19/07			3/26/2007	4/19/2007	
	04/23/07	05/17/07					
	05/21/07	06/21/07	06/01/07				
	06/25/07	07/19/07	07/06/07				
	07/23/07	08/16/07					
	08/20/07	09/20/07					
	09/24/07	10/18/07					
10/20/07	*10/22/07	11/15/07					
	11/26/07	12/20/07					

**RHVAC – Saturday Schedule**

Orientation	Start Date (Begins the 12 week phase)	Completion Date (Ends the 12 week phase)	No Saturday Class
01/20/07	01/27/07	04/14/07	04/21/07
04/21/07	04/28/07	07/14/07	07/21/07
07/21/07	07/28/07	10/13/07	10/20/07
10/20/07	10/27/07	02/02/08	11/24/07, 12/22/07, 12/29/07

**Graduation Ceremony**

Graduation ceremony dates and location will be announced within a month of the ceremony and are subject to change.

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**2007 HOLIDAYS AND VACATION DAYS**

Martin Luther King Jr .....	January 15	Instructor In-service.....	August 31
Presidents Day .....	February 19	Labor Day .....	September 3
Spring Break .....	March 5 - 9	Fall Break .....	September 3 - 7
Instructor In-service .....	April 20	Instructor In-service.....	October 19
Memorial Day .....	May 28	Thanksgiving Day.....	November 22 - 23
Summer Break .....	June 4 - 8	Christmas & New Year's Break	
Independence Day .....	July 4	.....	December 24, 2007 – January 1, 2008