



ASSOCIATED TECHNICAL COLLEGE

School Catalog—July 1, 2011—June 30, 2012
Revised July 1, 2011



TABLE OF CONTENTS

APPROVAL STATEMENT	2
GENERAL INFORMATION	3-14
TELECOMMUNICATIONS	15-17



MICROCOMPUTER TECHNOLOGY	18-20
EQUIPMENT-DISCLOSURES	21-22
FACULTY	23
INDEX	24



APPROVAL DISCLOSURE STATEMENT

Associated Technical College (ATC) , a private institution is licensed to operate in the State of California based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. ATC under Section 94802(a) of CPPEA, will by operation of law, be approved until July 31, 2012. The Act is administered by the Bureau of Private Postsecondary Education, under the Department of Consumers Affairs. P. O. Box 980818, West Sacramento, CA 95798-0818, Tel 888-370-7589.

Telecommunications Microcomputer Technology

Each of the above courses is taught in thirty (30) weeks and consists of 720 Clock Hours of lecture and hands-on laboratory practice. Each course carries 24 Semester Hour Credits. Instruction is in residence with a facility occupancy level accommodating 120 students at any one time.

Prospective enrollees must visit the School to discuss personal educational and occupational goals with School personnel prior to enrolling or signing enrollment agreements.

Associated Technical College does not teach English as a Second Language (ESL).

The School currently has available sponsored programs, both public and private, to provide grants or to pay for portions of tuition and fees. The types of Federal student financial aid available are:

Federal PLUS Loans for Parents
Private Loans
Federal Direct Loans
Federal Pell Grants
Federal Supplemental Educational Opportunity Grants
Federal Perkins Loans

The following are state boards, bureaus, departments or agencies that set minimum standards for your program of studies in accordance with Education Code Section 94318.12: None.

Persons seeking to resolve problems or complaints should first contact the Instructor in charge. Requests for further action may be made to the School Director. Please consult the Staff pages for the name of the Director. For further information, see 'COMPLAINT PROCEDURES.'

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P. O. Box 980818, West Sacramento, CA 95798-0818, or call 888-370-7589 for directions on whom to contact.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form which can be obtained on the bureau's Internet Web site at <http://bppe.ca.gov>.

Associated Technical College is owned and operated by Diversified Education Company, 1670 Wilshire Blvd., Los Angeles, CA 90017—A California Corporation. Samuel Romano, President; Mercedes Bombino, Vice President; Lena Romano, Board Member. All classes are held at this location.

(Signed)

Samuel Romano
President

School History

Associated Technical College, 707 Broadway, Suite 300, San Diego, California 92101, was founded in 1984, as a branch of Associated Technical College Los Angeles. The campus was granted "Free-Standing" status in July 1988, by the Accrediting Commission for Trade and Technical Schools. The parent school was founded in 1967 in Hollywood, California, as Career Academy. It was acquired by the National Institute of Arts and Science in 1969 and by Associated Technical Colleges of California in 1973. It was purchased by and became a division of Diversified Education Company on January 1, 1975.

Accreditation and Approvals

Associated Technical College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Proof of Institutional Eligibility, Licensure, and Accreditation may be reviewed in the office of the Director of the School during regular business hours. ATC's license to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 which is effective January 1, 2010. ATC under section 94802(a) of CPPEA, will by operation of law, be approved until July 31, 2012. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumers Affairs. The Bureau can be reached at: P. O. Box 980818, West Sacramento, CA 95798-0818, 888-370-7589.

Admission Requirements and Procedures

Applicants seeking admission to the School must be high school graduates or in possession of a G.E.D. certificate, or be beyond the age of compulsory high school attendance (18, or over).

Applicants who do not have a high school diploma or G.E.D. certificate may qualify for admissions by taking and passing an Ability to Benefit, independently administered test approved by the Department of Education. An applicant may also be determined by the school to have the ability to benefit if the applicant has satisfactorily completed six semester, trimester or quarter hours, or 225 clock hours of instruction that are applicable toward a degree or certificate offered by the institution.

Due to specific industry requirements there may be additional admissions requirements for acceptance into a program. See the description of specific courses for additional details. The school has no policy requiring vaccinations.

The School reserves the right to modify the schedule, curriculum or course content consistent with and in response to changes in the needs of students or their areas of specialization. Tuition, fees and other charges are also subject to change without notice, but changes will not be imposed retroactively.

Qualified applicants who desire to enroll in one of the programs offered must apply in person. The Admissions Department is open from 9 AM to 5 PM Monday through Friday, or by appointment. One of our Admissions Representatives will guide you through the following steps:

- ◆ Choosing from the courses available
- ◆ Showing you our facilities and equipment
- ◆ Arranging for you to be tested, or meeting other requirements for admission
- ◆ Arranging for an appointment with a Financial Aid Officer
- ◆ Submitting the Enrollment Agreement to the School Director or his/her designee for final approval

The Admissions Process is composed of the following steps:

1. Completing the entrance application
2. Meeting with an Admissions Representative
3. Touring the facilities
4. Testing (if necessary)
5. Attending an interview with a Financial Aid Officer
6. Attending an Orientation session

Non-Discrimination Statement

Associated Technical College, in compliance with Civil Rights Legislation, hereby asserts that it does not discriminate on the basis of race, color, national origin, religion, creed, sex, sexual orientation, age or handicap in its employment, admissions, or educational programs. Access is provided for the physically handicapped or disabled to attend classes. Access is provided to restrooms and classrooms. A waiver is required to release the School from providing placement in positions where the student is physically unable to perform required duties.

School Facilities

The School maintains separate air-conditioned laboratories and classrooms for each of our courses and has both the facilities and the equipment to meet the need for 'hands on' practical experience. Each classroom is equipped with specialized and supportive materials to enrich and broaden your knowledge and training. Classrooms and labs are equipped for a maximum class size of 25 students.

A list of equipment used in each course taught at this campus is provided at the back of this catalog. Consult the Index for page number.

Institutional Philosophy and Mission Statement

The school's philosophy is that education needs to be accessible and affordable to all. Our institutional objective is to provide results-oriented training programs to help the student develop the quality job skills needed for success in career areas offering long-range opportunities. Our programs are designed to put the student in the job market as quickly as possible consistent with the amount of training needed to gain employment. We provide hands-on, practical (learn-by-doing) training in fields where there is a demand for qualified entry-level employees. Flexible morning and afternoon schedules allow students to finish their training even if employed before graduation.

Our experienced instructional staff constantly updates and broadens program content and learning methods to prepare you for the changing needs of today's real world job market.

The Telecommunications program's objective is to prepare you with the skills necessary to enter the job market in the fields of: Fiber Optics, Cabling, Computer Hardware and Software, Computer Networking, Residential and Commercial Telephone Systems, Electronics System Installation and Repair, Satellite and Security Systems and the World Wide Web of Internet.

The Microcomputer Technology The program's objective is to prepare you with the skills necessary to enter the job market in the fields of: Office Automation, Desktop Publishing, Computer Support Assistant, Executive Assistant, Computer Operator, Business Office Personnel, and Data Entry Specialist.

Office Hours

The School's business offices are open Monday through Friday from 9:00 AM to 5:00 PM.

Student and Employment Assistance Services

The ultimate goal of your training at ATC is to obtain a job in the field you have chosen. To assist you in this goal, our Employment Assistance Department will help you look for a job and prepare you for your job interview. No less than six weeks prior to your scheduled graduation, your job search should begin.

The Employment Assistance Office conducts seminars, if needed, or one on one training that will train you in how to search for and apply for a job and will assist you in the preparation of a resume which will present you to prospective employers in a professional manner.

As you near graduation, you will be directed to potential employers and job opportunities which have been developed by the Employment Assistance Department. Searching for a job must be approached in a positive manner. Your search includes going on interviews set up by the Employment Assistance Department and/or on your own. Finding the right job for you is your responsibility and depends on your effort and commitment to the task. Remember, the School cannot guarantee you a job. The Employment Assistance Department will work with you to assist you with the process.

You must inform the Employment Assistance Department once you have secured employment. If you decline the School's employment placement assistance, you are required to sign a Placement Waiver. From time to time you will receive follow up letters from the Employment Assistance Office. Please take a moment to complete and return these questionnaires. Your responses will help us better serve you and others in the future. Remember that job placement assistance for our graduates is an on-going process with no time limit imposed.

All inquiries, questions and concerns regarding job placement and job placement assistance should be directed to the School's Employment Assistance Department or the School's Director.

The School does not maintain dormitory facilities however, our student services department provides assistance and guidance for you in such areas as housing, transportation, baby-sitting, tutoring, financial planning, and other general life coping needs. Please see one of our officers in student services for more information.

English as a Second Language (ESL)

ATC does not offer English as a Second Language Courses. All instructions are conducted in English and applicants are required to be fluent in English prior to enrollment in any of the programs offered. However, if needed, ESL courses can be taken at our sister school, Diversified Language Institute, which is separately accredited and approved.

Orientation

You will attend an Orientation session as part of the enrollment process.

Tuition & Other Charges

Tuition charges may be found with each course description.

Several ways can be arranged for payment of your tuition such as: Federal financial aid and private loans for those who qualify; and the School's extended payment plan or Diversified Education Company loan.

In addition to Tuition, each accepted applicant pays a \$100.00 Registration fee. This fee is not refundable after the date for a complete refund occurs. (See Refund Policy).

The minimum supplies and other expendables necessary for completing the programs are provided by the School at no additional cost to you. That cost is included in the Tuition charge. Students may find it desirable to purchase additional, miscellaneous supplies, generally not exceeding an additional \$100 in cost. These supplies are not included in tuition and are not sold by the School.

A fee of \$100.00 may be charged when a student re-enters after dropping or being dropped under conditions listed under "Termination." The Director may waive this fee if circumstances warrant.

Room and board and transportation to and from School are not included in the Tuition charge. These costs are the responsibility of the student.

Requirement to Repay Loans

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan, plus interest, less the amount of any refund, and if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid programs.

Financial Stability Statement

Diversified Education Company, parent company of Associated Technical College, has never filed a petition in bankruptcy and is not operating as a debtor in possession.

Credit for Prior Training

Associated Technical College will allow transfer of applicable credit which meets the school's criteria. Applicants seeking to transfer credits must provide all documents needed for the school to make a determination. Not all credits earned at another college may be transferrable and limitations are placed on the number of credit hours the school may accept. Please read the entire list of requirements before deciding whether to attempt a transfer.

Transfer credits may be applied toward graduation requirements but the grades earned on those transferred credits are not used in determining the student's final GPA. Only those grades earned at Associated Technical College reflect the final GPA. Only successful completion of courses that apply to the program you have chosen at this school may be transferred.

Transfer of credit criteria include:

1. The applicant must first meet the school's admissions requirements
2. Credits will only be accepted from a college that is recognized by the state in which it operates, may be accredited by an accrediting body recognized by the Federal Department of Education or from a foreign school operating legally in accordance with governing law.
3. Credits earned must be commensurate to Associated Technical College's curriculum.
4. Transcripts must be presented for review; transcripts from foreign schools must be translated into English.
5. No more than 12 semester credits, based on our definition of semester credit hours, may be transferred.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Associated Technical College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Microcomputer Technology or Telecommunications is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may see to transfer after attending Associated Technical College to determine if your credits or diploma will transfer. Your goal here should be to obtain skills to make yourself employable in the field of training you have chosen.

Part-Time Training

Associated Technical Colleges does not provide courses for part-time students. All courses require full-time attendance.

School Holidays Observed

New Years Eve—New Years Day—Martin Luther King Day
President's Day—Good Friday—Memorial Day—Independence Day
Labor Day—Veterans Day— Thanksgiving Holiday--Christmas Holiday

This list is subject to change without notice.

The School reserves the right to modify the schedule, curriculum or course content consistent with and in response to changes in the needs of students and/or their areas of specialization.

A list of Start Dates will be found at the back of this catalog as an insert.

Schedule of Classes

All classes are held Monday - Friday except for approved holidays:

MORNING SESSION:	07:30 AM	TO	12:18 PM
AFTERNOON SESSION:	12:30 PM	TO	05:18 PM

The School reserves the rights to modify the class hours if deemed necessary for operation.

Financial Aid Programs

Associated Technical College is eligible to provide Federal financial assistance to those who qualify under each of the following programs.

1. Federal Direct Stafford Loan Program
2. Federal Pell Grant Program
2. Federal Supplemental Educational Opportunity Grant Program (FSEOG)
4. Federal Perkins Loan Program
5. Federal Direct PLUS loan for Parents
6. Extended Payment Plan
7. Various Private Loans
8. Diversified Education Company Student Loan

Applications for assistance under the above Programs may be obtained from the Financial Aid Office. Eligibility for all Federal Programs is based on financial need. Campus-based awards (for FSEOG and Perkins loans) are made on an individual basis considering individual needs and resources. Funds for these programs are limited.

Consumer information about these programs will be found under the 'Disclosures' section at the back of this catalog.

Institutional Scholarships

Institutional merit scholarships may be available from time to time on a limited basis. When awarded, scholarships are based on individual needs and a "B" average, or better, per semester.

DIVERSIFIED EDUCATION COMPANY SCHOOLS

Corporate Offices
1670 Wilshire Boulevard
Los Angeles, California 90017

ASSOCIATED TECHNICAL COLLEGE CAMPUSES
(Accredited by ACCSC)

LOS ANGELES
1670 Wilshire Boulevard
Los Angeles, California 90017

SAN DIEGO
707 Broadway Street
San Diego, California 92101

DIVERSIFIED LANGUAGE INSTITUTE CAMPUSES
(Teaching Vocational English as a Second Language and Business Office Administration, Separately accredited by ACCET)

LOS ANGELES
1670 Wilshire Boulevard
Los Angeles, California 90017

TORRANCE
Branch of Los Angeles Campus
3525 Lomita Boulevard
Torrance, California 90505

Attendance

You are expected to attend all scheduled classes. It is essential that you notify the School whenever an absence is unavoidable. Notice should be given in advance if you know of a pending absence. If not, you should call the School office and on your return complete an absence slip. Excessive absences may be cause for dismissal, or recycling, as determined by the School Director. When necessary, make-up work will be scheduled following an absence.

Instructors will advise you if your attendance is becoming a problem and assist you, where possible, in working out solutions. Poor attendance may cause your grade point average to fall below the acceptable level which could cause you to be placed on probation and eventual termination if improvement is not made. (See 'Satisfactory Progress' for more information.)

You may not have more than fourteen (14) consecutive absences. After fourteen consecutive absences, you may automatically be terminated. An automatic termination does not necessarily bar you from re-entering at a later date; however, a long absence may make it necessary for you to repeat portions of the course you have previously taken.

Leave of Absence

Although we do not recommend that a student interrupt his or her training, we do permit students to take a Leave of Absence for specific reasons. You may take more than one LOA totaling no more than 180 days. If a Leave of Absence total exceeds 120 days you may be terminated. This termination does not bar you from returning at a later date but you may be required to recycle a part or all of your course when you return. Upon return from an LOA you will be placed in a class which will permit you to make up the work that you have missed.

If you are terminated as result of an LOA violation, our refund policy is applied and any monies due will be returned according to school's policy.

Students receiving Federal Financial Aid may wish to consult with your Financial Aid Officer to make certain that your plans do not jeopardize your eligibility.

Policy on Tardiness and Leaving Early

Being tardy or leaving class early can be disruptive to the teacher, your classmates, and you may not be learning as well as would if you were present the entire time. While there may be good reason for being late to class or having to leave early at times, if the conduct is causing an issue for the instructor you may be placed on probation for unprofessional conduct. In rare cases, students may be dismissed altogether from school for poor conduct.

Make-Up Work

Make-up work will be scheduled by your instructor on an individual basis, as necessary.

Grading System

The School utilizes the following grading system, which is applied to all written examinations and laboratory projects:

90-100% =	A : Excellent	80-89% =	B: Good
70-79% =	C : Average	60-69% =	D : Below Average
	Below 60% =	F : Failing	

Records Retention

The School retains all records for a period of not less than five years at its principle place of business within the State of California. A student's permanent educational records-which include date of entry, date of departure, program of study, credit hours awarded and grades obtained-will be retained indefinitely. A request for a copy of your records must be made in person, or in writing.

Semester Hours

The Semester Hour system of granting credit is utilized for measuring the length of each program and to calculate the educational progress of the student. One semester hour is earned for each 30 clock hours of classroom work.

NOTE: Clock hours are listed for each course along with credit hours awarded because certain agencies require this statement. A clock hour consists of 60 minutes of which 50-60 minutes of instruction takes place. Instruction may be by lecture or supervised laboratory practice. Credit hour is defined as 20 clock hours of lecture equals one credit hour and 30 lab hours is defined as one credit hour.

Satisfactory Progress

All students are expected to maintain satisfactory academic progress throughout their entire course. Satisfactory Academic Progress is defined, in part, as maintaining a grade point average (GPA) of 60% or better during the first seven (7) weeks of your course; 65% or better through week fifteen (15) and 70% or better thereafter until the completion of the course. An overall GPA of 70% or better is required for successful completion. The Education Office determines your GPA (qualitative progress) at the end of weeks 7 and 15.

Timely completion of your program is an additional factor in determining Satisfactory Academic Progress. You

must complete your entire program within 1.5 times the normal completion rate, or within a total of 45 weeks, exclusive of any periods of withdrawal. Your quantitative progress will be evaluated at the end of the 15th week by which time you must have completed at least 1/3 of your program and must complete one-half of your program by the end of week 22.

Students who fail to meet the above-stated standards will be issued a financial aid warning and, if appropriate, will be considered for probation. Students who receive a warning is considered to be maintaining satisfactory progress; however, students placed on probation will be provided with appropriate counseling and lose eligibility for financial aid until the probationary period is satisfactory concluded, as explained in the probation policy, however, a student who does not meet the terms of his or her probation within the probationary period may be dismissed. The student may appeal the probation using a form available from the School Director or the Education and Records office.

Students who complete the program with a GPA of less than 70% will be recorded as completion/failure. Such students, as well as students who fall too far behind to continue with their class, may 'recycle' or retake portions of the course. Bear in mind, however, that the total time to complete must not exceed 1 1/2 times the normal length of the course.

Withdrawing From Class

You may withdraw from a course by not attending class for fourteen consecutive class days, as outlined in the attendance policy, or by informing the Education Office or School Director that you wish to withdraw. We prefer that you complete a withdrawal form at the Records Office; however, a signed letter will suffice. When you withdraw, you withdraw from the entire program.

Repeating Tests; Recycling Classes

You may take an examination twice. If you miss an examination due to absence, it is considered the same as if you had taken the examination and received a grade of zero (0). You will then be allowed one retake for the examination. If you do not make up the test, you will receive a 0% for that portion of the course, which will be averaged into your GPA.

If you receive below 70% on a test you must retake the test within three weeks of receiving the grade; otherwise, the grade becomes permanent. Under certain circumstances, exceptions may be approved by the School Director.

If you fall too far behind, or are maintaining an unsatisfactory GPA, you may be required to recycle, or re-take portions of the course. Recycling is without additional charge to you when it is required by the School.

When you recycle a portion of your program, the original grades received on that portion that is being retaken are replaced with your new grades. You will be required to retake all examinations and complete all classroom projects required during recycling. If you are recycling because of academic reasons (low GPA), you must maintain a 70% or better GPA during the recycling period.

Graduation Requirements

Students who meets the student progress policy and does not outstanding issues with the school will receive a Diploma for the course taken.

Rules of Conduct

You are expected to follow all School Rules and Regulations and to conduct yourself within the bounds of acceptable behavior at all times. Observance of the Rules and Regulations and maintaining a professional manner during School attendance will result in your being qualified for recommendation to prospective employers as having conformed to all the requirements placed upon you. This, combined with your assimilation of the course content, will promote success in your chosen profession. Conversely, infractions of the School Rules and Regulations, or improper behavior, including use of obscene language or the placing of graffiti on school property may be cause for Probation, Suspension or Termination.

Smoking in the building is prohibited. Eating, and drinking, other than water, allowed only in designated areas. Your ID badge must be worn at all times in the classroom and on campus.

Students are expected to be in proper attire commencing with the first day of class. Allowed dress code is posted around the campus for your review.

Drugs and Alcohol Prohibited

We are deeply concerned about the dangers associated with drug and alcohol abuse. As an institution of learning, our principle role is to encourage an education which leads toward high standards and respectful conduct. While we seek to educate and encourage, we also have a responsibility to restrict any behavior that adversely affects members of the campus. We feel we have a compelling obligation to eliminate illegal drugs and alcohol from our campuses. Possession, using or distributing illegal drugs or alcohol on campus will be grounds for immediate dismissal. Students convicted of possession or sale of drugs may lose their rights to Title IV financial aid funds. Further details will be found under 'Disclosures'.

Guidance and Counseling

Our experienced Admissions Staff possess a wide variety of formal training, which has prepared each to provide you with guidance. In addition, the instructors and the administrative staff are available to advise you on any problems you may have and to assist you in achieving your goals successfully, while you are enrolled as a student. A trained counselor provides counseling for ATB students. Other students may also avail themselves of the counselor's services.

Probation, Suspension and Termination

Any student who is not in compliance with the qualitative and quantitative academic standards stated in the Satisfactory Academic Progress Policy will receive a Financial Aid Warning.. You will be given a warning if you are not making satisfactory academic progress and placed on probation if this has not been corrected at the end of the warning period.. Once placed on probation, your academic progress will be monitored closely. At the midpoint of your probationary period, you will be advised if you are not meeting the terms of probation. If you should fail to meet the terms of probation, you may be terminated at the end of the probationary period. The School Director may consider extenuating circumstances in determining whether you have complied with the terms of probation.

Probation shall be for a reasonable period of time, not to exceed sixty (60) days. The probationary period will be stated on your Probation Form. During your probationary period, you must correct the deficiencies which led to the probation as outlined in the Probation Form. The Probation Form is completed by the Director or his designee and signed by you at the time you are placed on probation.

Suspension or termination may result from failure to follow School Rules, which include, but are not limited to: tardiness, absences, satisfactory progress, make up work, failure to satisfy conditions of probation, and failure to meet financial obligations, including failure to go to required appointments with the Financial Aid Office. If suspended, you may apply for re-entry when the reasons for the suspension are corrected.

Student Tuition Recovery Fund (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary and Vocational Education (Bureau).

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee, and suffered an economic loss as a result of any of the following: 1) The school closed before the course of instruction was completed; 2) The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 18 days before the closure of the school; 3) The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs; 4) The school's breach or anticipatory breach of the agreement for the course of instruction; 5) There was a decline in the quality of the course of instruction within 30 days before the

school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau; 6) The school committed fraud during the recruitment or enrollment or program participation of the student.

You must pay the state imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: 1) You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and, 2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF fee if either of the following applies: 1) You are not a California resident; or 2) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The STRF fee is \$2.50 per \$1,000 of tuition charged, to the nearest \$1,000.

Grievance and Complaint Procedure

If you are aggrieved by an adverse action of an instructor, staff member or School Director concerning Probation, Suspension or Termination, you may appeal such action in the manner proscribed in the Procedures Manual. The Administration and Records Office will assist you.

If you have complaints about any matters relating to the School you should follow this procedure:
First, discuss your complaint with your instructor.

If you do not receive satisfaction, discuss the matter with the School Director.

If you still do not receive satisfaction, put your complaint in writing and address it to The President, Diversified Education Company, 1670 Wilshire Boulevard, Los Angeles, California 90017. Your complaint will be addressed within ten (10) working days of receipt.

You may also make complaints, as follows:

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. Such a plan is outlined above. 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 inquires to:

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

A copy of the Commission's Complaint Form may be obtained by contacting the School Director.

Job Certifications

No certification is required to be employed in the occupations for which our courses train you.

Cancellation Procedures

You may cancel our enrollment at any time up to and including the first day of class or seven days after signing the enrollment agreement, whichever is later, and receive a full refund of any money paid, less the \$100.00 application fee.

You have the right to stop school at any time and receive a refund for the part of the course not taken. Your refund rights are described in the contract (Enrollment Agreement). It is also stated below.

Refund Policy

If you withdraw from school after the first day of attendance, or are terminated by the school for cause, this refund policy will apply. The refund policy applies to each semester you attend.

If you withdraw during the first 60% of each semester, as measured in the number of clock hours from your start date until your last date of recorded attendance, the school will retain an amount equal to the number of clock hours from your start date to your last date of attendance, whether you have been present at all class sessions, or not, divided by the number of days in the semester. For example, if you should withdraw after 40 days the amount retained by the school would be forty divided seventy five (the number of days in the semester) or 53% of total tuition charged. Any amount in excess of that amount would be refunded. The Registration Fee is not refunded after the first day of class.

Refunds will first be applied to any federal financial aid received in the following order 1) Stafford Loan; 2) Perkins Loan; 3) Federal PLUS Loan; 4) Pell Grant ; and 5) SEOG grant; 6) DEC loan. After all required sources have been paid, any money left will be returned to the student within 30 days of the date of withdrawal.

If you withdraw after completing 60% of the course, as measured by the number of days from the start of the course until your last date of attendance, no refund will be made. If you do not understand this policy, please discuss it further with your financial aid officer.

If an amount is due the school you will be responsible for paying that amount.

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- a. You notify the School of your withdrawal or the actual date of withdrawal.
- b. The school terminates your enrollment.
- c. You fail to attend classes for fourteen calendar days. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be made to the lender or to the agency that guaranteed the loan, if any. Any remaining amounts of refund will first be used to repay any student financial aid programs from which you received benefits. Any remaining amount will be paid to you.

Comparable Program Information

Comparable program information relating to tuition and program length is available. This information is furnished by:

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

Notification of Title IV Refund Requirements

Beginning October 1, 2000, the Federal Government requires that a separate refund calculation be made for students receiving Federal Financial Aid (Title IV). This requirement is a pro-rata calculation performed on the amount of Title IV aid received only, taking the number of hours attended divided by the number of hours in the period, up to 60% completion. If the student has not attended long enough to 'earn' the amount of financial aid applied to his/her tuition the difference must be refunded to the Department of Education. If a refund is paid to the Department of Education under this calculation it will be the responsibility of the student to pay this amount to the school. Payment is due within 10 days of withdrawal.

For example, if you drop out after attending 25% of a term and have received a \$1,650 grant for that period you could owe as much as \$1,237.50. **Please check with your Financial Aid Officer to determine the amount you may owe.**

ARBITRATION AGREEMENT: Any and all disputes, losses, and/or claims arising out of and/or relating to this Agreement including, without limitation, those as to the performance of the parties, the terms of this Agreement, its interpretation, its negotiation, or a party's breach of this Agreement shall be resolved by way of binding arbitration by a single neutral arbitrator by and pursuant to the rules of the American Arbitration Association (or any successor entity thereto) in the City of Los Angeles, County of Los Angeles. In rendering its decision and award, the arbitrator shall follow California law, rules and procedures and shall not modify the provisions of this Enrollment Agreement/Contract. The award entered in such a proceeding shall be fully binding, final and not subject to appeal and may be entered and enforced as a final judgment by any Court of competent jurisdiction. In the event of any arbitration or other proceeding between the parties hereto arising out of or in any manner relating to this Agreement including, without limitation, its negotiation, terms, interpretation, performance and/or breach and in addition to all other recoveries and awards, the prevailing party shall recover from the non-prevailing party any and all reasonable attorneys' fees incurred including those incurred on appeal, in enforcement proceedings and/or in connection with bankruptcy proceedings. Please read the statement as shown on your enrollment agreement.

TELECOMMUNICATIONS PROGRAM

CAREER PLANNING

Everyone wants to have a good paying job. However, only those who have special skills can be successful. Our mission is to provide you with a rewarding Career where you can achieve professional and financial satisfaction.

TRAINING FACILITY

The Classrooms are setup to resemble the real world. Therefore, making it easy for our graduates to move right into the working environment. The Hands-On and Practical training is our approach to give you the skills needed to enter the job market. Our experienced instructional staff constantly updates and broadens program content and learning methods to prepare you to the changing needs of today's real-world job market.

TELECOMMUNICATIONS

INDUSTRY: Communication is one of the essential needs of our society. Our day to day life is surrounded by Electronic and Computerized equipment. We use these types of equipment for communication, for conducting Business, as life saving medical devices, and many other applications. An ongoing growth can be seen in these fields as new and better technologies are developed. Therefore, qualified personnel are needed to Install, Program, Repair and Maintain these equipment.

The program's objective is to prepare you with the skills necessary to enter the job market in the fields of: Fiber Optics, Cabling, Computer Hardware and Software, Computer Networking, Residential and Commercial Telephone Systems, Electronics System Installation and Repair, Satellite and Security Systems and the World Wide Web of Internet.

PROGRAM LENGTH

The program will require a total of 720 clock hours covered over two semesters out of which, approximately 386 clock hours are assigned to classroom lecture and 334 clock hours are assigned to supervised practical hands-on. Students may also expect outside preparation such as; homework, reading/writing assignments, research and presentation amounting to 225 clock hours. Typically 30 weeks or 7 months is required to complete this program and 24 credit units is awarded upon successful completion.

EMPLOYMENT OPPORTUNITIES AND JOB TITLES

Successful graduates may pursue employment as an entry level Technician with Residential Telephone Companies, companies owning their own Telephone Systems, Cable or Television industry, Field or Service Technician with Electronic or Computer Companies, Cable Installer, Fiber Optic Splicer and Terminator, Satellite Installer and Security Systems Installer.

The U.S. Dept. of Labor Job Title classification is 003.161-014 and 822.261-022.

Driver's License Requirement

Employers usually require that an employee in this field have a valid California driver's license.

Color Blind Test

Applicants must pass the Ishihara Test for Color Blindness, which will be administered by the School.

PLACEMENT SERVICES

All students will be assisted in employment preparation prior to graduation. The preparation will include Interviewing Skills, Job Research Skills, and Resume Writing. Successful graduates are assisted with job development and job leads in the field of training.

Students may also receive assistance in locating temporary part or full time jobs while attending the training program.

FINANCIAL AID AND FINANCIAL ASSISTANCE

Financial Aid and Assistance is available to all qualified applicants.

TUITION/FEES

Tuition is charged separately for each semester of 15 weeks each.

Registration Fee. . . .	\$ 100.00
First semester tuition	\$7,450.00
2nd semester tuition	\$7,450.00

Total tuition and registration fee \$15,000.00

State of California Student Tuition Recovery Fund, required. \$37.50. Not refundable after student starts class. See page 11 for details.

All tools, equipment, and material required for the training are provided and are included in the cost of training. Refer to the section under Equipment and Textbook List for details.

PROGRAM CONTENT

CABLING (3 WEEKS-72 hours)

Cabling methods, types, and applications. Cabling categories, and connecting blocks. Cable handling & termination. Cabling topology and applications.

FIBER OPTICS (3 WEEKS-72 hours)

Fundamentals of fiber optic technology. Handling fiber optics cables. Basic and advanced Splicing and termination process using various methods and test equipment. Installation process to premises.

ELECTRONIC KEY SYSTEMS (3 WEEKS-72 hours)

Understanding of operation and features of EKTS systems. Installation and programming procedure of EKTS systems.

SATELLITE & SECURITY SYSTEMS (1 WEEK-24 hours)

Installation and troubleshooting of Satellite, Security Alarm and Surveillance systems.

CUSTOMER SERVICE SKILLS (1 WEEK-24 hours)

Problem solving and customer satisfaction strategies. Soldering & electronic assembly techniques.

ELECTRICITY & ELECTRONICS (5 WEEKS-120 hours)

Theory and practical applications of Electricity, Motors, Generators and commonly used electronic components. Basic reading and drawing of electronic schematic symbols. Troubleshooting and repair of analog circuitry and understanding their applications utilizing test equipment.

ELECTRONIC APPLICATIONS (1 WEEK-24 hours)

Alternating Current and its practical applications incorporating Transformers, Antennas and Radios. Theory and practical applications of Integrated Circuits (Digital vs. Analog).

GREEN TECHNOLOGY (2 WEEKS-48 hours)

Theory and practical applications of Green Technology utilizing Solar Cells and other renewable energy sources and their conversion to usable electricity. Understanding complex circuitry and test equipment for troubleshooting.

PC OPERATION (2 WEEKS-48 hours)

Introduction to PCs and operating systems. Introduction to software applications in Microsoft Office.

HARDWARE (4 WEEKS-96 hours)

Computer components, computer assembly. Understanding and performing PC upgrades such as: hard drives, flash drives, modems, CD/DVD drives, system backups, and multimedia. Understanding and performing software upgrades such as: Windows and Windows based programs, defragmenting, and troubleshooting computers using software diagnostic programs.

NETWORKING (3 WEEKS-72 hours)

Basic computer networking, installation and hardware requirements to setup Peer to Peer, Windows XP and 2003 Server.

INTERNET (2 WEEKS-48 hours)

Introduction to the World Wide Web services. Hardware and software requirements. Introduction to web page design using HTML.

MICROCOMPUTER TECHNOLOGY

CAREER PLANNING

Everyone wants to have a good paying job. However, only those who have special skills can be successful. Our mission is to provide you with a rewarding Career where you can achieve professional growth.

TRAINING FACILITY

The Classrooms are setup to resemble the real world. Therefore, making it easy for our graduates to move right into the working environment. The Hands-On and Practical training is our approach to give you the skills needed to enter the job market. Our experienced instructional staff constantly updates and broadens program content and learning methods to prepare you for the changing needs of today's real-world job market. One-on-one training as well as group training is the methods of our instructions.

MICROCOMPUTER TECHNOLOGY

INDUSTRY: All companies aim for having the best product and the most satisfied customer. The most important part of any company is its essential basic element, "Its Employees". A motivated, skilled, and pleasant employee is considered to be an asset to any firm. Therefore, due to the extreme increase of the office equipment, "Computers", companies are in need of skilled workers who can utilize office automated equipment for the purpose of typing letters or forms, perform accounting, desktop publishing, updating and maintaining company data, etc.

The program's objective is to prepare you with the skills necessary to enter the job market in the fields of: Office Automation, Desktop Publishing, Computer Support Assistant, Executive Assistant, Computer Operator, Business Office Personnel, and Data Entry Specialist.

PROGRAM LENGTH

The program will require a total of 720 clock hours covered over two semesters out of which, approximately 424 clock hours are assigned to classroom lecture and 296 clock hours are assigned to supervised practical hands-on. Students may also expect outside preparation such as; homework, reading/writing assignments, research and presentation amounting to 225 clock hours. Typically 30 weeks or 7 months is required to complete this program and 24 credit units is awarded upon successful completion.

EMPLOYMENT OPPORTUNITIES/JOB TITLES

Successful graduates may pursue employment as an entry level Computer or Office Assistant with companies in any line of business, such as, Insurance Companies, Medical Companies, Law or Legal Firms, Technical or Manufacturing Companies, Publishing or Printing Companies, Sales and Research Companies.

PLACEMENT SERVICES

All students will be assisted in employment preparation prior to graduation. The preparation will include Interviewing Skills, Job Research Skills, and Resume Writing. Successful graduates are assisted with job development and job leads in the field of training.

Students may also receive assistance in locating temporary part or full time jobs while attending the training program.

FINANCIAL AID AND FINANCIAL ASSISTANCE

Financial Aid and Assistance is available to all qualified applicants.

Tuition is charged separately for each semester of 15 weeks each.

Registration Fee. . . .	\$ 100.00
First semester tuition	\$7,450.00
2nd semester tuition	\$7,450.00

Total tuition and registration fee \$15,000.00

State of California Student Tuition Recovery Fund, required. \$37.50. Not refundable after student starts class. See page 11 for details.

All tools, equipment, and material required for the training are provided and are included in the cost of training. Refer to the section under Equipment and Textbook List for details.

PROGRAM CONTENT

CUSTOMER SERVICE SKILLS & SUPPORT (WEEK-24 hours)

Problem solving and customer satisfaction strategies.

PC's OPERATING SYSTEMS (1 WEEK-24 hours)

Introduction to personal computers and types of operating systems.

WORDPROCESSING (3 WEEKS-72 hours)

Introduction to word-processing, programs such as; Note Pad, Word Pad, DOS editor. Understanding Microsoft word program. Creating documents, editing, configuring and formatting files.

SPREADSHEET (3 WEEKS-72 hours)

Introduction to computerized spreadsheet programs. Create, Edit, and Format Spreadsheets using Microsoft Excel program.

DATABASE MANAGEMENT (3 WEEKS-72 hours)

Introduction to computerized database management programs. Performing data entry and reporting using Microsoft Access program.

DESKTOP PUBLISHING (3 WEEKS-72 hours)

Introduction to desktop publishing programs and their applications. Creating, Editing, and Formatting publications.

PRESENTATION SOFTWARE (3 WEEKS-72 hours)

Introduction to presentation software programs and their applications. Creating, editing, and formatting complex slide shows using Microsoft PowerPoint.

COMPUTERIZED ACCOUNTING (4 WEEK-96 hours)

Introduction to office accounting. Performing and managing simple accounting tasks using accounting software program.

INTERNET (1 WEEK-24 hours)

Understanding the principles of the World Wide Web. Connecting and surfing the web. Designing web pages using different types of software programs.

BUSINESS COMMUNICATIONS (1 WEEK-24 hours)

Proper communication formats in the business environment. Creating business journals, agendas, minutes of meetings, and other office documentation.

OFFICE PROCEDURE (4 WEEKS-96 hours)

Understanding office systems and procedures, message handling and transmission, records management, and file maintenance.

EXCHANGE E-MAIL (1 WEEK-24 hours)

Understanding sending and receiving computerized e-mail using Outlook and other software programs.

PERSONAL DEVELOPMENT (2 WEEKS-48 hours)

Building and maintaining self-image, esteem, and motivation.

EQUIPMENT & TEXTBOOK LIST

TELECOMMUNICATIONS PROGRAM

Standard Hand Tools: Standard screwdrivers, Standard cross-tip screwdrivers, Diagonal wire cutter, Long-nose pliers.

Specialized Tools: Automatic impact tools (for terminating wires). Wire connecting tools (multi-wire connecting tools), Hand-held connecting tool, Tone test set (used for wire identification), Line induction amplifier (used w/ tone test set), Linemen's telephone test set.

Specialized Equipment: Analog and Digital Educational Trainers (equipped with electronic devices; diodes, resistors, capacitors, relays). Snap Circuit Lab Kits, Oscilloscopes to view electronic signals, Digital Multi-meter to measure electronic Circuits, Soldering Tool Set, OTDR and Fusion Splicer. Satellite, Alarm, and Security Video Systems.

Computer Equipment: Desktop Computer Systems to perform software and hardware troubleshooting and upgrades. Various Operating Systems software, Microsoft Office program, Windows 2003 Server to learn Computer Networking.

Telephone Equipment: Multi-line telephone sets (6-10-20 button telephone sets), Connecting devices (used to connect multi-conductor cables), Apparatus panels (designed to support multi-line telephone operations).

Specialized Telephone equipment: Electronic Key Telephone Systems: Central key telephone unit (cabinet), Power supply, Associated printed circuit boards (for total system operation), Key Telephone Sets, Programming Terminal.

Textbooks And Manuals: Outside published textbooks: "Networking For Dummies", "Certified Premise Cabling Technician Manual", "How Computers Work", Office XP Step-By-Step", "Snap Circuits", Text and Study Guide With Labs, In-house published textbooks/manuals: Introduction to Operating Systems, Introduction to Office Applications, Direct Current & Alternating Electronics, Electronic Circuits, Digital Electronics, Satellite TV, Customer Service Skills, Introduction to Electronic Keys, Understanding the Internet, Web Page Design-HTML. NEC Digital Phone System Manual.

MICROCOMPUTER TECHNOLOGY PROGRAM

Computer Equipment: Desktop Multimedia Computer Systems. Microsoft Windows Vista Operating software, Microsoft Office program to learn word-processing, database management, spreadsheet, presentation, and mail exchange, Windows NT to learn Computer Networking.

Textbooks And Manuals: Outside published textbooks: "Simplified Microsoft Windows Vista", "Step by Step Microsoft Office", "Simplified Microsoft Office", "Office Etiquette & Protocol", "Professional Secretary's Encyclopedic Dictionary", "Proofreading & Editing Business Documents", QuickBooks The Official Guide", QuickBooks For Dummies". In-house published textbooks/manuals: Customer Service Skills, Web Page Design-HTML, Personal Development using "The Job Hunting Handbook".

LIBRARY AND OTHER LEARNING RESOURCES

The School maintains additional learning materials in its Student Services Department including; textbooks, audio/video systems and computers with internet access. In addition, the School has a list of reference materials that are available within the local public libraries. Procedures for obtaining public library cards and checking out materials are available at Student Services Department. Students are encouraged to use these resources as an additional reference to their field of studies.

DISCLOSURES

The following information is provided in compliance with various state and federal regulations.

Family Educational Rights and Privacy Act (FERPA)

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond high school level. Students to whom the rights have transferred are "eligible students". Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the records, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions: a) School officials with legitimate educational interest; b) Other schools to which a student is transferring; c) Specified officials for audit or evaluation purposes; d) Appropriate parties in connection with financial aid to a student; e) Organizations conducting certain studies for or on behalf of the school; f) Accrediting organizations; g) to comply with a judicial order or lawfully issued subpoena; h) Appropriate officials in cases of health and safety emergencies; and i) State and local authorities within a juvenile justice system, pursuant to specific State law. ATC follows the above procedures

Students may request to review records in person at the ATC Records Office. Giving a 2-4 day advanced notice is desirable to avoid having to wait while files are retrieved from storage.

Associated Technical College does not maintain a student directory. Further information, or complaints on adherence to this policy may be obtained by calling (202) 260-3887

Review of the School's Accreditation, Approval and/or Licensing

Examination of the school's accreditation documents and state approval may be had by making an appointment with the School Director during regular daytime business hours Monday-Friday, except holidays.

Unlawful copying or sharing of copyright material

The downloading or copying of copyright material, including computer programs for personal use or distribution is prohibited both by ATC and by federal law. Persons found to be violating this prohibition are subject to dismissal as well as criminal penalties. A person who violates federal copyright law under Chapter 12, Section 1201 or 1201 shall be fined not more than \$500,000 or be imprisoned for not more than five years, or both for a first offense and not more than \$1,000,000 or be imprisoned for not more than 10 years, or both for each subsequent offense.

National Student Loan Data System (NSLDS)

The borrower or recipient of federal financial aid (Grants and Loans) will be submitted to the National Student Loan Data System which is accessible to all guarantee agencies, lenders and institutions authorized to be users of the system. In other words, the type and amount of financial aid which you receive here will be known to anyone having legitimate access to the system.

Vaccinations

ATC does not have a policy requiring vaccinations of any kind. However, we advise students in attendance during fall and winter months to obtain the current flu vaccine.

DIRECT STUDENT LOANS

*Subsidized loans interest rate is 4.5% until June 30, 2011. After June 30, 2011 the rate will be 3.4%

*Unsubsidized Plus Loans interest rate is 7.9% until June 30, 2011. After June 30, 2011 the rate will be 6.8%

Other consumer information appears on the SCHOOL PERFORMANCE FACT SHEET which, by reference, is made a part of this catalog.

If you did not receive a SCHOOL PERFORMANCE FACT SHEET, or have misplaced yours, please ask for a copy. It is important that you examine this sheet before signing an enrollment agreement.

FACULTY AND STAFF

STAFF

SAMUEL ROMANO, President of DEC
ALI POURHOSSEINI, Campus Director
GARY GIGUERE, Program Coordinator
MARTHA JUAREZ, Administrations and Records Supervisor
LETICIA SERRANO, Financial Aid Officer
SUSANNE GONZALES, Placement Coordinator
STEPHEN WHITE, Admissions Representative
THOMAS SULLIVAN, Student Services

FACULTY

GARY GIGUERE, 21 years experience in vocational training, U.S. Military Veteran

JOHN TOWNES, 11 years experience in vocational training, Master of Science, U.S. Military Veteran

DAVID GROSS, 3 years experience in vocational training, 8 years lead technician, U.S. Military Veteran

ROSS HIDER, 4 years experience in vocational training, 26 years civilian experience, U.S. Military Veteran

FERNANDO PANGANIBAN, 9 years experience in vocational training, 6 years system analyst, U.S. Military Veteran

DAVID MOYA, Bachelor's and Master's Degrees in English.

Accreditation	3	Make Up Work Policy	9
Admission Requirements	3	Microcomputer Technology (MT) Course	18-20
Affiliated Schools	7-8	MT Tuition Charge	19
Alcohol and Drug policy	11	Mission Statement	4
Application Procedures	3	Non-Discrimination Statement	4
Approval Disclosure	2	Office Hours	4
Attendance Policy	8	Orientation	5
Cancellation Procedure	12	Part-time Students	6
Class Schedules	7	Philosophy	4
Comparable Program Information	13	Placement	5
Complaint Procedures	12	Probation	11
Conduct	10	Records Retention	9
Credit Granting Policy	6	Refund Policy	13-14
Consumer Information	23	Repeating Courses/withdrawing from	10
Diplomas	10	Requirement to Repay Loans	6
Disclosures	22	Satisfactory Progress	9
English as a Second Language	5	Schedule Changes	7
Equipment Used In Classes	21	Scholarships	7
Facilities	4	School History	3
Faculty	23	Semester Hour Credits	9
Fees	5	Student Tuition Recovery Fund	11
Financial Aid	7	Suspensions	11
Financial Stability Statement	6	Tardiness Policy	9
Grading System	9	Telecommunications Course	15-17
Grievance Procedure	12	Telecommunications Tuition Charge	16
Guidance	11	Transfer of Credit Notice	6
Holidays	7	Tuition Information	5, 16, 19
Job Certification	12	Withdrawal Procedures	10
Leave of Absence Policy	8		