



A-TECHNICAL  
—COLLEGE—

# CATALOG 2017-2018

## **Main Campus**

6330 Pacific Boulevard, Suite 200  
Huntington Park, California 90255  
(323) 2779697

[www.atechcollege.edu](http://www.atechcollege.edu)

Date published: July 1, 2017

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## **HISTORY**

A-Technical College, the dba name of Virginia Sewing Machines & School Center, founded in Los Angeles, California in 1978, was a branch of East L.A. Sewing Center, a private California corporation. In the 1980s, with the growth of the branch in response to the needs of the garment industry and local communities, the school became an independent entity known as Virginia School Center. ATC is owned by Virginia Sewing Machine & School Center, a California Corporation.

Throughout the years, the school gained recognition in the industry and in the community that it served. This recognition was based on the superior training it provided and the quality of its curriculum, which responded to the changing needs of the garment industry. In addition, the school had a very successful job placement assistance service offered to its graduates.

Further, with the addition of new course offerings, the school took the name A-Technical College (ATC), an operating name that reflects the different programs implemented.

The school currently has available sponsored programs, federal financial aid, and others that provide loans and grants to pay portions of tuition and other fees.

ATC focuses on quality of instruction, student retention, placement, and student services. ATC is accredited by ACCET, listed by the Department of Education as a nationally recognized accrediting agency. The school has approval from the Bureau for Private Postsecondary Education to operate in the state of California.

## **MISSION STATEMENT**

To provide quality education and training to ensure students will achieve success in attaining technical competencies and life skills to prepare them for gainful employment in their chosen careers and to become productive members of our community.

## **ADVISORY BOARD**

Mr. Jorge Mazzei, Information Technology Supervisor for Ask.com  
Dr. K. Alshammiry, American College of Medical Professions  
Mr. Jose Luis Sanchez, Office Administrator - Boyle Heights Medical  
Mr. Alexis Monsanto, Designer/Owner -Alex Monsanto Designs  
Ms. Ana Zubia, Owner -BPFE Stoney Apparel Corporation  
Ms. Danee Prasert, Special Projects Assistant -Chinatown Service Center  
Mr. Guillermo Frias, School Director - Caledonia College  
Ms. Sara Cristi, Chief Executive Officer -ATC  
Program Director/Lead Instructor/Instructor from each program

## **OWNERSHIP**

A-Technical College, the dba of Virginia Sewing Machine & School Center, is owned by the Virginia Sewing Machine & School Center, a California Corporation, with Sara Cristi as Owner/Chief Executive Officer, Alberto Cristi as Owner/Secretary, and Angelica Cristi as Owner/Board Member.

## APPROVAL DISCLOSURE STATEMENTS

- A-Technical College is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations
- ATC was granted course approval by the California Bureau for Private Postsecondary Education (BPPE)
- ATC is accredited by the Accrediting Council for Continuing Education & Training (ACCET).
- ATC is authorized by the U.S. Department of Education to disburse Title IV Fund.
- ATC is authorized by the South Bay Workforce Investment Board for Workforce Investment Act (WIA).
- ATC is approved by the California State Approving Agency for Veterans Education (CSAAVE).
- ATC is certified by the Student Exchange Visitors Program (SEVP) of the U.S. Immigration and Customs Enforcement (ICE) to enroll non-immigrant students.
- ATC is a testing center for the National Center for Competency Testing (NCCT).
- ATC is a testing center for the National Health career Association (NHA)
- ATC participates in various organizations that focus on community services.

The approved programs outlined in this Catalog are as follows:

Vocational Programs	Clock Hours	Semester Credit Hours	Weeks
Health Information Technology	900	24	36
Medical Assistant	980	26	39
Massage Therapist/Physical Therapy Aide	900	24	36
Professional Administrative Assistant	720	19	29

A-Technical College has never filed a bankruptcy petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under Federal law.

Prospective enrollees are encouraged to visit the school's physical facilities and discuss personal, educational and occupational plans with the school's personnel. 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.

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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

All information contained in this School's catalog is current and correct and is so certified as true by:



Sara Cristi  
Chief Executive Officer

Catalog is effective July 1, 2017 thru June 30, 2018.

## **CAMPUS STAFF**

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## **FACULTY**

Rosiland O'Connor	Allied Health Program Director
Brendalyth Alvarez	Instructor, Health Information Technology Program
Angel Rodriguez	Instructor, Medical Assistant Program
David Outlaw	Instructor, Medical Assistant Program
Susan Padilla	Instructor, Medical Assistant Program
Michelle Flores	Instructor, Medical Assistant Program
Helen Mathis	Instructor, Professional Administrative Assistant Program

## **SCHOOL FACILITIES AND EQUIPMENT**

A-Technical College's main campus is located at 6330 Pacific Blvd., Suite 200, Huntington Park, California 90255. It is accessible from the Harbor Freeway (I-110), Santa Monica Freeway (I-10), Long Beach Freeway (I-710) and the Metro Blue Line at Florence Blvd. Terminal. All courses are taught at the main campus location.

ATC facilities include well-ventilated and appropriately-sized classrooms; fully-equipped medical skills laboratories with phlebotomy chairs and examination tables simulating a medical clinic; computer laboratory with internet access and dedicated printers; student lounge with vending machines, refrigerator, microwave ovens, and water dispensers; and administrative offices for the student services, financial aid, admissions, placement, and academics departments that are easily accessible. The College is surrounded by numerous free parking lots. The facility accommodates over 150 students per shift of instruction and complies with all federal, state and local agencies as to fire and building safety.

A-Technical College does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to Rentals.com for Los Angeles, California, rental properties start at approximately \$750 per month.

## **OFFICE HOURS**

Office Hours                    9:00 a.m. to 6:00 p.m.  
Monday through Friday

Instruction Hours            9:00 a.m. to 10:00 p.m.  
Monday through Friday

## **ACADEMIC CALENDAR**

ATC's Open Enrollment Schedule for all programs is as follows:

- Program Start Dates are every Monday.
- Program End Dates are calculated according to the program enrolled in and the enrollment date.

Holidays:

New Year's Day  
Martin Luther King Jr Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day (& day after)  
Christmas Day

School Breaks: There are no school breaks.

# **PROGRAMS**

## **HEALTH INFORMATION TECHNOLOGY**

Length: 900 Clock Hours - 24 Semester Credits - 36 weeks (approx.) - 25 hrs per week

Prerequisite: High School Diploma or GED

CIP Code: 51.0707

### **PROGRAM OBJECTIVE**

The program is designed to provide all the necessary training to enable students to acquire satisfactory skills and demonstrate competency in medical records and health informatics, organization and management of health information data, and compilation of patients' health information, including medical history, symptoms, examination results, tests, and treatments, while ensuring its quality, accuracy, accessibility, and security in paper documents and electronic format. This program not only trains the student to be a proficient entry-level medical records/healthcare information technician, but develops the student's professional and life skills through workshops.

### **OCCUPATIONAL OBJECTIVES**

Graduates of the HIT program may work as Medical Coder and Biller, Health Information Clerk, Health Information Specialist, Health Information Technician (Health Information Tech), Medical Records Analyst, Medical Records Clerk, Medical Records Coordinator, Medical Records Director, Medical Records Technician (Medical Records Tech), Registered Health Information Technician (RHIT) in hospitals, physician's offices or health insurance companies. CPR and first aid training is included.

Upon successful completion of the program, the student will receive a Diploma in Health Information Technology. Students are encouraged to seek certification after training.



**CLOCK HOUR AND CREDIT HOUR BREAKDOWN FOR ACADEMIC PURPOSES  
PROGRAM: HEALTH INFORMATION TECHNOLOGY**

COURSE TITLE / NUMBER	LECTURE HOURS		LABORATORY HOURS		EXTERNSHIP HOURS		TOTAL HOURS		
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit	F.A. Credit
HEALTH INFO TECH 1 HIT 101	80	5.33	0	0.00			80	5.33	2.13
HEALTH INFO TECH 2 HIT 102	40	2.66	40	1.33			80	3.99	2.13
HEALTH INFO TECH 3 HIT 103	20	1.33	60	2.00			80	3.33	2.13
HEALTH INFO TECH 4 HIT 104	40	2.66	40	1.33			80	3.99	2.13
HEALTH INFO TECH 5 HIT 105	20	1.33	60	2.00			80	3.33	2.13
HEALTH INFO TECH 6 HIT 106	20	1.33	60	2.00			80	3.33	2.13
HALTH INFO TECH 7 HIT 107	40	2.66	40	1.33			80	3.99	2.13
HEALTH INFO TECH 8 HIT 108	40	2.66	40	1.33			80	3.99	2.13
HEALTH I NFO TECH 9 HIT 109	10	0.66	10	0.33			20	0.99	0.54
HEALTH INFO TECH 10 HIT 110 - Externship					240	5.44	240	5.44	6.42
<b>TOTALS</b>	310	20.62	350	11.65	240	5.44	900	37.71	24.00

## HEALTH INFORMATION TECHNOLOGY

**HIT101** Health Information Technology 1 (80 hours) Lecture: 80 hrs Lab: 0  
Description: This module is an introduction to the Health Information Technology Program. The module addresses the importance of health information technology, the shortage of workers in the field, and the regulatory agencies and regulation applicable to healthcare information technology. Included in this module is discussion of all legal documents that healthcare information technicians and medical records facilities utilize on a routine basis. Professional Development is taught throughout the module. Topics include the following: Introduction to Health Information Technology, HIT Certification, Healthcare Regulators, and Healthcare Legal Practices.

**HIT102** Health Information Technology 2 (80 hours) Lecture: 40 hrs Lab: 40 hrs  
Description: This module explores the various types of healthcare-related organizations, their operations, code of conduct, and proper methods of managing health information and software applications. An introduction to Medisoft software is offered. Topics include the following: Healthcare Organizational Structures, Code of Conduct, Electronic Health Records/Electronic Medical Records, and Communication.

**HIT103** Health Information Technology 3 (80 hours) Lecture: 20 hrs Lab: 60 hrs  
Description: This module focuses on the operations of Information Technology (IT) in the healthcare field. The student learns the basic elements of computers, including installation and troubleshooting of desktop work stations and other computer devices and competencies in electronic records. Professional Development is taught throughout the module. Topics include the following: Computer Resources and Languages, Installation of workstation, Troubleshooting of hardware and software. Students are also provided training to attain CPR and first aid certification.

**HIT104** Health Information Technology 4 (80 hours) Lecture: 40 hrs Lab: 40 hrs  
Description: This module presents the various aspects of medical and health-related business operations with emphasis on basic and intermediate medical coding. The student becomes familiar with various clinical processes, software applications, medical devices, and medical terminology. Professional Development is taught throughout the module. Topics include the following: Healthcare and Medical Terminology, Medical Coding, Clinical Process or Environment, and Medical Devices.

**HIT105** Health Information Technology 5 (80 hours) Lecture: 20 hrs Lab: 60 hrs  
Description: This module covers the various aspects of documentation, records, files and their characteristics, scanning, indexing, and medical interface components including troubleshooting. The student continues to learn medical coding procedures. Professional Development is taught throughout the module. Topics include the following: Healthcare Image Files, Medical Interface, Clinical Software Troubleshooting, and Data Backups.

**HIT106** Health Information Technology 6 (80 hours) Lecture: 20 hrs Lab: 60 hrs  
Description: This module presents data protection, encryption and other advanced healthcare information security, including wireless and remote access; as well as the disposition of documents. Professional Development is taught throughout the module. Topics include the following: Encryption and Information Security, Wireless Networks, Remote Access Technologies, and Disposition of Documents.

**HIT107** Health Information Technology 7 (80 hours) Lecture: 40 hrs Lab: 40 hrs  
Description: This module introduces the student to health insurance and reimbursement as they become familiar with common medical billing practices, adherence to current healthcare industry regulations and compliance with insurance procedures, allotted benefit coverage and differences in reimbursement methodologies. The student learns the fundamental principles of medical billing, how to set up medical claims, complete actual forms, process of submission, payment processing and follow-up. During this module, students will review of ICD, CPT, HCPCS.

**HIT108** Health Information Technology 8 (80 hours) Lecture: 40 hrs Lab: 40 hrs  
Description: This module provides the student with knowledge of business organization and human resources management. The student learns the basic elements of office procedures and management such as planning, organizing, directing, controlling, and leading. Topics also include basic elements of human resources management, insurance processing, and patient billing. Career Development is addressed prior to externship. Topics include the following: Office Management, Business Organization, and Human Resources Management.

**HIT 109** Health Information Technology 9 (20 hours) Lecture: 10 hrs Lab: 10 hrs  
Description: This is a program designed by the ATC Student Services Department in the form of workshop/lecture/lecture-discussion and one-on-one counseling in relation to matters that impact student's performance while on training and at work. Topics include work ethics, professionalism, time management, job interview, resume preparation, computer applications, financial management, time management, job seeking and professional development. Students also present their portfolios.

**HIT110** Health Information Technology 10 Externship: 240 hours  
Description: Upon completion of the classroom and computer skill lab training, the student will participate in a 240 hours of externship. Completing an externship at an approved facility offers students the opportunity to apply the principles and techniques gained in the classroom and skills laboratory, as well as improve their hands-on skills, critical thinking skills, filing, data entry and other elements critical to becoming a medical records/healthcare information technician. Students must successfully complete their externship training in order to fulfill requirements for graduation.

### **MEDICAL ASSISTANT PROGRAM**

Length: 980 Clock Hours - 26 Semester Credits - 39 weeks (approx.) -25 hrs per week  
Prerequisite: High School Diploma or GED  
CIP Code: 50.0706

### **PROGRAM OBJECTIVE**

The objective of the program is to prepare the student for a position as a Medical Assistant with extensive and comprehensive training in both body structure and the various body systems. Students will obtain the knowledge, skills and proficiency in office management, accounting and billing, EKG/clinical history/vital signs, patient's exam preparation, phlebotomy, vaccines, routine laboratory procedures, minor surgical procedures, pharmacology, nutrition and infection control. The student will develop skills in using a pre-determined of research and materials that enhance their educational process and help to facilitate a positive learning outcome.

### **OCCUPATIONAL OBJECTIVES**

Graduates of the program may be employed as Clinical Medical Assistant, Administrative Medical Assistant, Clinical Assistant, Medical Assistant, Medical Office Assistant, Ophthalmic Technician, and Optometric Medical Office Assistant in medical offices, clinics or hospitals.

**CLOCK HOUR AND CREDIT HOUR BREAKDOWN FOR ACADEMIC PURPOSES  
PROGRAM: MEDICAL ASSISTANT**

COURSE TITLE	LECTURE HOURS		LABORATORY HOURS		EXTERNSHIP HOURS		TOTAL HOURS		
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit	F.A. Credit
Front Office Procedures/Telephone Techniques	25	1.66	25	0.83			50	2.49	1.33
Records Management	25	1.66	25	0.83			50	2.49	1.33
Appointment Scheduling	25	1.66	25	0.83			50	2.49	1.33
Billing and Coding A	25	1.66	25	0.83			50	2.49	1.33
Billing and Coding B	25	1.66	25	0.83			50	2.49	1.33
Anatomy and Physiology/Infection and Infection Control	25	1.66	25	0.83			50	2.49	1.33
Clinical History and Physical Exam	25	1.66	25	0.83			50	2.49	1.33
Vital Signs and Pharmacology	25	1.66	25	0.83			50	2.49	1.33
Administration of Medications	25	1.66	25	0.83			50	2.49	1.33
Phlebotomy	25	1.66	25	0.83			50	2.49	1.33
EKG	25	1.66	25	0.83			50	2.49	1.33
Pediatrics, Geriatrics	25	1.66	25	0.83			50	2.49	1.33
Gynecology	25	1.66	25	0.83			50	2.49	1.33
Nutrition, Urology and Urinalysis	25	1.66	25	0.83			50	2.49	1.33
First Aid and CPR	25	1.66	25	0.83			50	2.49	1.33
Surgery and Special Laboratory Analysis and Special Examinations	25	1.66	25	0.83			50	2.49	1.33
Portfolio Preparation, Interview Preparation	20	1.33	0	0			20	1.33	0.53
Externship					160	3.55	160	3.55	4.26
<b>TOTALS</b>	420	27.89	400	13.28	160	3.55	980	44.72	26.07

## MEDICAL ASSISTANT

**MA 2000** Office Procedures (50 hours) Lecture: 20 hrs Lab: 30 hrs  
Objective: In this module, students develop communication skills, apply the rules for filing medical records, conduct inventory control, and perform general office procedures in a medical office.

**MA 2001** Records Management and Appointment Scheduling (100 hours) Lecture: 20 hrs Lab: 80 hrs  
Objective: In this module, students become familiar with the components of the patient chart, methods for scheduling patient appointments, different types of insurance plans available to patients, and the scheduling system used in the medical office. Topics include the factors to consider in making patient appointments and techniques for handling cancellations and rescheduling.

**MA 2002** Office Equipment Training (20 hours) Lecture: 10 hrs Lab: 10 hrs  
Objective: In this module, students gain knowledge and skills for using office fax machines, photocopiers, typewriters, word processors, and computers. Students develop proficiency in typing and word processing and create routine documents and correspondence for a medical office. Students also learn the components of a computer system and generate reports for patient accounts and billing.

**MA 2003** Accounting System /Basic Billing (70 hours) Lecture: 20 hrs Lab: 50 hrs  
Objective: This module introduces the terms associated with banking and accounting, and financial responsibilities of the medical office. Students learn to manage the office cash, write checks, make deposits, balance the office checkbook, and distinguish between usual and customary fees. Students will be able to inform patients of professional charges; make credit arrangements, enter charges, and balance a patient account.

**MA 2004** Anatomy and Physiology (20 hours) Lecture: 20 hrs Lab: 0 hrs  
Objective: This module presents the basic medical specialties. Students will gain an understanding of the structure and functions of the body system including anatomical orientations and body cavities, and musculoskeletal, nervous, endocrine, cardiovascular, respiratory, digestive and genitourinary systems.

**MA 2005** Infection and Infection Control (20 hours) Lecture: 15 hrs Lab: 5 hrs  
Objective: This module addresses the vast world of pathogenic microorganisms in health and diseases and the spread of infectious disease. Students will become familiar with the infection chain, infection control, and OSHA regulations, and will gain an understanding of sepsis and asepsis.

**MA 2006** Clinical History (20 hours) Lecture: 15 hrs Lab: 5 hrs  
Objective: In this module, students learn the ethical and legal issues involved in developing a medical history. Students will develop communication skills, including medical terminology and abbreviations, in order to collect information.

**MA 2007** Physical Examination (20 hours) Lecture: 15 hrs Lab: 5 hrs  
Objective: In this module, students practice the different methods used in physical exams, including patient positioning. Students learn how to prepare the exam room and to assist in patient preparation as well to protect the patient's privacy.

**MA 2008** Vital Signs (40 hours) Lecture: 20 hrs Lab: 20 hrs  
Objective: In this module, students learn how to take and read vital signs. Students become familiar with normal values and the factors that could affect them. Students will be able to perform the task of measuring height and weight, pulse rates, temperature (oral, axillaries and tympanic), and respiratory rate. Students will learn how to take and evaluate blood pressure and understand the signs and symptoms of abnormalities.

**MA 2009** Pharmacology (20 hours) Lecture: 15 hrs Lab: 5 hrs  
Objective: This module introduces the proper classification, actions, and names of medications and regulations in controlling medications. Abuse of medications, drug metabolism and the factors that could influence their effects, as well as drug administration and dosage calculations are also addressed.

**MA 2010** Administering Medication and Vaccines (60 hours) Lecture: 30 hrs Lab: 30 hrs  
Objective: In this module, students gain skills and knowledge related to the regulation and proper administration of medicaments and vaccines. Students will learn to identify the syringe size, its caliber, and needle length in accordance with the parenteral route, and to identify the anatomical sites and considerations for parenteral route while administering shots in babies and children. Students will learn the different techniques for administering vaccines.

**MA 2011** Phlebotomy (80 hours) Lecture: 40 hrs Lab: 40 hrs  
Objective: In this module, the proper and correct procedures for collecting venous and capillary blood samples are introduced. Students will learn to determine a microhematocrit, white and red blood cells and erythrocyte cycle sedimentation, and tube colors and their relation to the analysis required. Student must complete the full program to be qualified to apply for Phlebotomy State Certification. Fees for the certification are not included in the school tuition. Graduates may apply through the school or select his/her own certification site.

**MA 2012** Electrocardiogram (40 hours) Lecture: 20 hrs Lab: 20 hrs  
Objective: In this module, students become familiar with the heart's electrical conduction; the meaning of deflections of EKG related to the heart activity; and identification of the most frequent abnormalities including artifacts.

**MA 2013** Pediatrics (40 hours) Lecture: 35 hrs Lab: 5 hrs  
Objective: In this module, students learn how to schedule appointments according to age and how to prepare the patient for a physical examination. Students also attain the ability to interact with children during their examination; their medicines, nutritional charts, their vaccines and their administration, indications, and contraindications. Students will also learn how to measure height, weight, and cephalic circumference.

**MA 2014** Obstetrics and Gynecology (40 hours) Lecture: 30 hrs Lab: 10 hrs  
Objective: In this module, students are presented with the concepts of this specialty, particularly the female reproductive system and the common disorders. Students will understand the diagnosis of exams performed in clinics and how to assist while taking specimen samples for analysis. Students also learn how perform a breast exam and instruct a patient.

**MA 2015** Nutrition –Digestive System (20 hours) Lecture: 20 hrs Lab: 0 hrs  
Objective: In this module, students learn the basic concepts of nutrition and what is considered good nutrition. Students will be able to identify how carbohydrates, fat, and proteins act in the body, and to explain the importance of fruits and vegetables, vitamins and minerals and their natural sources. The normal diet and its modifications will be explained and discussed.

**MA 2016** First Aid and CPR (40 hours) Lecture: 20 hrs Lab: 20 hrs  
Objective: This module provides students skills and knowledge related to the ethical and legal norms to be observed during first aid and CPR. Students will demonstrate competency and ability to perform first aid and CPR in adults and infants, as well as competency in how to respond in the presence of sudden illnesses.

**MA 2017** Urology and Urinalysis (20 hours) Lecture: 15 hrs Lab: 5 hrs  
Objective: In this module, students are familiarized with the common male genital diseases. Students will understand the abnormalities in the male reproductive system and perform routine urine tests.

**MA 2018** Surgery (40 hours)

Lecture: 35 hrs Lab: 5 hrs

Objective: This module introduces the students to the names and uses of the instruments in minor surgery. Students will learn the procedures for preparing the instruments and assisting patients including knowledge of aseptic techniques. Students will gain an understanding of pre and post-op procedures for minor surgeries.

**MA 2019** Special Laboratory Analysis and Special Examinations (60 hrs) Lecture: 30 hrs Lab: 30 hrs

Objective: This module provides students with the skills and knowledge to perform procedures for collecting sample specimens for the routine exams, to assist the patient in proper procedures for specimen collection, and to assist in the procedures for special analysis.

**MA 2020** Externship: 160 hours

Description: Upon completion of the classroom and computer skill lab training, the student will participate in a 160 hours of externship. Completing an externship at an approved facility offers students the opportunity to apply the principles and techniques gained in the classroom and skills laboratory, as well as improve their hands-on skills, critical thinking skills, filing, data entry and other elements critical to becoming a front and clinical medical assistant. Students must successfully complete their externship training in order to fulfill requirements for graduation

**MESSAGE THERAPIST / PHYSICAL THERAPY AIDE**

Length: 900 Clock Hours - 24 Semester Credits - 36 weeks (approx.) -25 hrs per week

Prerequisite: High School Diploma or GED

CIP Codes: 51.3501, 51.0806

**PROGRAM OBJECTIVE**

The Massage Therapist/Physical Therapy Aide Program is designed to provide the student with the necessary tools to successfully enter the massage industry as an entry-level massage therapist or a physical therapy aide. The 900-hour program consists of ten self-contained modules in which the student will learn anatomy and physiology terminology, medical terminology, body mechanics, therapeutic modalities, effective communication, ethics and the standards of practice of a massage therapist and a physical therapy aide, while learning skills competencies in performing massages and routine treatments. A-Technical College introduces principles and best practices necessary to, not only, attain skills proficiency as a message therapist and physical therapy aid, but also help in the development of professionalism and life skills. All students, prior to entering an externship site and before having client interaction, are required to have CPR and First Aid certification and Infection Control and Standard Precautions. This program is divided into modules consisting of both lectures and skills laboratories with the last module as externship.

**OCCUPATIONAL OBJECTIVES**

Although the duties of massage therapists and/or physical therapy aides may vary depending on the type of practice and location, the training provided by A-Technical College addresses the skills requirements for both massage therapist and physical therapy aide, equipping the student with more employable skills in these forms of therapy. The student is also provided training in basic office procedures in a clinical setting and in the technical know-how to start a private practice.

**CLOCK HOUR AND CREDIT HOUR BREAKDOWN FOR ACADEMIC PURPOSES  
PROGRAM: MASSAGE THERAPIST/PHYSICAL THERAPY AIDE**

COURSE TITLE / NUMBER	LECTURE HOURS		LABORATORY HOURS		EXTERNSHIP HOURS		TOTAL HOURS		
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit	F.A. Credit
Anatomy/Physiology and Medical Terminology	60	4.0	20	0.66			80	4.66	2.13
Massage Therapy Fundamentals	40	2.66	40	1.33			80	3.99	2.13
Body Mechanics and Injury Prevention	40	2.66	40	1.33			80	3.99	2.13
Therapeutic Modalities	20	1.33	60	2.0			80	3.33	2.13
Safety and Patient Care	20	1.33	60	2.0			80	3.33	2.13
Athletic and Sports Massage	20	1.33	60	2.0			80	3.33	2.13
Communication and Ethics	60	4.0	20	0.66			80	4.66	2.13
Office Procedures	40	2.66	40	1.33			80	3.99	2.13
Life Skills	20	1.33	0	0			20	1.33	0.53
Clinical Externship	0	0	0	0	240	5.33	240	5.33	6.4
<b>TOTALS</b>	<b>320</b>	<b>21.30</b>	<b>340</b>	<b>11.31</b>	<b>240</b>	<b>5.33</b>	<b>900</b>	<b>37.94</b>	<b>24</b>

**MASSAGE THERAPIST/PHYSICAL THERAPY AIDE**

**MTP 101** Anatomy/Physiology and Medical Terminology (80 hours) Lecture: 60 hrs Lab: 20 hrs  
This module presents the anatomic structure, regions, composition, functions and disorders of each body system, including signs and symptoms of disease and the healing mechanisms of the body. Student will also learn the components of a medical term and how to break down a term by prefix or suffix and individual parts and definitions. Prior to performing actual massage, student will train for CPR/First Aid Certification/First Aid and Infection Control and Standard Precautions. An emphasis is given to infection and common pathogens and safety precautions, practices, and procedures for massage therapists and physical therapy aides. Professional Development is taught throughout the module.

**MTP 102** Massage Therapy Fundamentals (80 hours) Lecture: 40 hrs Lab: 40 hrs  
This module presents the effects and benefits of massage on various systems of the human body, the common conditions generally relieved by massage, and the major contraindications for massage. The student will learn minimum studio dimensions, ideal temperature, and tips for lighting the massage room; the factors in choosing a massage table and other equipment and supplies. The student will learn how to conduct a preliminary assessment and develop a treatment plan, SOAP charting and other documentation requirements as well as guidelines in client privacy and confidentiality. A short overview of the history of massage serves as module introduction.



**MTP 103**      Body Mechanics and Injury Prevention (80 hours)      Lecture: 40 hrs Lab: 40hrs  
This module provides an overview of the general rules of safe body mechanics in order to reduce the risk of injury and illnesses, enhance productivity and improve one's quality of life. Students will learn how to hold the body when seated, standing, lifting, carrying, bending and sleeping and how these affect the spine and the abnormal stresses it is subjected to leading to disc and joint injuries and unnecessary wear and tear. Topics also include kinesiology and pressure ulcers. Professional Development is taught throughout the module.

**MTP104**      Therapeutic Modalities (80 hours)      Lecture: 20 hrs Lab: 60 hrs  
This module presents the theories and principles of physical therapy modalities including heat and cold, traction, massage and hydrotherapy. Students will integrate the theories learned for the practice of physical therapy. Skills in safe and effective application of the different modalities will be conducted during skills laboratory. Professional development is taught throughout the module.

**MTP 105**      Safety and Patient Care (80 hours)      Lecture: 20 hrs Lab: 60 hrs  
This module presents the basic patient care skills for clients/patients such as transfer techniques, wheel chair management, teaching the use of assistive gait devices including the abnormalities of gait patterns. The module also gives students an overview of exercise techniques and outcome measurements as a result of therapeutic exercises. Skills laboratory includes competency in taking vital signs. Professional development is taught throughout the module.

**MTP106**      Athletic and Sports Massage (80 hours)      Lecture: 20      Lab: 60 hrs  
This module provides an overview of the general problem areas common to athletes including the purposes and range of benefits and techniques applicable to them. This module also provides training for those with special need population such as prenatal, infant, children and clients/patients with illnesses. The student will learn the history of massage in medicine, the benefits of integrative medicine and the indications and contraindication of common medical problems that can benefit from massage; and contraindications for massage in a health care setting. Professional Development is taught throughout the module.

**MTP107**      Communication and Ethics (80 hours)      Lecture: 60 hrs Lab: 20 hrs  
This module provides an in depth discussion of how a therapist interact with a patient, family members or members of the rehabilitation team. It includes verbal and non-verbal methods of communication, laws and code of ethics of a massage therapist and physical therapy aide, HIPAA, negligence and malpractice.

**MTP 108**      Office Procedures (80 hours)      Lecture: 40 hrs Lab: 40 hrs  
This module provides the student the basic elements of office procedures and management such as records management, correspondence, and overview of insurance processing and patient billing. For those interested to start their own business, the topics on entrepreneurship and business practices are included. Professional development is taught throughout the module.

**MTP 109 LS**      Life Skills (20 hours)      Lecture: 20 hrs Lab: 0 hrs

This course, designed by the ATC Student Services Department in the form of workshop/lecture/lecture-discussion and one-on-one counseling, addresses matters that impact a student's performance while on training and at work. Topics include work ethics, professionalism, time management, job interviews, resume preparation, computer applications, financial management, time management, job seeking, and professional development.

**MT110** Clinical Externship: 240 hours

Upon completion of the classroom and skill lab training, the student will participate in a 240-hour clinical externship. Serving in an externship at a facility approved by the college offers the student the opportunity to apply the principles and techniques gained in the classroom and skills laboratory as well as improve their hands-on skills, critical thinking skills, charting, confidence, and other elements critical to becoming a professional massage therapist and/or physical therapy aide. Externs work under the direct supervision of qualified personnel from the participating institutions. Externs will be evaluated by supervisory personnel. Students must successfully complete their externship training in order to fulfill the requirements for graduation.

**PROFESSIONAL ADMINISTRATIVE ASSISTANT**

Length: 720 Clock Hours -19 Semester Credits - 29 weeks (approx.) - 25 hours per week

Prerequisite: High School Diploma or GED

CIP Code: 52.0499

**PROGRAM OBJECTIVE**

This program is designed to provide knowledge and competencies in the different levels of clerical positions and/or administrative support in any type of business or industry. Students will obtain an overview of General Office Procedures and Income Tax Preparation (individual and small business), as well as specialize in Records Management and in the use of Microsoft Office Applications (Word, Excel, PowerPoint), QuickBooks, and Basic Tax Preparation software.

**OCCUPATIONAL OBJECTIVES**

Graduates may be employed as an Administrative Aide, Administrative Assistant, Administrative Associate, Administrative Coordinator, Administrative Secretary, Executive Administrative Assistant, Executive Assistant, Executive Secretary, Office Manager or Secretary in any business entity. Professional development is discussed throughout the program. Upon successful completion of the program, the student will receive a Diploma in Professional Administrative Assistant.

**CLOCK HOUR AND CREDIT HOUR BREAKDOWN FOR ACADEMIC PURPOSES  
PROGRAM: PROFESSIONAL ADMINISTRATIVE ASSISTANT**

COURSE TITLE / NUMBER	LECTURE HOURS		LABORATORY HOURS		EXTERNSHIP HOURS		TOTAL HOURS		
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit	F.A. Credit
Intro to Admin. Assist. PAA 1000	18	1.20	12	0.60			30	1.80	0.80
Microsoft Office Features & Computers / PAA 1010	96	6.40	144	3.20			240	9.60	6.40
Microsoft Office EXCEL & Basic Bus. Math / PAA 1020	60	4.00	120	2.00			180	6.00	4.80
QuickBooks / PAA 1030	70	4.67	100	2.33			170	7.00	4.53
Tax Prep / PAA 1040	35	2.33	25	1.17			60	3.50	1.60
General Office Procedures PAA 1050	12	0.80	28	0.40			40	1.20	1.07
<b>TOTALS</b>	291	19.40	429	9.70	0	0	720	29.10	19.20

## **PROFESSIONAL ADMINISTRATIVE ASSISTANT**

**PAA 1000** Introduction to Administrative Assistant (30 hours) Lecture: 18 hrs Lab: 12 hrs  
Objective: This module introduces students to the world of business and customer service. The student will be familiarized with the competencies of an administrative assistant, the evolving role of customer service, ethnic and cultural diversity, customer personalities, generational differences, basic communication, and business etiquette and manners, including telephone techniques and telemarketing activities. Students develop keyboarding and ten-key skills. Final Test. Typing 40 wpm.

**PAA 1010** Microsoft Office/Features and Computers (240 hours) Lecture: 96 hrs Lab: 144 hrs  
Objective: This module provides an introduction to Microsoft Office features and to computers, focusing on word processing, PowerPoint, Access, Outlook, OneNote, and Publisher to create professional documents and function in a modern office environment. The student will learn the basic skills needed to use a computer in preparation for learning more advanced computer programs. This module will cover hardware and software applications. Final Test.

**PAA 1020** Microsoft Office Excel and Basic Business Math (180 hours) Lecture: 60 hrs Lab: 120 hrs  
Objective: This module introduces the basic concepts of Business Math and Microsoft Excel. Students will be introduced to the features of Excel, such as creating a worksheet, applying formulas and functions, formatting spreadsheets, and generating reports. The student will also learn to apply basic terminology and calculations used in the finance and business sector such as salary/wages, banking, credit cards, loans, budgets, business costs, sales, and inventory. Final Test.

**PAA 1030** QuickBooks (170 hours) Lecture: 70 hrs Lab: 100 hrs  
Objective: In this module, students will gain a basic understanding of accounting principles and the procedures used to record, classify, and summarize financial data. In addition, this module has been designed to familiarize students with accounting terminology and with many of the financial records, forms, and statements used in small businesses today. Students learn QuickBooks, focusing on accounts receivable, accounts payable, managing expenses, sales and income, customer transactions, bank reconciliation, inventory, payroll set-up, and generation of financial reports. Students are expected to complete a case study.

**PAA 1040** Tax Preparation (60 hours) Lecture: 35 hrs Lab: 25 hrs  
Objective: In this module, students will gain basic knowledge of taxation. This module is designed to teach how to prepare annual federal and state income tax returns, manually and by computer. This course will lead to employable skills as a Tax Preparer, and it will fulfill the requirements to assist in a tax-related businesses.

**PAA 1050** General Office Procedures (40 hours) Lecture: 12 hrs Lab: 28 hrs  
Objective: In this module, students will become familiar with how an office environment operates. Students will learn the personal skills and technical knowledge required of an administrative professional. Students will develop soft skills, human relations skills, critical thinking, and personal management, and will learn how to set up new files, update the files manually; communicate with customers, and interact with their employer and fellow workers. Topics include professional image, workplace teams, self-management, ethics, event planning, incoming and outgoing mail processing, and ergonomics in an office practice.

# ADMISSIONS INFORMATION

**General Admission Requirements:** The school is accepting applicants for admissions once all of the following requirements have been met:

1. Applicant must provide a copy of his/her U.S. high school diploma, GED, State Proficiency Test or its equivalent. Applicants with high school documentation from a country other than the United States must have the documentation translated and certified to be at least the equivalent of a U.S. high school diploma by an agency that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE).
2. Applicants must be at least 18 years old.
3. Applicants must complete the entire admissions process as listed below on or before the first day of class for all programs.
  - a. Complete an Enrollment Questionnaire and participate in a personal interview with an admissions representative. Parents, spouses, and other family members are encouraged to attend as well to have the opportunity to tour the school facility and discuss concerns regarding program curriculum and career objectives.
  - b. Submit all official transcripts of records (if seeking transferability of credits).
  - c. Submit identification card or driver's license and social security card.
  - d. Complete an Enrollment Agreement.
  - e. Pay a non-refundable application fee upon enrollment.

**Ability-to-Benefit Students:** Ability-to-Benefit (ATB) students are those who do not possess a high school diploma, GED, or recognized equivalent and are beyond the California State age of compulsory school attendance. A-Technical College does not accept applications from ATB students.

**International Students:** A-Technical College is authorized by the U.S. Department of Homeland Security to enroll non-immigrant students. International students are required to pay a non-refundable processing fee of \$200.00 if granted admission. Prospective applicants under this category should request the International Student Guide from the Admissions Office.

**Language Proficiency:** English is the medium of instruction for all programs. English language proficiency is demonstrated by providing a proof of completion of GED or high school diploma. International students, from countries where English is not the primary language, and applicants whose native language is not English must demonstrate proficiency by submitting proof of completion of an accredited college program in the United States, completion of a high school diploma or GED in the United States, or TOEFL scores comprised of 450 paper-based, 133 computer-based, and 45 internet-based.

**Special accommodations:** Handicapped prospective students are bound by the same procedures as any other student due to the type of instruction to be imparted and the demands exerted in practical training and industry's production levels. Students with special needs should make arrangements to meet with designated school official/student services to review facilities and requirements.



**Orientation:** Prior to the beginning of classes, all applicants will be notified of the date of orientation to be held before class instruction commences. Orientation is a presentation of school policies, rules and regulations, attendance and satisfactory progress requirements, student services available, and an introduction to the life-skills program. The Department of Student Services takes care of the orientation program.

### **Teacher / Student Ratio**

The teacher to student ratio for all programs is 20 students per instructor for lecture and for lab.

# ACADEMIC POLICIES

## Grade Points

The school shall use the following grading system to evaluate academic performance of the students:

Percentage	Letter Grade	Point Average	Description
100-90	A	4.0	Outstanding
89-80	B	3.0	Good
79-70	C	2.0	Average
69-60	D	1.0	Below passing
Under 60	F	0.0	Failure
	I	0.0	Incomplete
	W	0.0	Withdrawal

## Type of Credential

**Diploma:** A diploma will be awarded to all students who successfully complete a program.

**Certification:** Students in the Medical Assistant and Health Information Technology programs are encouraged to seek certification for skills competencies. Students may also obtain a Phlebotomy State Certification. Those who wish to obtain these certifications should contact their instructors or the Student Services Department for information on certification eligibility and fees.

**Special Awards/Certificates:** Special awards of recognition for attendance, academic achievement, leadership, and extra-curricular activities are given to students on a regular basis.

## Credits Hours / Clock Hours

For academic purposes, the Carnegie Clock-to-Credit Hour conversion is utilized: Lecture = 15 clock hours to 1 semester credit; Lab = 30 clock hours to 1 semester credit; Externship = 45 clock hours to 1 semester credit.

For financial aid purposes, Lecture, Lab, and Externship = 37.5 clock hours to 1 semester credit.

A Clock Hour is a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction.

## **Satisfactory Academic Progress (SAP) Requirements**

**STANDARDS:** This institution expects all students to maintain Satisfactory Academic Progress (SAP) as established by this institution under the guidelines of the United States Department of Education. Satisfactory Academic Progress (SAP) is the successful progression of a student through an academic program. Every student must maintain satisfactory academic progress in order to remain enrolled at the college and to remain eligible to receive federal financial aid.

These SAP standards are as follows:

**Qualitative** - Maintain a cumulative grade point average (GPA) of “C” (70%) or better at the end of each of the evaluation period. The grading must take into consideration grades obtained in exams for theory classes and practical grades obtained on hands-on practical exams.

**Quantitative** - Maintain a cumulative attendance level average (pace rate) of at least two-thirds (2/3 or 67%) of the scheduled hours indicated on their enrollment contract at the end of each of the evaluation periods.

**Maximum Time Frame** - Complete the course within a maximum time frame of one and one-half (1 ½) times the length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the course within 44 weeks (including grace time for absences), he or she must complete it within 150% or 66 weeks.

**Meeting SAP Requirements** - Students must meet both of the minimum requirements for GPA from academic grades and pace rate (attendance) at any evaluation period to be considered making satisfactory progress until the next evaluation period.

**EVALUATION PERIODS:** Student receiving aid from Title IV Aid Programs must be in compliance with the Satisfactory Academic Progress Policy at the end of each payment period of the course. A payment period is at least half of the academic year in instructional weeks or semester credits/clock hours. Both instructional weeks must have elapsed and credits/clock hours must have been completed in order for the payment period to be considered completed.

On a credit hour program, the number of semester credits is 24 credit hours. In this case the number of instructional weeks would be no less than 30 weeks.

**APPEAL PROCEDURES:** The student, who wishes to appeal the non-satisfactory progress status, must initiate the process by submitting a written request to the School Director. The request is to be presented within (10) days of the non-satisfactory progress status determination and must describe any circumstances that the student believes affected his/her performance and deserve special consideration and the measures that the student has taken to resolve those circumstance in a manner that would not interfere his/her progress again.

The School Director shall evaluate the appeal within five (5) business days and notify the student in writing of his/her decision. Should the student’s appeal be denied, he or she may appear before an appeals committee. The appeals committee will provide a written notice to the student of its decision within three (3) business days. The decision of the committee shall be final.

If the appeal is approved, the payment period originally placed under ineligibility status would be modified to financial aid probation status. The student will be eligible for aid for the payment period under financial aid probation.



If at the end of the payment period under financial aid probation status, the student fails to make the grade or fails to successfully complete the cumulative number of credit hours percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible for financial aid funds status.

**REINSTATEMENT:** A student that remains enrolled and is determined as making satisfactory progress at the end of a subsequent payment period under ineligible status, would be reinstated as eligible for federal funds only for that payment period and for the subsequent payment period.

### **Completion and Graduation Requirements**

Students satisfactorily completing individual courses will be granted a Certificate of Award. Students satisfactorily completing programs will be granted a Diploma upon successful attainment of all graduation requirements based on the following guidelines: Completing satisfactorily all and each of the projects and/or curricula included in the program enrolled, and no less than eighty percent (80%) of the total program length, demonstrating technical accuracy and requirements of entry level skills as is required by employers; and obtaining a passing grade of 70% (C) or (2.0) and being free from all indebtedness. Graduations ceremony is schedule twice a year, in June and December.

### **Attendance and Tardiness**

A-Technical College expects students to demonstrate the same work habits that are required in the workplace. Students are expected to arrive on time and should not be absent for any session of instruction. Maintaining excellent classroom attendance enables students to develop new skills that are required by employers. In order to meet attendance requirements and graduate from their training, students must complete a minimum of 80% of the total scheduled hours for the program. Students must maintain at least 80% attendance at each of the four evaluation points at 25%, 50%, 75%, and 100% of the length of the program. An evaluation period is the period between two consecutive evaluation points. If the student expects to be absent or late, he or she must notify the college by calling the instructor in advance or the registrar. Attendance is tracked in every class period by the instructor and is recorded on the Student's Attendance Card which is kept in the class attendance binder. The instructor submits the class attendance binder to the Registrar's Office for entry of attendance into students' electronic records. A student who fails to attend fourteen (14) consecutive calendar days will be terminated from the program.

### **Tardiness**

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to be on time for each class session. A student is considered tardy for class if he/she ARRIVES LATER THAN 15 MINUTES AFTER THE SCHEDULED START OF CLASS. Excessive tardiness may result in disciplinary actions to include, but not limited to, probation, suspension or dismissal.

### **Leaving Early**

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to remain in class for the entire session. A student is considered leaving early from class if he/she LEAVES EARLIER THAN 15 MINUTES PRIOR TO THE CLOSE OF CLASS. A student leaving early from class will be documented on the daily roster as leaving early. Excessive early departures from class may result in disciplinary actions to include, but not limited to, probation, suspension or dismissal.

### **Attendance Warning**

The attendance of each student will be evaluated at the four evaluation points of 25%, 50%, 75% and 100% of the length of the program. A student who fails to maintain the minimum 80% cannot develop job skills when they are not in attendance. Excessive absences may result in probation, suspension or dismissal.

### **Attendance Probation**

A student who fails to correct the problem of his/her Attendance Warning will receive a written Notice of Attendance Probation from the Registrar's Office for the following evaluation period. Failure to correct the attendance problem by the end of the evaluation period may result in termination from the program.

### **Removal of Attendance Warning/Probation**

The student will be removed from attendance warning/probation if he/she corrects the problem successfully by the end the evaluation period.

### **Attendance Termination**

A student will receive written Notice of Termination from the Registrar's Office, if he/she fails to meet attendance requirements at the end of the evaluation period. Students who are terminated due to failure to meet attendance requirements are responsible for meeting their financial obligations to ATC.

### **Appeal and Reinstatement Process/Attendance Failure**

A student who does not meet attendance requirements at the end of the probationary period is terminated from the program. The student may appeal in writing to the School Director within two calendar weeks from the last day of attendance for entry into the program and reinstatement of financial aid. The School Director, in consultation with Instructor, Registrar and Financial Aid Office, will make a decision and notify the student in writing within two weeks from the date the student's appeal is received. If the student is denied reinstatement, the decision will be final.

If the reinstatement does not exceed the maximum time frame, and there are well-documented mitigating circumstances, then the Registrar will place the student on a special probationary status for the remaining evaluation periods. During this special probationary status, the student must maintain a minimum of 80% of the class hours during upcoming periods. If the student fails these requirements during the reinstatement, the student will be permanently terminated from the program.

### **Appeal and Reinstatement Process**

The student may appeal in writing to the Registrar within two calendar weeks from the documented dropped date for reentry into the program and reinstatement of financial aid. The School Director, in consultation with the Instructor, the Registrar and Financial Aid Officer, will make a decision and notify the student in writing within two weeks from the date the student's appeal is received. If the student is denied reinstatement, the decision is final. If the reinstatement does not exceed the maximum time frame, and there are well-documented mitigating circumstances, then the Registrar will arrange the student's re-entry into the program.

### **Course Incompletion**

An “Incomplete” cannot be given as a final grade. However, at the end of the term, students may, with the instructor’s approval, be granted a maximum extension of 15 days to complete the required class work, assignments, and tests. The extension cannot be used to make up accrued unexcused absences from class. If students do not complete the required class work and assignments within the extension period, they will receive a failing grade of (“F”) or “Zero” for the module or course. The “F” or “Zero” will be averaged in with the student’s other grades to determine the cumulative GPA. If a student withdraws from a course prior to completing it, the course will be considered hours/credits attempted.

### **Exit Interviews**

Students who desire to discontinue their training for any reason are required to schedule an exit interview with a School official. This meeting can help the School correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the educational objective can be resolved during an exit interview.

### **Leave of Absence**

If a Leave of Absence is needed, a student must submit in writing to the Campus President/Director, the basis of the request, the expected return date and include the student's signature and the date of the request. Submission of the request does not automatically reflect the School's approval. An initial Leave of Absence will be considered for up to 90 calendar days, based upon the reason(s) provided by the student. Should facts dictate the need for an additional period of time greater than 90 calendar days, the School will consider a second request on the basis of extreme circumstances with presentation of documentation (e.g., military, pregnancy, surgery, etc.). However, under no circumstance will a student’s period on leave exceed a maximum total of 180 calendar days within a 12 month period that begins on the first day of the initial Leave of Absence. If the student’s Leave of Absence request is NOT approved, the student will have the option of continuing their course or program of education or not continuing their course or program of education in which case the student will be considered to have withdrawn from the School. If the Leave of Absence is approved, the student may return prior to or at the end of the Leave of Absence and resume training without paying any additional tuition for the specified period of the Leave. Students requesting Leave of Absences must understand that upon return, a revised course completion date will be established. Students who fail to return from a Leave of Absence will be considered to have withdrawn from school and will be dropped. A student wishing to re-enroll after a failure to return from a Leave of Absence must follow A-Technical College’s re-enrollment procedures outlined in this Catalog.

## **Make-Up Work**

Students are expected to make up all work necessary to meet the program objectives of their programs. Make up for classroom objectives will be in accordance with the Course Instructor. Hours can only be made up when absence/tardy was due to medical reasons or other extenuating circumstances and must be documented by presenting hospital or medical records or other documentation explaining the tardy or absence.

Arrangements to take any tests or work missed because of an absence/tardy must be made immediately upon return to class. Make-up work or lessons should be completed within the week following the missed lesson.

Other than testing, the instructor may assign additional outside work to be completed as make-up for each tardiness or absence such as submission of term/research paper on assigned topics, reading assignments of several missed chapters and create an outline, other essays; all related to the course/subject matters missed. Missed clinical skills work will be made-up only by extra laboratory hours. Practical skills and computer work will be made-up by additional projects as instructed.

Students who do not meet with the instructor upon returning to school to make arrangements for the make-up will get a grade of zero (0) and will not be scheduled to any make-up work.

Hours of make-up cannot be accepted as hours of class attendance. Make-up hours will be achieved by attendance to a class outside of the student's current class schedule. Students taking up make-up hours cannot be more than 50% of the length of the module.

Students taking up the make-up test or projects cannot obtain more than 90% of the passing grade of that particular test/project/work.

The instructor may assign additional outside work to be completed as make-up for each tardiness or absence. Arrangements to take any tests missed because of an absence must be made within the week following the missed lesson or immediately upon return to class.

## **Repeat Policy**

Students who fail a module or course must retake that module or course. The failing grade will be averaged into their GPA at the end of the module or course and remain in effect until the module or course is repeated and a new grade is earned. Students may repeat a failed module or course only once. The length of any program cannot exceed one and one-half (1-1/2) times the planned program length.

## **TRANSFER CREDITS**

### **Transfer of Credit Policy**

A-Technical College's policy on the transfer of credit is: 1) Enrolling student must have a minimum of "C" grade point average at the previous institution and attain a passing grade of "C" on the ATC's Evaluation Test; 2) Consideration is given to all courses related to the programs offered by ATC, whether offered by the military, through apprenticeship and/or training programs, or other programs recognized by the American Council on Education (ACE) Center for Adult Learning Education Credentials Programs; 3) Acceptance is limited to 25% maximum credit hour transfer 4) Program content must be comparable to program in which student will enroll based on ATC's syllabi and submission of transcript with grades attained and syllabi of program course rendered 15 days before enrollment; 5) Prospective student may appeal the decision on transfer of credits in writing to the Director, who will render a decision based on a request for a new evaluation test; 6) Tuition fees will be based on the accepted transfer credits, which will delineate the remainder of course instructions for course or program; 7) Financial aid adjustments are proportional to remainder of course instruction to be imparted; 8) Payment of \$50 for testing, evaluation or granting transfer of credit will apply.

The institution will assist students requesting a transfer to other institutions by providing an official transcript, syllabi or course outlines.

Transfer credit earned at another institution will be accepted only if that institution is accredited by an agency recognized by either the U.S. Department of Education or the council for Higher Education Accreditation.

### **Notice Concerning Transferability of Credits and Credential Earned at our Institution**

The transferability of credits you earn at A-Technical College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in the program you were enrolled in is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma or certificate that you earn at this institution are not accepted at the institution to which to 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 seek to transfer after attending A- Technical College to determine if your credit, diploma or certificate will transfer.

### **Re-Enrollment and Transfer Policy**

Any student who re-enrolls or transfers in must sign a new enrollment agreement at current tuition rates. The Student re-enrolling will be credited for any tuition, books, and/or supplies previously received by the School. If an updated textbook is required, the student will incur the new textbook cost. A credit memo must be completed and documented in the new student file. Any student who re-starts or transfers in must pass an evaluation with a minimum score of ("C") or 70% of the subjects previously covered. Re-enrolling students will only be charged for any increases in tuition that may have occurred in the interim. Any increase in the books and/or supplies will be included on the new enrollment agreement. Students will only be allowed to re-enroll or transfer one (1) time. Transfer students must provide a transcript of their studies.

### **Articulation Agreement**

ATC has not entered into any articulation agreement with any college or university.

## **Policy and Program Changes**

The School Catalog is current as of the time of printing. The School reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate.

The School further reserves the right to make changes in equipment and materials and modify curriculum, as it deems necessary.

When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this School Catalog.

## **STUDENT FINANCING** **CURRENT TUITION AND FEES**

<b>Program</b>	<b>Tuition</b>	<b>Registration Fee</b>	<b>*Student Tuition Recovery Fund</b>	<b>Books &amp; Supplies</b>	<b>**Total Cost</b>
		<b>Non-Refundable</b>	<b>Non-Refundable</b>		
<b>Health Information Technology</b>	\$13,400.00	\$75.00	\$0.00	\$600.00	\$14,075.00
<b>Medical Assistant Front &amp; Back Office</b>	\$13,940.00	\$75.00	\$0.00	\$600.00	\$14,075.00
<b>Professional Administrative Assistant</b>	\$12,400.00	\$75.00	\$0.00	\$600.00	\$13,075.00
<b>Massage Therapist/Physical Therapy Aide</b>	\$13,400.00	\$75.00	\$0.00	\$600.00	\$14,075.00

\*\$0.00 for every \$1,000 rounded to the nearest \$1,000.

\*\* Estimated charges for the period of attendance and the entire program.

### **Tuition and Financial Assistance**

A-TECHNICAL College participates in the following U.S. Department of Education's Title IV Financial Aid Programs:

- Federal Pell Grant
- Federal Direct Subsidized Stafford Loan
- Federal Direct Unsubsidized Stafford Loan
- Federal Direct PLUS Loan
- Federal Supplemental Education Opportunity Grant (FSEOG)
- Federal Work Study (FWS)

These programs are available to those who qualify. Applications and additional information may be obtained from Financial Aid Department. State grant assistance may be available to students who qualify. For students residing in California information on qualifying and obtaining state grants may be found at the California State Aid Commission website at [www.csac.ca.gov](http://www.csac.ca.gov). For students residing outside of the State of California, links to state specific grants can be found through the National Association of State Student Grant and Aid Programs at [www.nassgp.org](http://www.nassgp.org). Applicants may also qualify for tuition and other financial assistance through various public and private training or re-training agencies. These agencies include: The Veterans Administration; Department of Defense; California Department of Rehabilitation; Private Rehabilitation Agencies and Insurance Companies; the GAIN program; the State Employment Development Department; Workforce Investment Opportunity Act; and Trade Readjustment Act. All public and private agencies have certain requirements for eligibility. Tuition assistance is also available through private lending institutions. If a student's tuition is not covered by any of these sources, A-TECHNICAL College may elect to carry the tuition balance, utilizing an agreed-upon "Payment Plan" with the student. However, should the Payment Plan not be adhered to, the School reserves the right to suspend or terminate the student until such time as the Payment Plan can be brought to a current status. The student must sign a promissory note/loan document with a third-party servicer, including required disclosures as well as detailed terms and conditions. For more information, contact the School's Financial Aid Department. Tuition must be paid in full before receiving the Certificate/Diploma, an Official Transcript and will not be allowed participation in formal Graduation Ceremony.

### **Student Tuition Recovery Fund (STRF)**

You must pay the California 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 a third party, 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 STRF assessment, if either of the following applies:

1. You are not a California resident.
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 State of California created the Student Tuition Recovery fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California Resident; prepaid tuition paid the STRF assessment, 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 the 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 one hundred eighty (180) calendar 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 or other cost.
4. There was a decline in the quality of the course of instruction within thirty (30) calendar days before the school closed or, if the decline began earlier than thirty (30) calendar days prior to closure, the period of decline determined by the Bureau.

5. An inability to collect on a judgment against the institution for a violation of the California Private Postsecondary Education Act of 2009.”

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

### **Financial Aid and Award Concept, Selection and Packaging Criteria**

All students applying for financial aid are required to complete the Free Application for Federal Student Aid (FAFSA). The information collected on the FAFSA is used to calculate the Expected Family Contribution (EFC) that will determine eligibility for aid. This can be done directly via FAFSA on the Web. You must have applied and received your PIN number prior to completion of the FAFSA. The FAFSA is then transmitted electronically for processing by the Central Processing System (CPS). The CPS will generate an Institutional Student Information Record (ISIR) that will provide the official EFC. The range of the EFC number will determine the student’s eligibility for the Federal Pell Grant program. A new FAFSA application is required for each award year. An award year starts July 1 and ends June 30. If enrollment extends beyond June 30, new FAFSA application will be required to determine eligibility for additional financial aid. The financial aid office will notify students if it is necessary to reapply. Besides the FAFSA, it is necessary to complete the school’s Confidential Qualification Questionnaire. This includes additional personal information and other data needed to verify eligibility. Students receiving a Title IV, HEA loan and/or their parents are informed that the loan information will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

### **Verification**

A-TECHNICAL College verifies 100% of the financial aid applicants that the U.S Department of Education (U.S.D.O.E.) randomly selects for verification. Students may be selected for verification by either the U.S.D.O.E. or by the school. Verification means proving that what was reported on the FAFSA is correct. If selected, the student may be asked to verify any of the following information:

- Adjusted gross income;
- Federal income tax paid;
- Household size;
- The number of family members enrolled in postsecondary education at least half-time; and/or
- Certain untaxed income and benefits received.

The Financial Aid Advisor may request certain documents in addition to a spouse’s and/or parents Federal Income Tax Return. If, at the time the application is processed, it is selected for verification, a Verification Worksheet will be received with the ISIR. This is to be completed and submitted to the financial aid office at the school. Any inconsistent or unusual information must be verified prior to receiving Federal Student Aid. Failure to submit the needed verification information and documentation by the stated deadline may result in cancellation of Federal Student Aid.

There are a number of steps you must take when transferring Financial Aid from one school to another during the same year.

- If you have a Federal Pell Grant, you must request a duplicate of your Student Aid Report (SAR) from the Central Processor.
- This SAR must be submitted to your school. This can be done via FAFSA on the Web with your PIN number.
- All Financial Aid packages at A-TECHNICAL College will be dependent on what portion of Financial Aid funds have been used in the current Award Year.
- If you have a Direct Loan or a PLUS loan you will need to reapply. Contact your new Financial Aid Advisor as well as your Servicer.



- You cannot receive any Title IV funds at your new school until your Financial Aid history is reviewed on NSLDS or in certain circumstances an Overlapping Loan Period form is requested and received from the prior school.

Check with your school's Financial Aid Advisor to find out what programs are available and what additional steps you must take.

### **Default Prevention**

The Default Prevention team is available to answer any questions regarding repayment of your student loans including but not limited to: alternate repayment schedules, reduced payment options such as income based repayment, deferments/forbearance and in certain limited case loan discharge. Additionally, the Default Prevention team will be able to assist you with obtaining an In-school Deferment on any previous student loans.

### **Scholarship Program**

A-TECHNICAL College has a scholarship program for those students who are unemployed and receiving assistance from an outside agency for tuition. In some instances the outside agency will not provide enough funds to cover A-TECHNICAL College's published tuition. In these cases, the student may apply for a scholarship in order to meet their financial obligation. The student must complete an application that may be obtained from the Financial Aid Department. The requirements for this scholarship are specified on the application. The student's application will be presented to the Scholarship Board for recommendation. The applications for scholarship are reviewed by the Scholarship Board on a monthly basis. The student will be notified in writing as to the outcome of their application.

### **PRIVATE FINANCIAL AID**

The institution may be able to provide private financial aid. The period of time and the amount offered is set by the School Director and changes from time to time.

### **OUT OF SCHOOL ACCOUNT**

Students are responsible for their tuition payments. Students owing money to the School must make arrangements with the Financial Department to make payment in full or in accepted monthly installments. Students failing to make payments/financial arrangements with the School shall be advised in writing of the School's options to forward the debts to a collection agency for handling. Financial Aid students must comply with state and federal regulations and policies on student loans.

## **TUITION POLICY**

Registration, tuition and other fees are payable in cash; by money order, check or credit card; through loans in accordance with the terms of the contract for services; and/or through other arrangements, which may be reached with the Administration prior to commencement of classes.

Institutional charges are due at the time of registration or prior to the completion of each payment period cycle.

Students who have made financial arrangements with the school must pay according to the contract schedules. Students may be dropped from the program for non-payment of tuition fees.

## **CANCELLATION AND REFUND POLICY**

**STUDENT'S RIGHT TO CANCEL:** The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from date when the enrollment agreement was signed), whichever is later.

The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, a withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance.

### **WITHDRAWAL FROM PROGRAM & DETERMINATION OF WITHDRAWAL DATE:**

Students may withdraw from school at any time. To determine the amount the student owes for the time attended, the withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

- (1) The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
- (2) The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
- (3) The date you fail to attend classes for 14 consecutive days and fail to inform the school that you are not withdrawing.
- (4) The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

**REFUND POLICY:** After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed (**including absences**), there will be no refund to the student. If the student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds.

A registration fee of \$75.00 is a **non-refundable item**. Equipment and textbooks **issued and received by the student** would not be returnable. **Once received** by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for the registration fee, equipment, and textbooks received. If you withdraw from school after the cancellation period, the refund policy described above will apply. 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 45 days of the official withdrawal date. See “Return of Title IV Funds Policy” section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student’s notification or school’s determination.

## **RETURN TO TITLE IV FUNDS POLICY**

Special note to students receiving Unsubsidized/Subsidized/PLUS/Pell/SEOG Grants or other aid: If you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Direct PLUS (Parent) Loan
4. Federal Pell grant
5. Federal SEOG

Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation: Completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing any income tax refund to which the person is entitled, to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.



# **STUDENT RIGHTS AND RESPONSIBILITIES**

## **Student Privacy Rights**

The School is bound by the Family Education Rights and Privacy Act of 1974 (P.L. 93-380, Section 438); otherwise known as the Buckley amendment. Said Act prohibits the institution from releasing the school records or any other information about a student to any third party without the written consent of the student, parents of minor students, and guardians of “tax dependent” students, information which is guaranteed as available for inspection and challenge by students, parents of minor students, and guardians of “tax dependent” students. Student information is not available to anyone without (a) written request/release from the student, (b) a court order, or (c) government agency requirement.

## **Grievance Procedure**

ATC is committed to providing students with the learning environment needed to achieve their educational goals.

At times, miscommunications or challenges in understanding school policies may arise among student, faculty or administration. In such cases, specific departments will address specific student needs, and the student will receive a response from a school staff member either in the form of a letter or a phone call or to schedule an appointment to discuss/resolve the issue, whenever possible, within seven (7) working days after receiving the complaint.

In some cases, students may submit their written complaints to the School Director. Written responses will be given in seven (7) days.

Resolution of all issues should be first addressed at the school level. However, if the student is not satisfied with the outcome, then complaints may be filed with the accrediting agency, ACCET. Students are asked to address their complaints to:

ACCET CHAIR, COMPLAINT REVIEW COMMITTEE  
1722 N Street, NW Washington, DC 20036  
Telephone: (202) 955-1113 Fax: (202) 955-1118 or (202) 955-5306  
Email: [complaints@accet.org](mailto:complaints@accet.org) Website: [www.accet.org](http://www.accet.org)

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 toll-free or by completing a complaint form, which can be obtained on the bureau’s Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **Policy on Personal Property**

All personal property is the sole responsibility of the student. ATC assumes no liability for any loss or damage. Clothing and other items should be marked clearly with the student’s name and address. Vehicles should always be locked to avoid theft.

## **Dress Code**

Proper dress attire is required of all students. Students should look and act as if they were working in a professional environment. The School reserves the right to send a student home to change attire if it is disruptive or unacceptable under general norms of conduct.

## **Student Conduct**

Students are expected to comply with professional and reasonable conduct at all times at School. Students are advised that conduct that is disruptive in the classroom or on the premises, to other students, classes, and faculty or staff members will not be accepted. Conduct unbecoming of an ATC student includes, but is not limited to the following:

1. Non-conformity with the school's regulations
2. Plagiarism
3. Unsatisfactory academic progress
4. Cheating
5. Falsifying school records
6. Breach of school records
7. Failure to pay charges when due
8. Lying, stealing, profanity or offensive conduct to others
9. Excessive absences or tardiness
10. Destroying School property
11. Possession, use, gifts or distribution of illegal drugs or alcoholic beverage on school premises
12. Possession of firearms, explosives or other items generally considered weapons or harmful to the health and safety of the public in general
13. Discourteous behavior to instructors, staff or fellow students
14. Solicitations of any nature or type while on school premises, e.g., raffles, sales, products or other extracurricular activities unrelated to specific school activities
15. Smoking, food or drinks in the classrooms
16. Electronic equipment, such as radios, recorders, headsets, cell phones or other similar devices

The above list is not all-inclusive and is merely a guideline for students. Any conduct or behavior above mentioned may result in the student receiving a probationary period, suspension or termination.

## **Health / Medical Care**

Students must take proper care of their health so that they can do their best in school. Taking care includes getting plenty of sleep, sufficient exercise, and nutritional food. Students who become seriously ill or contract a communicable disease should stay home and recover, but need to notify the School immediately. All medical and dental appointments should be made after school hours. The School will not be responsible for rendering medical assistance, but will refer students to the proper medical facility upon request.

## **Retention of Education Records**

Education records are defined as files, materials, and documents that contain information directly related to the student and are maintained by the institution. Written consent is required before education records may be disclosed to third parties with the exception of regulatory education agencies and as referenced herein under Student Privacy Rights. Students have the right to inspect their student files by requesting such inspection from the Administration. Students are not entitled to inspect the financial records of their parents. A school official must be in the office at all times during the examination of the student files.

Student records are retained by this institution for a period of not less than five years from the date the student graduates, withdraws or otherwise ceases to be enrolled. Permanent transcripts of the student's progress are maintained by the School and are available upon written request by the student.

# **STUDENT SERVICES**

## **LIFE SKILLS PROGRAM**

ATC students and graduates are not only provided the skills training required for their chosen occupation, but also provided with life skills training that equips them with effective approaches and techniques for time management, financial management, professionalism, etc.

## **EXTERNSHIP**

Students who have completed the Medical Assistant, Health Information Technology, Fashion Technology and Design and Sample Pattern Maker programs must complete the established hours of externship in order to receive a Diploma.

## **PLACEMENT**

All students are expected to participate in the placement assistance program, and failure to do so may jeopardize these privileges.

The School encourages students to maintain satisfactory attendance, conduct, and academic progress as they may be viewed favorably by prospective employers.

While the School cannot guarantee employment, every attempt is made to assist them in job placement. All graduating students participate in the following job preparation activities:

- Preparation of resumes and letters of introduction an important step in a well-planned job searches.
- Interviewing techniques: Students practice proper conduct and procedures for interviews.

## **FORCE MAJURE**

In the event of natural disasters, such as earthquakes, floods, fire, etc., the School reserves the right to suspend classes on the premises for a period not to exceed 180 days or to relocate to an acceptable substitute location.

## **NON-DISCRIMINATION CLAUSE**

The School Non-Discrimination Policy is in accordance with federal and state rules and regulations as to non-discrimination. No applicant or employee shall be denied admission nor denied any of the privileges and rights due to race, religion, national origin, sex, or physical disabilities.

The School complies with the Title XI of the 1972 Education Amendments, Equal Opportunity Act of 1972 (Title VII of Civil Rights Act of 1964), Section 504, Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1993.

## **COUNSELING / REFERRAL SERVICES**

Student Services provides counseling and academic advising. Students requiring other types of professional assistance will be referred to counselors or agencies outside ATC. Students are encouraged to contact these agencies.

## **STUDENT RESOURCE CENTER / LIBRARY**

The school does not presently have a library or bookstore at its facility. However, the computer laboratory has an adequate number of computers with Internet access.

## **COPYRIGHT AND SOFTWARE LICENSING**

The institution adheres strictly to the standard norms on protecting all copyrights, software license agreements, inclusive of all of the institution's instructional materials. Specific guidelines and procedures are contained in the Copyright and Software Licensing Policy and Procedures. Students who are in violation of this law may face suspension and/or termination from the program

## **STUDENT APPEAL PROCESS**

Students whose training programs are terminated by the School have the right to appeal that decision and to seek re-admission to the same program after a waiting period of 30 days. Students must initiate the process by submitting a written request for re-admittance. Mitigating circumstances must be well documented to the School Director. A student who has his/her appeal accepted will continue on probation for a period of 30 days. Students will not be entitled to appeal if they are terminated for the following reasons:

- Exceeding the maximum program completion time.
- Violating the attendance policy.

## **CONTROLLED SUBSTANCE, ALCOHOL AND DRUG ABUSE POLICY**

All students are informed that the unlawful manufacture, distribution, dispersion, possession or use of a controlled substance or alcohol within the premises of the School is strictly prohibited. Students violating this rule will be subject to immediate termination. Drug free awareness and pamphlets are available providing information on:

- The dangers of drug and alcohol abuse
- Assistance with drug and alcohol abuse counseling
- Penalties for the abuse of alcohol or drugs; and
- Rehabilitation programs.

Drug Information Hotline: (800) 622-4971 Alcoholic Anonymous: (323) 936-4343

Students or individuals distributing drugs to students will be referred to the authorities, and the School will press charges of drug distribution.

## **PARKING**

Public parking is readily available in the immediate proximity of the school. Among the parking lots available are Hill & Olympic and Broadway & Olympic. The average parking fee we are informed is approximately \$100.00 per month or \$5.00 per day. All students are required to make their own arrangements to cover their parking fees. WIA and Rehabilitation students and their insurance companies must make their own arrangements directly with the parking structure selected.

## **CONSTITUTION DAY LESSON**

Every September 17, in celebration of U.S. Constitution Day, Department of Student Services conducts a Constitution Day Lesson for one class period. If the date falls on a weekend, the lesson is conducted either on a Friday or the following Monday.

## VOTING INFORMATION

The Registrar-Recorder/County Clerk provides Voter Registration forms and assistance in six languages other than English in compliance with federal and state laws. Residents may request that a Voter Registration form be mailed by calling the Registrar-Recorder/County Clerk's general information telephone numbers: (562) 466-1310 or (800) 481-VOTE, 24 hours a day.

