Student Success is Our Success

Arizona Campuses
(Phoenix and Mesa)
2024 Catalog

Catalog Supplements:
Insert B – Faculty/Staff
Insert C - Licensure, Certification or Registration
Insert D - Maximum Student/Teacher Program Ratios
Catalog Addendum

REVISION DATE
4/1/2024

11th Edition
Effective January 1,2024 to December 31,2024
www.uei.edu

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CONSUMER INFORMATION

This catalog is a publication to inform students and others of the Institution's mission, history, academic programs and policies and procedures. The supplement is an integral part of the catalog which contains such information as administration and faculty, program schedules, and tuition and fees. The information provided is current and accurate as of the date of publication. The Institution reserves the right to make modifications within the term of this catalog without prior notice to individual students. Such modifications will be reflected in subsequent revised versions of the current year's catalog. The Institution expects its students to read and understand the information published in this catalog and in its accompanying supplement. Failure to read and understand this catalog will not excuse any student from the application of any requirement or regulation published herein. Further, it is the responsibility of each student to remain abreast of current graduation requirements of his or her program.

This Catalog supersedes all previous Catalogs, academic information, policies, and practices of the College, and is binding on all students. This Catalog was prepared on the basis of the best information available at the time of the publication. The information in the Catalog, and any current addendum, supersedes any other information issued by the College in another form, if there is a conflict between the two. It is the responsibility of the students to know and understand the College's policies.

UEI COLLEGE LOCATIONS

9215 N. Black Canyon Highway
Phoenix, AZ 85021
(623) 888-5261

1420 W. Southern Avenue, Suite D
Mesa, AZ 85202
(480) 885-8901

Business Hours
Monday–Thursday: 8:00 a.m. to 8:00 pm
Friday and Saturday: 8:00 a.m. to 5:00 pm
Saturday and Sunday (Phoenix) 8:00am to 1:00pm
Class Hours
Class hours vary from 8:00 am to 10:30 pm
Monday through Friday and select hours on
Saturday.

For information regarding institutional information, financial assistance, graduation rates and campus security, please contact the appropriate campus director listed on the catalog supplement "Insert B" during the office hours stated above.

The school catalog updated annually and is revised periodically through inserts and addendums.

The institution does not admit non-immigrant foreign students.

The institution provides a new or prospective student with a school catalog electronically or printed form upon request.

Campus Locations

(Instruction will be provided at following locations)

Phoenix – Branch of HP
9215 N. Black Canyon Highway
Phoenix, AZ 85021
Phone: (623) 888-5261

Mesa – Branch of HP
1420 W. Southern Ave.
Mesa, AZ 85202
Phone: (480) 885-8901

Additional campuses owned and operated by International Education Corporation under the UEI Brand, included in Separate Catalogs

Garden Grove – Branch of HP
10870 Katella Avenue
Garden Grove, CA 92840
Phone: (714) 941-5800

Bakersfield – Branch of FRS
3737 Rosedale Highway
Bakersfield, CA 93308
Phone: (661) 427-4300

Chula Vista – Branch of HP
1261 Third Avenue, Suite A
Chula Vista, CA 91911
Phone: (619) 409-4111

Reseda– Branch of HP
18040 Sherman Way
Reseda, CA 91335
Phone: (818) 380-5900

Fresno (FRS) – Main
3602 N. Blackstone Ave, Ste. O268
Fresno, CA 93726
Phone: (559) 456-0623

Gardena (GAR) – Main
661 W. Redondo Beach Blvd.
Gardena, CA 90247
Phone: (424) 246-3000

Huntington Park (HP) – Main
6055 Pacific Blvd.
Huntington Park, CA 90255
Phone: (323) 319-9500

Ontario – Branch of HP
4730 Ontario Mills Pkwy.
Ontario, CA 91764
Phone: (909) 476-2424

Riverside – Branch of GAR
1860 University Ave.
Riverside, CA 92507
Phone: (951) 300-5500

Oceanside – Branch of HP
2027 Mission Avenue
Oceanside, CA 92058
Phone: (760) 690-5200

Stockton – Branch of HP
4994 Claremont Ave.
Stockton, CA 95207
Phone: (209) 774-5300

West Covina – Branch of HP
339 N. Azusa Avenue
West Covina, CA 91791
Phone: (626) 927-9000

Sacramento – Branch of GAR
4424 Florin Road, Suite D & E
Sacramento, CA 95823
Phone: (916) 306-5185

Morrow – Branch of HP
1564 Southlake Pkwy.
Morrow, GA 30260
Phone: (678) 422-4500

Las Vegas – Branch of GAR
3450 S. Maryland Parkway
Las Vegas, NV 89169
Phone: (949) 892-4717

Stone Mountain – Branch of FRS
971 N. Hairston Road
Stone Mountain, GA 30083
Phone: (877) 463-4472

Tacoma – Branch of GAR
1415 East 72nd Street, Suite F
Tacoma, WA 98404
Phone: (253) 210-3595

MISSION, OBJECTIVES AND VALUES

Mission Statement
Driving personal and community transformation by empowering students to make a positive and enduring life change.

Our Objectives
- One Standard of Excellence: Provide an industry-related educational and training environment that offers graduate preparedness for entry into their career field.
- Student Success: Offer every student an opportunity to succeed by providing support at every stage of their experience—from admission process to educational experience to post graduate experience with career services.
- Teamwork: Demonstrate the benefits of excellent employee teamwork in a business/educational setting as part of a student's educational experience.
- Respect: Demonstrate collegiality and mutual respect among colleagues and students.
- Integrity: Comply with all external and internal laws, regulations, and policies governing the institution and in dealing with colleagues and students.
- Customer Service: Provide students with high quality customer service as an example of its value in achieving career goals.
- Changing Lives: Create an organizational culture and community for students and colleagues that empowers them with the opportunity to transform their lives for a better future and to become the best versions of themselves.

SCHOOL HISTORY
Anthem Education dates to 1965, with the establishment of the High-Tech Electronics Institute of Arizona in Phoenix, AZ. In the 1980s, new management focused on expanding the school's offerings to provide training in other careers to meet the changing needs of the expanding Phoenix population. This included acquiring Anthem College – Bryman School, a healthcare training school originally founded in 1964.

Over the years, Anthem Education acquired or launched additional schools and colleges to provide focused training and education for students interested in entering or advancing their positions in healthcare, technology, criminal justice, business, or paralegal careers. New campuses included the schools in New Jersey, New York, and Pennsylvania; a pair of healthcare training schools in the St. Louis, Missouri region; and Morrison University in Reno, Nevada, a business school founded in 1902.

As more institutions joined the Anthem team, they were rebranded with the Anthem name, resulting in 13 campuses known as Anthem College, six known as Anthem Institute, and two in Tennessee named Anthem Career College.

An online school, Anthem College Online, was launched in 2003 for students interested in earning associate and bachelor's degrees, including degree completion programs.

In early 2012, Anthem Education was acquired by Education Training Corporation, which also owned a group of 12 schools in Florida known as Florida Career College and FCC-Anthem College. In August of 2014, IEC U.S. Holdings, Inc. purchased the Florida Career College schools along with Anthem College – Bryman School in Phoenix, Arizona then opened the Mesa, Arizona campus in mid-2021. IEC U.S. Holdings, Inc. is a wholly owned subsidiary of IEC Corporation, which does business in California as International Education Corporation (IEC), headquartered in Irvine, California. Today, IEC owns and operates 28 schools in the states of California, Arizona, Texas, Georgia, and Florida under the brands of UEI College, United Education Institute, U.S. Colleges and U.S. Academy.

LICENSING, ACCREDITATION, AND MEMBERSHIPS

Approvals
UEI College is licensed by the Arizona State Board for Private Postsecondary Education and is approved for Veteran's Education benefits *(The Phoenix Campus Only).*

Accreditation
UEI College is accredited by the Accrediting Council for Continuing Education and Training (ACCET) to award Diplomas. The Accrediting Council for Continuing Education and Training (ACCET) is listed as a nationally recognized accrediting agency by the United States Department of Education.

Memberships

UEI College is an active member of the:
- Arizona Private School Association
- National Association of Student Financial Aid Administrators (NASFAA)
- Arizona Association of Student Financial Aid Administrators (AASFAA)

Veterans

UEI College is approved to train veterans by the State Approving Agency *(The Phoenix Campus Only)*. Upon request, an enrolled or prospective student may review copies of the documents that describe the school's accreditation and approval. All veteran students requesting VA benefits while attending school must sign the "Veterans Information Bulletin" prior to starting school.
- All Title 38 beneficiaries enrolled at UEI College are not eligible for hybrid or online instruction and must attend in-residence (on campus) modality.

DESCRIPTION OF FACILITY

UEI College offers well-equipped classrooms, computer labs, clinical settings, medical labs, and resource centers. The resource center provides students and faculty with access to hard copy or online reference materials, including books, videos, and periodicals to supplement textbooks and lectures. The campus houses offices for financial aid services and career services.

INSTITUTIONAL LEADERSHIP

UEI College in Arizona is owned and operated by IEC U.S. Holdings, Inc. IEC U.S. Holdings, Inc. is a wholly owned subsidiary of IEC Corporation, which does business in California as International Education Corporation, and is a Delaware Corporation. IEC has its corporate headquarters in Irvine, California.

The members of the Board of Directors for IEC Corporation are Doug Mellinger, Shoukry Tiab, Koonal Bharat Gandhi, Charles Cook, Sandy Lockwood, Justin Topilow, and Charlie Dent. The corporate office of IEC is located at 16485 Laguna Canyon Road, #300, Irvine, CA 92618.

The members of the IEC Leadership team are Shoukry Tiab, President & Chief Executive Officer; Joanna Gut-Vargas, Chief Financial Officer; Christa Jones, Senior Vice President of Operations; Rob Paul, Chief Administrator Officer; and Aaron Mortensen, Senior Vice President and General Counsel.

FACULTY

A current listing of faculty is provided in *Insert B - Supplement to the Academic Catalog*.

CAREER SERVICES

UEI College places great emphasis on helping graduates find employment in their field of study. UEI College advises students of career opportunities and begins assisting them with their job search months before graduation. Career Services staff is available to help students create a professional resume and assists with many aspects of the job search and interviewing process.
We take pride in the ever-growing number of employers that are aware of the quality of our graduates. Our staff maintains professional relationships with potential employers in an ongoing effort to expand employment opportunities for our graduates. Our network of successful graduates is constantly growing, allowing us to provide even more effective employment assistance service through referrals and recommendations.

UEI College is not permitted by law to guarantee employment. UEI College makes every effort to assist students with job search services. All programs are designed to prepare graduates for entry-level positions.

STUDENT SERVICES

AUDIT COURSE POLICY

Graduates may take advantage of complimentary enhancement training, provided that classes are available and space permits. Graduates will be responsible for the cost of materials, if applicable. Graduates preparing for new employment may find this a valuable opportunity to update and refine their skills since graduation. Students must adhere to all classroom policies.

MAKE-UP WORK

Make-up work may be completed to make up for assignments, exams, or other course content missed during classes. The make-up work must be arranged between the student and the instructor. Make-up work may include, but is not limited to, the assignment of additional homework or other assignments comparable to the content covered during the delivery of the class missed. All make-up work must be completed within 7 days after the module ends. Students cannot use Make-up work to make up class attendance hours missed. As defined under the Tardy section of the catalog, missed class time is counted toward the total class hours missed.

ACADEMIC ADVISEMENT

Academic advising is provided to students throughout their program, based on individual needs. All Ability to Benefit ("ATB") students are required to attend advising sessions during their program. Students not meeting Satisfactory Academic Progress ("SAP") requirements must attend advising sessions until they improve their academic progress or are withdrawn from the College.

LIBRARY AND LEARNING RESOURCES

The UEI College Library System consists of Reading Rooms at each campus and an Online Library, which is accessible 24/7 from any Internet-connected computer for all students and faculty. The campuses subscribe to online, academic databases and collections through the subscription plans offered by the Library and Information Resources Network (LIRN). When on-campus, students may use the computers in the Reading Room for access to the Online Library. Materials applicable to the programs of study presented at the schools are available in hard-copy and/or electronic formats. Additionally, students may access online library and learning resources remotely. Refer to the schedules posted at each campus for hours that the Reading Rooms are open.

Housing

The institution does not offer any dormitory facilities, nor does it offer any assistance locating off-site housing; however, ample housing options are available near all campuses.

Student Academic Advisement

UEI College's faculty and staff are available to advise students on academic problems, and, if necessary, provide referral to counseling and information on housing, transportation, childcare, or additional services when required. Professional and academic development workshops are available to any student who wishes assistance in areas such as relevant coping skills, study skills, test taking, time management and support and motivation while attending. Please contact the Director of Education for information on academic advisement, counseling referrals, and professional and academic development.

FINANCIAL ASSISTANCE

UEI College is committed to assisting its students in developing financial plans for their education through a combination of loans, grants, family contributions, and other sources of aid.

Federal Financial Aid Programs

Financial Assistance, in the form of grants and loans, is available to eligible applicants who have the ability and desire to benefit from the specialized training offered at UEI College. If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds, as applicable.

To receive financial assistance, you must:

1. Demonstrate financial need (with the exception of the Unsubsidized Loan program).
2. Be a U.S. Citizen or eligible non-citizen.
3. Have a valid Social Security Number.
4. Maintain satisfactory academic progress while attending school.
5. Sign a statement that certifies that you will use your federal student aid for education purposes only.
6. Not be in default on any federal student loans or owe any money on any federal student grant program.
7. Effective July 1, 2012 – Must have a high school diploma, General Education Certificate (GED), or equivalent or qualify under the Eligible Career Pathway Program.

Students must complete a Free Application for Federal Student Aid (FAFSA) to assist in determining funding eligibility.

The United States Department of Education offers several major financial aid programs to help students finance their education. For those who qualify, UEI College participates in the following:

The tuition for all programs is due and payable at the time of enrollment. Tuition and fees are the same for in state and out-of-state students. Tuition can be paid by any of the following methods: Cash, check, credit, loans, grants, or scholarships.

Federal Pell Grant Program

A Federal Pell Grant does not have to be repaid. The amount depends on your financial need, costs to attend school, and the program of study. If your parent or guardian was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11, you may be eligible for additional Federal Pell Grant funds.

Federal Supplemental Educational Opportunity Grant Program (FSEOG)
Federal Supplemental Educational Opportunity Grants are available to a limited number of students with exceptional financial need. Grants are based on available funds and do not have to be repaid. Need is determined by the financial resources of the student and parents and the cost of attending school.

Federal Work-Study (FWS)
Federal Work-Study provides part-time jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. Jobs are limited and students must maintain a minimum required GPA and attendance percentage to qualify.

William D. Ford Federal Direct Loan Program
Direct Loan programs consist of low-interest loans for eligible students to help cover the cost of education. Eligible students borrow directly from the U.S. Department of Education. Direct loans include Direct Subsidized, Direct Unsubsidized and Direct PLUS loans.

- Direct Subsidized Loans – Direct Subsidized Loans are available to eligible students with financial need. Students may borrow funds at a fixed interest rate established annually by the U.S. Department of Education. The interest is paid by the federal government while students are in school.

- Direct Unsubsidized Loans – Direct Unsubsidized Loans are available for eligible students to borrow for additional education costs. Students may borrow funds at a fixed interest rate established annually by the U.S. Department of Education. With the exception of demonstrating financial need, borrowers must meet all eligibility criteria of the Direct Subsidized Loan Program.

- Direct Parent Loan for Undergraduate Students (PLUS) – PLUS loans are federal loans that parents of dependent undergraduate students can use to help pay education expenses. The U.S. Department of Education makes Direct PLUS Loans to eligible borrowers through schools participating in the ***Direct Loan*** Program.

OTHER AID PROGRAMS

Institutional Installment Payment Program
This program is available to students who need additional financial assistance for tuition and fees. The minimum amount is $500 with repayment terms between 12 to 60 months. Delinquent accounts may result in termination from the program and may be submitted for collection with collection agencies.

Veterans Benefits
The Montgomery GI Bill® and Post 9/11 GI Bill® are a few of the VA programs available for our veteran students. If you believe you may qualify, contact your local Veterans Administration Office for assistance. *(The Phoenix Campus Only)*.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at http://www.benefits.va.gov/gibill

Agency Programs
Work Investment Act, State Rehabilitation and Displaced Workers programs are available through various agencies. UEI participates with several state and local agencies that provide these programs. If you are receiving unemployment benefits or are on a subsidy program, contact your local agency office to see if you qualify for one of these programs.

Scholarship Eligibility Requirements
1. Applicant must be an active/future student attending the UEI Campus.

2. All applicants must complete the UEI Scholarship application and provide all forms applicable to Campus Student Financial Services.

Scholarship Terms and Conditions
1. All Institutional Scholarships will be credited to student account upon graduation.

2. Students may apply and be eligible to receive a maximum of one Institutional Scholarship.

3. Institutional Scholarships are non-refundable to the student.

4. In the event a credit balance is created by an Institutional Scholarship, it will be applied to any outstanding institutional loan and to the Federal Direct Loan(s) prior to the Institutional Scholarship being reduced and the credit balance removed.

5. The School holds the right to deny any application that does not comply with the Institutional Scholarship terms and conditions.

6. Awards are subject to funds availability.

Institutional Scholarships

Tribal Scholarship
This tuition scholarship of $4,000 is available to any registered member of a Native American Community in the United States of America working with a qualifying Tribal agency. The scholarship may be used in conjunction with and not limited to any additional federal benefits for which as student may qualify.

Opportunity or Aid Assist Scholarship ($750/$1,000)
This scholarship is offered to students with financial need based on their Expected Family Contribution (EFC).

· Opportunity Scholarship ($750) for students with EFC ≤ 5,000

· Aid Assist Scholarship ($1,000) for students with EFC > 5,000 **

NOTE: Acceptable documentation is the ISIR used for student's funding plan.

** Aid Assist Scholarship will be available to those students who have reached PELL LEU, holds a Bachelor's degree or ineligible for Pell Grant regardless of EFC.

Military Family Scholarship ($500)
This scholarship is offered to eligible Veterans, active-duty military, reservists and/or dependent/spouse of an eligible Veteran.

> NOTE: Must provide a copy of Certificate of Eligibility DD214.

Closed School Transfer Scholarship
This scholarship of ($1,000) is available to all new students who are transferring in from a closed school.

- Student must have completed less than 50% of a program at prior school
- Student must complete at least 50% of their new program at this institution

This scholarship will be credited to the student's account upon graduation. This scholarship is non-refundable to the student, meaning under no circumstances will the student receive a payment from the school for this scholarship. In the event a credit balance is created by the scholarship, it will be applied to any outstanding student loan prior to the scholarship being reduced and the credit balance removed. The school has sole discretion to determine whether a student meets and is eligible for this scholarship in accordance with these terms and conditions. This scholarship cannot be combined with any other institutional scholarship.

Access to Education Scholarship ($9,900)
This scholarship is offered to students who do not have traditional access to higher education funding the opportunity to attend UEI College programs. This scholarship is only available to students who are of legal status in the United States who are not eligible for traditional education funding sources. In order to be eligible, you must NOT have been convicted of a felony, certain significant misdemeanors (including a single DUI), or three or more misdemeanors of any kind.

CANCELLATION AND REFUNDS

CANCELLATION REFUND POLICY

In the event a student does not enter a program for which he has enrolled, withdraws after commencement of classes, or is dismissed from the school prior to the cancellation period, a refund of monies paid (applied to the student's tuition account) is made to the student in accordance with the following refund policies:

Cancellation Prior to Commencement of Classes:

1. If the School does not accept the applicant, or cancels the Application, all funds paid will be fully refunded.
2. An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the School shall provide the 100% refund.
3. If such cancellation occurs after the three-business-day period but before the commencement of classes, the School will refund any tuition deposits paid.
4. In the event where the school cancels the program, any funds paid by the student will be refunded.
5. Any monies due the Student shall be refunded within 30 calendar days from cancellation or failure to appear on or before the first day of class.

Student Right to Cancel:
All new and re-entry students have the right to cancel the enrollment agreement until midnight of the seventh (7) day from the scheduled start date of the first module not including holidays (but does include weekends and in-service days).
A cancellation determination will be made by the institution for new and re-entry students on or before midnight of the fourteenth (14) consecutive calendar day from the scheduled start date of the first module (for re-entry students, it is the first module in which the student is enrolled upon returning to school), not including school-scheduled holidays and school-scheduled breaks (winter, spring, and summer breaks only) based on the following criteria:

1. Violation of the Student Code of Conduct.
2. Unable to obtain proof of high school graduation or equivalent.
3. Incomplete arrangements to fulfill financial obligations.

Note: Cancellations and Early Withdrawals will result in all charges being reversed. Any tuition paid will be returned to all students who cancel their enrollment within three (3) business days from the date the enrollment agreement was signed. In the event where the school cancels the program, any tuition paid by the student will be refunded.

Cancellation Initiated by the Institution:
There are conditions in which a cancellation determination will be made by the institution for new and re-entry students on or before midnight of the fourteenth (14) consecutive calendar day from the scheduled start date of the first module, not including school-scheduled breaks (winter, spring, and summer breaks only) and any holidays published in the academic calendar in the catalog, will be assigned the status "Early Withdrawal" (EW). The determination date for "EW" will fall on the 14th absence consecutive calendar day from the student's LDA not including school-scheduled breaks (winter, spring, and summer breaks only) and any school-scheduled holidays, when the "EW" status will be automatically assigned by Electronic Student Database.

Termination or Withdrawal after Commencement of Classes:
In the event of withdrawal from the program by the student or termination by the College, the College will retain a percentage of tuition and fees based on the following:

INSTITUTIONAL REFUND POLICY

The Institutional Refund Policy is used to determine the amount of tuition to be refunded to a Student who withdraws or is terminated after the first day of class. Refunds are computed from the first date of entrance (commencement of training) to the last date of actual attendance as determined by official attendance records.

When a student withdraws, the institution prorates tuition charges up to 75% of the period of enrollment based on the formula outlined below. For students who withdraw after attempting 75% of the period of enrollment, the institution will retain 100% of the tuition charges for that period of enrollment. This means that the student will be responsible for 100% of the tuition charges for the enrollment period. The calculation to determine the percentage of tuition to be refunded to the student is as follows:

Scheduled hours in period of
enrollment up to student's LDA
_____   = Percentage of period of
Total hours in the period of   enrollment attempted
enrollment

If percentage of period of enrollment attempted is 75% or more, then 100% of tuition will be retained by the institution. If the percentage is less than 75%, then the following calculation will be applied:

Tuition X Percentage of period enrollment attempted = Tuition Retained by Institution

IF THE AMOUNT THAT YOU PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS (30 DAYS IN ARIZONA) OF THE DATE THE INSTITUTION DETERMINES THAT YOU WITHDREW. IF THE AMOUNT YOU ARE CHARGED IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY THE DIFFERENCE.
If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or the agency that guaranteed the loan, if any. Any remaining unearned funds received from the federal financial aid program will be returned to the federal financial aid program, and any remaining balance paid to you.

Information regarding any applicable non-Title IV third party funding agency refund or return of funds policies (e.g., Veterans Administration, WIA, etc.) may be obtained by contacting the Director of Student Finance at your campus location.

RETURN OF TITLE IV FUNDS

The U.S. Department of Education maintains a "return of Title IV Funds" policy for students who receive federal financial aid and withdraw from school before completing sixty percent (60%) of the period of enrollment. This policy is separate from the state-approved institutional tuition refund policy described above. The federal policy defines the proportion of Title IV funds that the student is qualified to receive.

The federal policy for "return of title IV Funds" provides that a student who has attended up through the sixty percent (60%) point in each period of enrollment has fully earned the Title IV funds for the period of enrollment. For a student who has attended less than the sixty-one percent (61%) point, the percentage of the Title IV funds earned is calculated by the following ratio:

$$\frac{\text{Number of calendar days elapsed* from start date of the period of enrollment to the last date attended}}{\text{Number of calendar days in the period of enrollment}} = \text{Percentage of Title IV Funds Earned**}$$

** Rounded to the nearest whole number

This ratio is multiplied by the federal financial aid disbursed plus the amount that could have been disbursed to equal the Title IV funds earned.

Total disbursed minus earned equals the federal funds that must be returned to the funding program.

*Presuming the student attended sixty (60%) percent of all scheduled classes. If the student attended less than sixty (60%) percent of all scheduled classes, "elapsed time" is not applied, actual hours are applied.

To comply with the Higher Education Reconciliation Act of 2005, the institution will return unearned federal student aid funds for which it is responsible no later than 45 days (30 days in Arizona) after the date the institution determines that the student has withdrawn from school.

The school will calculate the amount of financial aid earned up to the last date of attendance using a formula mandated by the U.S. Department of Education**.** If the amount of Federal Financial Aid Funds received is more than the amount of the aid earned, the difference must be returned to the appropriate "Title IV" program in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct Plus Loan
4. Federal Pell Grant
5. Federal SEOG Grant
6. Other "Title IV" loan or grant assistance

STUDENT CODE OF CONDUCT

Students are required to adhere to the rules and regulations of the College. Professional behavior, attitude, and courtesy towards instructors, staff, and other students are required and essential. Students are required to maintain a neat, professional appearance. Office telephones, copiers, computers, and printers are for use by staff and faculty only. Incoming calls for students will be accepted on the College phones only in emergencies.

Students may not play games of chance, use offensive language, make unnecessary noise, or engage in unprofessional behavior while at the College. Students must use the College's computers responsibly and refrain from engaging in computer or Internet use that is inappropriate, offensive or includes pornographic material. Students may not install or remove software from the computers in the classrooms unless authorized by an instructor for class work.

Students may not use the College's Internet connection to conduct personal business of any kind or download any software. Students will be responsible for payment of all property destroyed or damaged, with or without intent. Intentional defacing, damaging, or destroying of property by any student may result in immediate expulsion without the opportunity for an appeal.

The regulations of the College have been established to maintain and promote the high standards required by the professional communities we serve, to recognize the individual differences among students, to honor achievements, and to encourage students to work toward their academic and career objectives. UEI College complies with the Drug Free Workplace Act of 1988.

Any student found guilty of academic dishonesty will receive an immediate failing grade (F) for that course. Academic dishonesty includes, but is not limited to, cheating, copying, plagiarism, or failure to report the same. A student may also be dismissed from the College for unsatisfactory conduct, unsatisfactory academic progress, or failure to pay tuition charges when due.

Failure to comply with the College's rules and regulations will be considered reason for a student's suspension or expulsion.

ANTI-HAZING POLICY

Hazing is any conduct or initiation into any organization that willfully or recklessly endangers the physical or mental health of any person. Imposition or use of hazing in any form of initiation or at any time is strictly prohibited. Violation of this policy will result in disciplinary actions against the violator that may include counseling and possible expulsion from the College.

DRUG AND ALCOHOL ABUSE PREVENTION POLICY

UEI College is committed to maintaining an alcohol and drug-free environment for students and employees. Our culture, driven by a commitment to excellence in all areas, has no room for, and is incompatible with, substance abuse in any form. Accordingly, as a matter of policy, our campuses prohibit the following:

- Reporting to campus under the influence of alcohol or illegal drugs or substances, including illegally obtained prescription drugs.
- Reporting to campus under the influence of legal prescription or non-prescription drugs, if doing so could impair judgment or motor functions or place persons or property in jeopardy.
- The illegal use, sale, manufacture, possession, distribution, transfer, purchase, or storage of alcoholic beverages or drugs on campus premises, or in automobiles or any other vehicle parked on campus premises.

Any violation of these policies will result in appropriate disciplinary action up to and including expulsion, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities.

UEI College distributes information on Drug and Alcohol Abuse Prevention to all enrolled students and to new students as an available resource. Despite current educational and prevention efforts, some students make high-risk choices around alcohol and other drug use. UEI College makes available a referral service for drug abuse rehabilitation programs. Students may refer themselves to the counseling service or may be referred by the school. Faculty and student peers have an obligation to act on concerns regarding alcohol or drug abuse or dependency when encountered in the student. Any student who needs counseling or help with substance or alcohol abuse should consult the Executive Director/Campus President.

WEAPONS AND FIREARMS POLICY

UEI College prohibits all persons who enter school property from carrying weapons of any kind regardless of whether the person is licensed to carry the weapon or not. Failure to abide by this policy will lead to dismissal from UEI College.

COPYRIGHT INFRINGEMENT POLICY

UEI College does not allow or condone the use of UEI College resources for the unauthorized distribution of copyrighted material, including peer-to-peer file (P2P) file sharing. Engaging in such activity will result in disciplinary action. Such activity may also subject colleagues, including faculty, staff, and students to civil and criminal prosecution.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Consequences of Illegal P2P File Sharing
Colleagues who violate this policy are subject to discipline in accordance with Human Resources and IT policies and procedures. Students who violate the policy are subject to discipline pursuant to the Student Code of Conduct. Additionally, IEC may report violations to appropriate authorities for investigation and prosecution.
Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750.00 and not more than $30,000.00 per work infringed. For "willful" infringement, a court may award up to $150,000.00 per work infringed. A court can, in its discretion, also assess costs and attorney's fees. For details, see Title 17, United States Code, Section 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five (5) years and fines of up to $250,000.00 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

FRATERNIZATION POLICY

Employees of the College are prohibited, under any and all circumstances, from dating or engaging in any fraternization with students, regardless of the student's age and/or regardless of whether the student has consented to such conduct. Further, employees are prohibited from entertaining students or socializing with students outside of the College environment. Similarly, any action or comment by an employee which invites sexual or romantic involvement with a student is considered highly unethical, in violation of College policy, and may result in disciplinary action by the College.

Inappropriate behavior between employees and students includes, but is not limited to: flirting; dating; making suggestive comments; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, notes, e-mail, letters, text messages, social networks, etc.) unrelated to course work or official College matters; providing or accepting rides; providing or offering housing; selling or buying anything, even of nominal value; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations. This is not an inclusive or exhaustive list of inappropriate behavior.

If a student witnesses or is made aware of a College employee's participation in an inappropriate relationship with a student, we ask that the incident be reported to the Executive Director/Campus President and/or the Student Hotline immediately.

APPEAL PROCESS

Students have the right to appeal any action by the school (termination from program, etc.). To do so, the student must submit a written appeal within 48 hours to the Executive Director/Campus President, stating the basis for the appeal and include any relevant documentation to support the request. The appeal will be reviewed and responded to within two class days from the date the appeal was filed. When an appeal is granted, an academic plan will be presented to the student. Students who have been terminated/withdrawn from the program, including having been auto dropped for a violation of the attendance policy, will be required to complete the Return of Federal Financial Aid Funds process prior to re-entering their program if the appeal is granted.

Statement of Non-Discrimination

UEI College does not discriminate in its education programs and activities (which extends to employment and admission) on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or status, marital, parental, familial, veteran or military service status, age, disability, or any other basis protected by federal, state or local law.

Complaints of sexual harassment should be reported to the Title IX Coordinator in accordance with the Title IX Complaint/Grievance Procedure Policy located in this school catalog. Other incidents of sexual misconduct or discrimination should be reported following the procedures outlined in the Student Complaint/Grievance Procedure Policy outlined in this school catalog. The contact information for UEI College's Title IX Coordinator is as follows:

Title IX Coordinator
Senior Director of Human Resources
International Education Corporation
16485 Laguna Canyon Rd Ste. 300
Irvine, CA 92618
(949) 812-7706
TitleIXCoordinator@ieccolleges.com

Title IX Complaint/Grievance Procedure Policy

The purpose of this policy is to outline the duties and responsibilities of UEI College ("UEI") in accordance with UEI's Statement of Nondiscrimination and Title IX of the Education Amendments of 1972 ("Title IX"). UEI is committed to providing a work and educational environment free of unlawful harassment and discrimination.

UEI is also committed to providing a prompt response to reports of Sexual Harassment and ensuring every Complainant receives appropriate support, Respondents are treated as responsible only after receiving due process and fundamental fairness, and UEI officials serve impartially without bias for or against any party.

Definitions
Sexual Harassment: conduct on the basis of sex that satisfies one or more of the following:
- A school employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (often called "quid pro quo" harassment);

- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or

- Sexual Assault (as defined in the Clery Act, 20 U.S.C. § 1092(f)), or Dating Violence, Domestic Violence, or Stalking (as those offenses are defined in the Violence Against Women Act (VAWA)*, 34 U.S.C. § 12291(a)).

- o Sexual Assault: As defined in 20 U.S.C. 1092(f)(6)(A)(v), means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

- o Dating Violence: As defined in 34 U.S.C. 12291(a)(10), means violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and, the frequency of interaction between the persons involved in the relationship.

- o Domestic Violence: As defined in 34 U.S.C. 12291(a)(8), includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

- o Stalking: As defined in 34 U.S.C. 12291(a)(30), means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

*In accordance with VAWA, state definitions for Sexual Assault, Dating Violence, Domestic Violence, Stalking and Consent are contained in the school's Annual Safety and Security Report ("ASR"). VAWA crimes are reported in the ASR based on the definitions above.

Complainant: An individual who is alleged to be the victim of conduct that could constitute Sexual Harassment, regardless of whether a Formal Complaint has been filed. A Complainant must be the alleged victim unless a parent or legal guardian has a legal right to act on the alleged victim's behalf.

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

Actual knowledge: When UEI's Title IX Coordinator or the applicable Campus President/Executive Director becomes aware of a Sexual Harassment report.

Education program or activity: On or off campus locations, events, or circumstances over which the school exercises substantial control over both the Respondent and the context in which the Sexual Harassment occurred.

Policies and Procedures

1. Title IX Policy Statement

UEI strictly prohibits Sexual Harassment and retaliation against any person who reports Sexual Harassment or participates (or refuses to participate) in any Title IX grievance process under this policy.

UEI will respond to a report of Sexual Harassment when it (1) has actual knowledge of Sexual Harassment; (2) that occurred within an applicable school's education program or activity; (3) against a person in the United States.

If the alleged conduct does not constitute Sexual Harassment, the school may investigate the concern as required by the Student Complaint/Grievance Procedure Policy outlined in this school catalog and/or the Complaint Procedure Policy outlined in the Team Member Handbook.

2. Title IX Coordinator

UEI's Title IX Coordinator oversees compliance with all aspects of this policy and is designated by UEI to intake reports and Formal Complaints of Sexual Harassment, provide supportive measures, and investigate alleged Sexual Harassment. The contact information for UEI's Title IX Coordinator is as follows:

Title IX Coordinator
Senior Director of Human Resources
International Education Corporation
16485 Laguna Canyon Rd Ste. 300
Irvine, CA 92618
(949) 812-7706
TitleIXCoordinator@ieccolleges.com

Any person can report sex discrimination, including Sexual Harassment (whether or not the person reporting is the alleged victim) in person, by mail, telephone, or e-mail, using the contact information listed above for the Title IX Coordinator. A report can be made at any time, including during non-business hours. However, responses to reports made outside of business hours, including

during weekends and holidays, may be delayed.

3.   Supportive Measures

Supportive measures are individualized services reasonably available to ensure equal educational access, protect safety or deter Sexual Harassment. Supportive Measures are available, as appropriate to the Complainant and Respondent and are non-punitive, non-disciplinary and not unreasonably burdensome to the other party.

Upon receiving a report of Sexual Harassment, the Title IX Coordinator will promptly contact the Complainant confidentially to discuss the availability of supportive measures. The Title IX Coordinator shall notify the Complainant that supportive measures are available regardless of whether a Formal Complaint is filed and explain to the Complainant the process for filing a Formal Complaint.

Supportive Measures are individualized and appropriate based on the information gathered by the Title IX Coordinator. The Supportive Measures needed by the Complainant and/or Respondent may change over time, and the Title IX Coordinator will communicate with each party to ensure that any Supportive Measures are necessary and effective based on evolving needs.

Supportive measures will be provided without fee or charge and may include:

- Counseling;
- Extending deadlines;
- Modifying class or work schedules;
- Placing mutual restrictions on contact between the parties;
- Providing campus escort services;
- Changing work locations; and
- Providing leaves of absence.

4.   Formal Complaint

UEI utilizes a prompt, equitable and impartial grievance process to evaluate Formal Complaints of Sexual Harassment, which may be filed by a Complainant or by UEI's Title IX Coordinator. A Formal Complaint is a document (hardcopy or electronic) filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the school investigate. A Formal Complaint must be signed (physical or digital) by the Complainant, the Title IX Coordinator or otherwise indicate that that Complainant is the person filing the Formal Complaint. When filing a Formal Complaint, the Complainant must be participating in or attempting to participate in the education program or activity of the school at which the Formal Complaint is filed.

The Title IX Coordinator will respect the Complainant's wishes as to whether the Title IX Coordinator investigates an allegation of Sexual Harassment unless the Title IX Coordinator determines that not investigating would be deliberately indifferent or harmful to the school community. The Title IX Coordinator may consolidate Formal Complaints where the allegations arise out of the same facts.

Formal Complaints involving employees will also be referred to the Human Resources Department and simultaneously evaluated under applicable employee conduct policies and procedures outlined in the Team Member Handbook.

5.   Dismissal of Formal Complaints in Certain Circumstances

The Title IX Coordinator would dismiss a Formal Complaint if the conduct alleged in the Formal Complaint:

- Does not meet the definition of Sexual Harassment;
- Did not occur in the school's education program or activity; or
- Did not occur against a person in the United States.

The Title IX Coordinator may dismiss a Formal Complaint where:

- Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint or allegations;
- Respondent is no longer enrolled or employed by the school; or
- Specific circumstances prevent the school from gathering evidence sufficient to reach a determination regarding responsibility.

UEI shall provide the parties with written notice of a dismissal, whether mandatory or discretionary, and the reason for the

dismissal. Dismissal of the Formal Complaint under this policy does not preclude the institution from investigating the allegations under a different policy such as the Student Complaint/Grievance Procedure Policy outlined in this school catalog and/or the Complaint Procedure Policy outlined in the Team Member Handbook.

6.   Written Notice of Allegations

Upon receipt of a Formal Complaint of Sexual Harassment, the Title IX Coordinator shall provide written notice of the allegations to the parties. The written notice shall:

- Include sufficient details of the allegations, including the identities of the parties involved, policy alleged to have been violated, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident in order to allow the parties to prepare for an initial interview.

- Inform the parties that they may have an advisor of their choice.

- Inform the parties they will have an opportunity to review evidence obtained during the investigation.

- Include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the entire grievance process.

- Inform the parties that they are prohibited from knowingly making any false statement or knowingly submitting false information during the grievance process.

The parties will also be provided with separate written notice of any investigative interview, meeting, or hearing. Interview/meeting notices will include the date, time, location, participants and purpose of the investigative interview or meeting.

7.   Informal Resolution

After a Formal Complaint is filed, the school may offer the parties the opportunity to engage in an informal resolution process such as a mediation or informal settlement conference. The school, however, will not offer or facilitate an informal resolution process where the allegations in the Formal Complaint allege that an employee sexually harassed a student.

Before proceeding with an informal resolution process, both parties must give voluntary, informed, written consent. UEI will provide written notice to the parties disclosing the allegations, the requirements of the informal resolution process, and any consequences of participating in the informal resolution process. Any party may withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint at any point prior to agreeing to a resolution.

8.   Emergency Removal of Respondents from Campus

UEI may temporarily remove an individual from campus on an interim basis during the pendency of a Formal Complaint in limited emergency circumstances where there is an immediate threat to physical health or safety. Before taking this emergency measure, the school will:

- Undertake an individualized safety and risk analysis to determine whether there is an immediate threat to the physical health or safety of any person arising from the allegations of Sexual Harassment;

- Make an affirmative determination that such an immediate threat exists based on its individualized safety and risk analysis; and

- Provide the Respondent with notice and an opportunity to challenge the emergency decision immediately following the Respondent's removal.

School administrators will issue timely warnings for incidents reported that pose a substantial threat of bodily harm or danger to other members of the campus community. UEI will make every effort to ensure that a victim's name and other identifying information are not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. UEI reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Personally identifiable information for victims of Sexual Assault, Dating Violence, Domestic Violence and Stalking will not be included in any publicly available recordkeeping, including Clery Act Reporting and disclosures.

9.   Grievance Process

UEI shall investigate all Formal Complaints of Sexual Harassment using its grievance process, which is designed to ensure due process and fairness to all parties. Title IX personnel (Title IX Coordinator, investigators, decision-makers, and individuals who facilitate informal resolution) will be free from conflicts of interest or bias for or against Complainants or Respondents. Title IX personnel will objectively evaluate all relevant evidence and avoid credibility determinations based on a person's status as a

Complainant, Respondent, or witness. UEI shall not impose discipline on a Respondent without going through the required grievance process.

A. Standard of Evidence

For all Formal Complaints of Sexual Harassment (including where employees are Respondents), UEI applies the preponderance of the evidence standard, meaning that it is "more likely than not" that something did or did not occur.

B. Presumption of Non-Responsibility

A Respondent is presumed not responsible for the alleged Sexual Harassment until a determination regarding responsibility is made at the conclusion of the grievance process.

C. Advisor

As outlined in the written notice of allegations, the parties may have an advisor of their choice present at any stage of the process. The advisor is allowed to be present at any meeting but is required to be at the live hearing for the purpose of conducting cross-examinations. If the party does not have an advisor for the live hearing, UEI shall provide, without fee or charge to that party, an advisor of UEI's choice. The Complainant and Respondent may not conduct cross-examination.

D. Investigation Process

A Formal Complaint shall be investigated by the Title IX Coordinator or other trained designee ("investigator"), who will conduct interviews and gather evidence. The investigator will objectively evaluate all relevant evidence and avoid credibility determinations based on a person's status as a Complainant, Respondent, or witness. The investigator shall be free from conflicts of interest or bias for or against the Complainant or Respondent.

Both parties shall have an equal opportunity to submit and review evidence throughout the investigation process, including the opportunity to present fact and expert witnesses and other inculpatory and exculpatory evidence. UEI shall not restrict the parties' ability to discuss the allegations or gather or present evidence.

The scope of an investigation will vary depending on the allegations and circumstances of each individual Formal Complaint. Each Formal Complaint will be assessed on an individualized basis. For purposes of illustration, an investigation may include the following steps, as appropriate:

- Reviewing the Formal Complaint;
- Gathering additional information or statements from Complainant;
- Gathering information from any witnesses (for example faculty, staff or other students with potentially relevant information);
- Reviewing relevant documentation and policies;
- Obtaining a response, written statement and other information from Respondent.

The investigator shall provide written notice to the parties in advance of any meeting, interview, or hearing conducted as part of the investigation in which they are expected or invited to participate.

E. Review of Evidence

Before concluding the investigation, UEI shall provide the parties and their advisors, if any, the opportunity to inspect and review any evidence obtained during the investigation that is directly related to the allegations raised in the Formal Complaint, including all inculpatory and exculpatory evidence. The evidence will be provided to the parties in an electronic format or a hard copy, and the parties will be given 10 days to submit a written response. The investigator will consider the written responses before the completion of the investigative report.

F. Investigative Report

At the conclusion of the investigation, the investigator will create an investigative report that fairly summarizes the relevant evidence. The investigative report shall be provided to the parties (and their advisors) in an electronic format or a hard copy, and the parties will be given 10 days to submit a written response. The final investigative report will be provided at least 10 days before the live hearing, so the parties have the opportunity to review and provide written responses.

G. Live Hearing

If a Formal Complaint is not or cannot be resolved through informal resolution, UEI shall hold a live hearing ("hearing"). The hearing

will be overseen by the applicable Campus President/Executive Director or other trained designee ("decision-maker"), separate from the Title IX Coordinator or investigator. The decision-maker shall be free from conflicts of interest or bias and shall be trained on how to serve impartially, issues of relevance and any technology to be used at the hearing.

The hearing may be conducted with all parties present physically or virtually, so long as all participants are able to see and hear one another in real time. A party is prohibited from solely participating in the hearing by telephone. At the request of either party, the school will permit the parties to be in separate rooms during the entirety of the hearing. The school will create an audio or audiovisual recording, or transcript of the hearing.

1. Cross-Examination

During the hearing, every witness may be subjected to cross-examination by the party's advisor. The school will allow a party's advisor to directly and in real time present all relevant questions and follow up questions to another party or witness, including the advisor challenging the credibility of a party. Cross-examination must come from a party's advisor and may not come directly from a party.

If a party or witness does not submit to live cross-examination, the decision-maker will not rely on any statement made by that party or witness when making the decision about the Respondent's responsibility. Only statements that have been tested for credibility through cross-examination at the hearing may be considered by the decision-maker in reaching a responsibility determination. This includes statements against interest.

By way of example, if a party makes a statement against interest to the investigator during the investigation, but subsequently declines to participate in the hearing or otherwise be subject to cross-examination, the statement made to the investigator will not be relied upon in making a determination regarding responsibility. The decision-maker will also not draw any inference regarding responsibility based solely on a party's or witness' absence from the hearing or refusal to answer cross-examination or other questions.

2. Questions Must Be Relevant

Questions posed to parties and witnesses at the hearing must be relevant. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the decision-maker must determine whether the question being asked is relevant and provide an explanation as to any decision to exclude a question as not relevant. Questions relating to a Complainant's prior sexual behavior are irrelevant unless the questions are offered to prove someone else was responsible for the alleged conduct or offered to prove consent.

3. Evidence Limitations

UEI will not rely on or seek disclosure of information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege. UEI will not access or use a party's medical, psychological, or similar treatment records unless the party provides voluntary, written consent.

H. Written Determination

Based on all relevant evidence obtained during the investigation and hearing, the decision-maker shall issue a written determination. The written determination will include a determination of responsibility as well as a written finding of facts. The determination will include a description of the procedure from Formal Complaint through hearing and clearly state a conclusion regarding whether the alleged conduct occurred as alleged or at all and support each conclusion with the rationale relied upon. The written determination will also indicate the sanctions imposed on the Respondent and whether remedies will be provided to the Complainant.

Following a determination of responsibility, appropriate corrective action will be taken, and UEI will take steps to prevent recurrence. Sanctions will be determined on a case-by-case basis. Possible sanctions may include, but are not limited to:

- **Warning:** Notice, in writing, that continuation or repetition of the misconduct may be cause for additional disciplinary action.

- **Disciplinary Probation:** Exclusion from participation in privileged activities for a specified period of time. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation or any other UEI policy violations may result in further disciplinary action.

- **Restriction on Contact:** Restricting the Respondent from contacting the Complainant.

- **Suspension:** Exclusion from UEI premises, attending classes, and other privileges or activities for a specified period of time.

- **Expulsion:** Permanent termination of student status and exclusion from UEI premises, privileges, and activities.

- **Termination:** Termination of employment*.

- **Other:** Other sanctions may be imposed instead of, or in addition to, those specified here.

- **Multiple Sanctions:** More than one of the sanctions listed above may be imposed for any single violation.

*Employees are also subject to processes and discipline determined by the campus under the applicable policies outlined in the Team Member Handbook, which are separate and apart from the Title IX process and not constrained by the outcome of the Title IX process.

The determination will be sent simultaneously to the parties along with information to both parties regarding the process of filing an appeal.

I. Appeals

Either party is permitted to file a written appeal of a determination regarding responsibility within ten (10) calendar days after receiving the written determination. The written appeal must be limited to 10 pages, double spaced, 12-point font. A party is permitted to appeal only based on the following grounds:

- Procedural irregularity that affected the outcome.

- New evidence that was not reasonably available when the determination of responsibility was made that could affect the outcome; or

- The Title IX personnel had a general or specific conflict of interest or bias that affected the outcome.

The appeal will be ruled on by the applicable Regional Vice President of Operations or another trained designee. The parties will be informed in writing of the outcome of any appeal within thirty (30) days of receipt of the appeal. The appeal decision is final.

J. Time Frame for Completion of Entire Grievance Process

Generally, the grievance process consists of filing a Formal Complaint, investigation, hearing, determination (including sanctions and remedies as applicable) and appeal. The grievance process, barring extenuating circumstances, will conclude within ninety (90) days from the date a Formal Complaint is filed. However, the length of time will vary, making the grievance process shorter or longer depending on the complexity of the investigation, the severity and extent of the alleged Sexual Harassment, the quantity and availability of witnesses, and other factors of significance that may affect the length of the investigation. Any delay or extension of the grievance process will be temporary, limited and for good cause and UEI shall notify the parties of the reason for any short-term delay or extension.

K. Retaliation

UEI will not retaliate against any individual for exercising rights under Title IX, including the participating in or refusing to participate in the filing of a Formal Complaint, the investigation, or any proceeding or hearing. Examples of prohibited retaliation include intimidation, threats, coercion, or discrimination, and specifically include bringing charges against an individual for student code of conduct violations that do not involve sex discrimination or Sexual Harassment but arise out of the same fact or circumstances as a report or complaint of sex discrimination or Sexual Harassment.

Exercising rights protected under the First Amendment does not constitute retaliation. In addition, charging an individual for making a materially false statement in bad faith in the course of an investigation does not constitute retaliation.

If you believe you have been retaliated against, you should contact the Title IX Coordinator or utilize any of the mechanisms outlined in this school catalog or Team Member Handbook.

L. Recordkeeping

UEI shall maintain records of Title IX activities as required by law, including records of:

- Sexual Harassment investigations, including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent, and any remedies provided to the Complainant designed to restore or preserve equal access to the school's education program or activity;

- Any appeal and the result therefrom;

- Any informal resolution; and

- All materials used to train Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal

resolution process.

UEI shall create, and maintain for seven years, records of any actions (including any supportive measures) taken in response to a report or Formal Complaint of Sexual Harassment. In each instance, UEI shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the school's education program or activity. If a school does not provide a Complainant with supportive measures, the school will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

M. Training

The Title IX Coordinator and all personnel involved in the Title IX process outlined in this policy shall be trained on:

- The definition of Sexual Harassment;

- The scope of the school's education program or activity;

- How to conduct an investigation and grievance process, including hearings, appeals, and informal resolution process, as applicable; and

- How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, bias, and sex stereotypes.

Investigators and decision-makers will receive training on issues of relevance, including how to apply the rape shield protections provided only for Complainants. Decision-makers will also receive training on any technology used at a hearing.

UEI shall publish all training materials on the applicable school website on the Student Consumer Information page.

N. Additional Information

Students and employees may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at http://www.hhs.gov/ocr/. To the extent that an employee or contract worker is not satisfied with UEI's handling of a complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

O. Sexual Violence

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act ("Clery Act") and the Violence Against Women Reauthorization Act of 2013 ("VAWA"), UEI will provide primary prevention and awareness programs to prevent Sexual Assault, Dating Violence, Domestic Violence and Stalking (collectively referred to as "Sexual Violence") to students and employees. Additional policies and procedures regarding Sexual Violence are contained in the school's Annual Safety and Security Report ("ASR") distributed by October 1st of each year. The school's most recent ASR is located on the applicable school website on the Student Consumer Information page.

REHABILITATION ACT AND AMERICANS WITH DISABILITIES ACT (ADA)

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), UEI College abides by the regulation that "no otherwise handicapped individual" shall be excluded from participation in programs and services offered by the College "solely by reason of the handicap." A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a documented disability and the Campus Disability Compliance Coordinator has consulted with the student and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services.

UEI College is committed to providing reasonable accommodations including auxiliary aids and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by the College. To request auxiliary aid or service, please contact the Campus Disability Compliance Coordinator. Students should submit requests with supporting documentation at least two weeks prior to the beginning of the first day of classes or as soon as practical.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Students are encouraged to bring any complaints or grievances to the attention of their instructor, if appropriate. If the instructor is not successful in resolving the issue, the instructor will notify the Director of Education. The Director of Education will investigate and assess the issue and make a resolution, notifying the Executive Director/Campus President. If the issue cannot be resolved by the Director of Education, the Executive Director/Campus President is contacted.

If the determination made by the Executive Director/Campus President is not satisfactory to the student, the student may make an

appeal in writing to the company's Complaint Hotline, "The Student Hotline", send an email to: studenthotline@ieccolleges.com or call toll free (866) 591-8588. The appropriate individual in the Irvine Support Team will be assigned to the concern immediately and will contact the student to discuss the situation.

Student Hotline
International Education Corporation
16485 Laguna Canyon Road, Suite 300
Irvine, California 92618

A student may consider contacting the Accrediting Council for Continuing Education and Training (ACCET):

CHAIR, COMPLAINT REVIEW COMMITTEE
1722 N. Street N.W., Washington, D.C., 20036, Phone (202) 955-1113.
Email: complaints@accet.org
Website: www.accet.org

A copy of the Grievance Complaint Form is available at the campus and may be obtained by contacting the Director of Education.

Online Complaint Submission Form

If a complaint is not settled at the institutional level, the student may contact the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1740 West Adams, Suite 3008, Phoenix AZ 85007, (602) 542-5709, http://ppse.az.gov/

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), is a federal law that protects student information and affords eligible students the following rights with respect to their education records:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.
2. The right to request the amendment of education records the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the institution discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.

An "eligible student" under FERPA is a student who is 18 years of age or older who attends a postsecondary institution. Please find a more detailed discussion of each of these rights and guidance regarding the manner in which they may be exercised below.

1. **The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.**

    With certain exceptions, an "education record" is defined under FERPA as any record (1) from which a student can be personally identified and (2) that is maintained by the institution.

    A student wishing to inspect his or her education records should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The school will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar will advise the student of the correct official to whom the request should be addressed.

2. **The right to request the amendment of education records the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

    To question the accuracy of education records, students should first informally confer with the custodian or originator of the record at issue. A student who then wishes to ask the school to amend a record should write the official responsible for the record, clearly identifying the part of the record that he or she believes should be amended and the basis for why it should be amended.

    If the school decides not to amend the record, it will notify the student in writing of the decision and the student's right to a hearing with school officials regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.

    Note**:** The preceding procedure shall not be available to challenge the validity of a grade, or score given by an instructor or any other decision by an instructor or official, but only whether the recording of such grade or decision is accurate or complete.

3. **The right to provide written consent before the institution discloses PII from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

    Students may consent to their school disclosing PII from the student's education record to a third party. This consent must be made to the Registrar, in writing, signed and dated by the student, and must (1) specify the records to be disclosed, (2) state the purpose of the disclosure, (3) and identify the party to whom the disclosure is to be made. This release requirement is applicable to disclosures to parents or other family members who inquire about a student's education record.

    There are instances in which a school is permitted to disclose a student's education records without a student's prior written consent. In accordance and subject to all FERPA requirements, our school may disclose education records without a student's prior written consent as follows:

    - To other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests.
    - To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
    - To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities.
    - In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
    - To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
    - To accrediting organizations to carry out their accrediting functions.
    - To parents of an eligible student if the student is a dependent for IRS tax purposes.
    - To comply with a judicial order or lawfully issued subpoena.
    - To appropriate officials in connection with a health or safety emergency.
    - Information the school has designated as "directory information."
    - To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
    - To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged

perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

As stated above, FERPA permits institutions, within established guidelines, to disclose "directory information" without a student's prior written consent. This provision enables institutions to provide beneficial services to students such as verifying enrollment for insurance purposes, verifying diplomas earned for employment purposes, providing basic contact information so that students may contact each other, and so on. Our school has identified the following items as directory information:

- Name, address, telephone number, and e-mail address
- Date and place of birth
- Enrollment status
- Dates of attendance and graduation
- Field of study
- Diploma/Degree received

Students may request that directory information not be released. To request restriction of directory information, a request must be made. Please contact the campus Registrar or a Student Finance representative who will assist with this process.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.**

Students wishing to file complaints relating to FERPA matters may submit such complaints to the following office of the U.S. Department of Education that administers FERPA: Family Policy Compliance Office
U.S. Department of Education 400
Maryland Avenue, SW Washington, DC
20202-4605
Phone: 202-260-3887

In addition, our school encourages students to file any such complaints or concerns with our school pursuant to the Student Complaint/Grievance Procedure located in our School Catalog.

Students with questions regarding their rights pursuant to FERPA or desiring additional guidance concerning the appropriate manner in which to exercise such rights at their school, can contact the Executive Director/Campus President.

PHOTO ID and UNIFORM POLICY

Students are issued one UEI College photo ID card with a lanyard at no charge.

ID cards must be worn with the lanyard provided at all times while on campus and displayed photo-side facing forward. During certain hands-on classroom procedures, students may need to remove the ID card for safety purposes, however students must wear their ID card at all other times while on campus.

Students not wearing their UEI College ID card or uniform may not be admitted to the campus or to class.

Cards which have expired dates will be reissued to active students free of charge. It is each student's responsibility to see the appropriate person at his/her campus to request a current card. The expired ID card must be turned in to receive the updated ID card at no charge. Externship students are required to wear their ID cards at their externship work sites.

Students attending UEI College are required to wear their designated program uniform to class every day.

The first violation of this policy will result in one verbal warning with no penalty. Additional infractions will result in the student being sent home. Students not in uniform may be prohibited from attending their class at any time. In addition to wearing the program uniform, students are required to do the following:

- Fingernails must be kept short and clean
- Keep uniforms clean
- Wear lab coats during all lab and clinical procedures

- Remove all visible piercings during class for safety purposes and professionalism
- Refrain from wearing any hats or other head coverings
- Refrain from wearing excessive jewelry, makeup, or perfume
- Keep facial hair neatly trimmed
- If possible, keep visible tattoos covered
- Keep long hair tied back during all lab and clinical procedures

Students are provided with a Professional Appearance and Dress Code Policy at enrollment. Please refer to these documents for program specific uniform requirements.

CATALOG REVISIONS

Curricula, policies, and other matters discussed herein are subject to change at the discretion of the College. Changes will be reflected immediately in a revised version of the Catalog and/or in the supplement to this Catalog that will then be considered an integral part of this publication.

CRIME AWARENESS AND CAMPUS SECURITY

Annually, UEI College publishes a Campus Security Disclosure that contains detailed information regarding crime statistics for each campus. Additionally, the school distributes pertinent information related to the school's policies and procedures for maintaining campus security. This report provides the student with detailed information regarding the school's procedures and measures for crime prevention and instructions for reporting crimes.

Students are responsible for their own security and safety and must be considerate of the security and safety of others. The school is not responsible for any student's personal belongings that are lost, stolen or damaged on campus, in parking lots, at externship sites, or during any school activities.

CERTIFICATION AND STATE LICENSURE

It is the responsibility of each student to read the certification, state board, or licensing requirements reflected in the program outline section of the catalog and program disclosures. Students are also advised that such requirements may change during the course of a program. The College cannot guarantee any student's eligibility to sit for or pass an exam or to become licensed. Students are not automatically certified or licensed upon graduation.

As noted in the specific program outline, a high school diploma or GED may be required to sit for a particular exam or to become licensed. Additionally, there may be a minimum age requirement for some exams or licenses. A criminal background check may also be required for certification or licensure. A student should contact the Director of Education and/or appropriate agency to understand the scope of the background check and what crimes may prohibit certification or licensure.

For licensure, certification, or registration requirements, please see the supplement insert for this Catalog.

ELECTRONIC COMMUNICATIONS POLICY

UEI College (or "the College") requires all students to use electronic communications in a responsible, ethical, and legal manner. The College values freedom of expression and encourages diverse viewpoints customary to an academic institution. In situations where UEI does not provide Internet service for its students, it cannot control, and censor electronic communications submitted by students from their personal computers. However, the College may monitor the College's own website and the internal email system. The College uses and will take reasonable measures to ensure that offensive or harassing communications, or other communications which may jeopardize the integrity of the College, have not been made available to students. If a student should become aware of any such communication, they should promptly report such communication, pursuant to the procedures set forth in the Student Complaint and Grievance Procedure outlined in this Catalog.

All computer equipment provided by or accessible at or through the school, including but not limited to the following software and hardware, is exclusively intended to assist students in their educational activities: email accounts, facsimile equipment, Internet access, instant messaging, voicemail, and related supplies, if provided by the College. Students should not expect that computer files, email, voicemail, or Internet bookmarks or histories are confidential or private. Therefore, students should have no expectation of privacy related to their usage of these systems. Even when a message or file is deleted or erased, it is still possible to recover the message or file, and, therefore, privacy of messages and computer files cannot be and is not guaranteed. Messages sent through these media and the contents of the hard drives of any computer that is the property of the College, as well as saved voicemail messages, may be considered business records of the College and could be used in administrative, judicial, or other proceedings.

Downloading, distributing, or sending obscene material is strictly prohibited. The use of College facilities or equipment to upload, download, generate, distribute, or send pornographic materials is also strictly prohibited, including, but not limited to, visiting or bookmarking any such websites, or opening, sending or forwarding any such emails, faxes or voicemail messages.

Any communications by students sent or received via email, instant messenger, voice mail, or fax, using College facilities or equipment, that may constitute verbal abuse, slander, or defamation, or that may be considered offensive, harassing, vulgar, obscene, or threatening, are strictly prohibited. Offensive content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any comments that would offend someone on the basis of age, race, sex, color, religion, national origin, handicap, disability, or veteran status. Any individual with a complaint about such communications should refer to the Non- Discrimination and Equal Opportunity section in this Catalog.

Students may not use the College's computer system in any manner that infringes upon the copyright of others.

Copyright law protects the exclusive rights in images, music, text, audiovisual materials, software, and photographs. The distribution, display, performance, or reproduction of any copyright-protected material through the College's computer system without the permission of the copyright owner is strictly prohibited.

In addition, the College licenses software to support its educational processes. Students are not permitted to copy, remove, alter, or install software, except when it is required by a course's instructor as part of the established curriculum for the course.

By using the College's computer facilities, equipment, software, and communications devices, all students knowingly and voluntarily consent to have their use of these systems monitored, as well as acknowledge the College's right to conduct such monitoring. Any individual who fails to abide by this policy may be subject to disciplinary actions, up to and including expulsion.

ACADEMIC INFORMATION

Delivery Method
The institution is approved to offer programs through residential and Hybrid delivery. Under residential delivery, all courses in a program are held at the campus. Hybrid programs are delivered through online lecture and residential/online lab. Externship courses are offered residentially (on-ground). Refer to the program outline for details for each program delivery method.

ATTENDANCE
UEI College encourages all students to attend class on a regular and consistent basis by adhering to the following attendance policy. Additionally, all students in a hybrid program are expected to submit completed academic activities for the online portion of the program.

Absent -The student will be considered absent if s/he fails to attend the assigned class session. For Hybrid Programs, the lack of academic activity for more than seven (7) consecutive calendar days will result in an absence.

Student Attendance Record Monitoring
Students are required to regularly check their daily attendance records in the student portal in order to ensure his/her attendance was recorded accurately. In the event that a student's attendance was not recorded accurately, the student must immediately notify the Registrar and/or Director of Education in order to have the attendance record corrected. If a student does not report an issue relating to an attendance record within two school days from the date of attendance, the presumption is that the attendance record is complete and accurate and the student's right to appeal is waived. Inaccuracies in attendance that have not been checked and corrected may have a detrimental impact on a student's academic good standing.

Student Attendance Monitoring
Students will be informed, on a regular and timely basis, of their progress in meeting the standards of attendance. Student attendance will be monitored on a daily basis and students must be informed of their attendance on a weekly basis. Students must be advised within the first opportunity after a missed class (the first missed academic activity in the online portion of the program) to discuss and implement actions and options to remedy absenteeism.

Student attendance will also be monitored each module. At the end of a student's module, a progress report will be automatically generated by the Electronic Student Database (ESD) and sent via email to the student. The progress report will include the student's current cumulative attendance rate.

If a student is absent for more than 25% of the scheduled hours for any module (excluding externship), he/she will be given a failing grade for that module and will be required to repeat the module. Attendance activity from the repeated module will replace the attendance activity from the failed module upon successful completion of the repeated module. Calculation of the 25% absence includes time marked as "tardy" or "leaving early" as well as full days of absence. Exceptions to the 25% maximum absence rate may be considered only for extenuating circumstances and are subject to review and approval by the Corporate Education department. "Extenuating circumstances" must be supported by verifiable documentation and are defined as the following:

a) Death of an immediate family member

b) Medical emergency of the student or an immediate family member

c) Military assignment

d) Unexpected and severe life or financial conditions which required a brief period of adjustment (e.g., loss of housing, loss of job, etc.)

Students who have failed a module due to attendance must be advised. Advisements must clearly outline consequences of failing to meet minimum cumulative attendance requirements, including repeating a module, delaying externship, and/or delaying graduation, and include an action plan and timeline for attendance remediation.

Cumulative Attendance Progress
A student is required to achieve a minimum cumulative attendance of 80% by the midpoint of the program. Tardies and leaving early are counted against student attendance. If a student achieves below 80% cumulative attendance at the midpoint of the program, the student will be placed on attendance advisement. The attendance advisement will include a specific action plan and progress timeline to ensure that the student will have achieved the minimum attendance requirement by the end of the didactic portion of the program and/or by the end of the entire program. The advisement will notify students of the consequences of failing to meet the minimum 80% attendance requirement, including repeating modules, delaying externship, and/or delaying graduation.

An advisement action plan may include coaching, tutoring, and other learning sessions and activities that may be scheduled during the times different from the student's regularly scheduled class-time.

Overall Cumulative Attendance for the Program
Students must achieve minimum of 80% of overall program attendance in order to graduate. The overall program attendance includes the externship module, as applicable.

If a student achieves below minimum required cumulative program attendance of 80% by the end of the last module, the student will be required to repeat a module(s) with low attendance to achieve the required program minimum, even if the student has passed the module(s) academically. Tardies and leaving early are counted against student attendance.

Repeated modules are counted as attempted modules in assessment of program completion within maximum 150% program length. Attendance percent from the successfully completed repeated module will replace the original attendance percentage. The GPA and academic record will reflect the highest passing grade earned between the two modules.

Based on module availability, students may be asked to take repeated module(s) during the class time that is different from their original schedule.

14 Days of Absences
If a student is absent from both a lab activity and an online attendance taking activity (student must attend both of these activities at least once) for fourteen (14) consecutive calendar days, including any weekends, in-service days, and days between modules, the student will be withdrawn from school. The 14 consecutive calendar days will not include school-scheduled breaks (winter, spring, and summer breaks only) and any school-scheduled holidays published in the academic calendar in the catalog.

EXTERNSHIP ATTENDANCE FOR DIPLOMA PROGRAMS

For most programs, the final module of training is externship and is a requirement for graduation. The institution secures the externship sites for students and assigns an instructor to the student. Externships are held at approved off-campus sites and are designed to be instructional in nature by providing students with hands-on experience. The externships do not primarily consist of clerical, administrative, secretarial, or receptionist duties.

While the institution secures externship sites for students, externships are a cooperative effort between the institution, the students, and the externship facilities. Students must be prepared to travel to their externship assignments. The institution will make every effort to secure sites that are within an appropriate distance from the institution, and that are convenient for the students. Students may notify the institution of a preferred site they have located. In such an event, the institution makes no assurance as to when or if the student's selected site will be available and may result in a student being withdrawn from the program due to non-attendance.

Students in all programs which include an externship are expected to complete their externship hours at a rate of 40 hours per week. Additionally, students are required to attend the hours scheduled until the externship is 100% complete. Students should expect to spend eight hours per day, five days a week during externship and will need to make plans accordingly. While the school will try to accommodate any special scheduling needs, the school does not guarantee evening or weekend externship sites. If, for

any reason, the student must miss hours during externship, the student must call the externship site and notify the school prior to the absence and is required to make up the missed hours in order to successfully complete the externship. Students who

are unable to secure an externship site within 14 days (as described in the attendance policy) will be dropped from the program. Certain externship sites require that criminal background checks, medical examinations and/or drug screenings be performed on all student extern applicants. These sites will consider only those applicants who pass their criminal background/medical examination/drug screening requirements as potential externship candidates.

TERMINATION POLICY

1. The School reserves the right to reject any applicant for admission not meeting the requirements for the course selected. A student's enrollment may be terminated if a student's behavior, attendance, tardiness, dress, conduct or academic performance or progress does not conform to the rules and regulations of the School, as outlined in this catalog.

2. The School reserves the right to cancel or terminate a student's enrollment for reasons beyond its reasonable control including but not limited to natural disasters, labor disputes, government regulations, acts of terrorism or war, or equipment failure. Students will be duly notified. Students may also be terminated for failure to meet financial obligations to the school, failure to fully comply with program and/or externship/clinical requirements, or violation of any of the conditions set forth in the Enrollment Agreement.

RE-ENTRY POLICY

A student who has withdrawn or has been terminated may apply for re-entry by contacting the Director of Education. The school reserves the right to refuse re-admittance based upon the attendance, academic, and conduct history of the student during previous enrollment periods. Students who apply for re-entry into the same program may do so within 18 months from their last date of attendance and will be given credit for any class that was successfully completed. A student re-entering the school over 18 months from their last date of attendance may be required to repeat the entire program. Students will not be able to be re-admitted into the same program if they are not a High School graduate or GED holder if it has been over 180 days from their last date of attendance.

PROGRAM TRANSFERS

Students who wish to change from one program to another may do so, as long as they meet both general and programmatic admissions requirements. A new enrollment agreement must also be signed.

If a student was not making Satisfactory Academic Progress in his/her original program of study, the student will be required to successfully submit an SAP Appeal. Refer to the SAP policy for appeal requirements. Students who want to change their programs must first go through the Director of Education's office for approval.

Financial obligations are subject to change upon changing programs. Therefore, students considering a change in their programs should meet with a Financial Aid Representative to understand the impacts of a change in program.

Changes to Academic Programs or College Policies
The College has the right, at its discretion, to make reasonable changes in program content, materials, and equipment as it deems necessary in the interest of improving the students' educational experience. The College reserves the right to make changes in organizational structure, policies and procedures as circumstances dictate. Additionally, the College has the right to make faculty changes as deemed necessary. All substantial changes are approved by the College's state and accrediting agencies.
The College is required to make changes in programs or policies when ongoing federal, state, or accrediting changes require such changes. These changes may affect students currently in attendance at the time the change is made. Changes will be published in a revision to the Catalog.

Changes in training curricula shall not involve additional tuition cost to currently enrolled students unless a new enrollment agreement is executed for an expanded program.

A change in a student's status that would require execution of a new enrollment agreement under a new training curriculum may include: change of program of study or late return from approved leave of absence.

Students are required to check with the College's campus, or online at www.uei.edu for any changes to the Catalog, including College's policies, program updates, and/or other changes.

LEAVE OF ABSENCE (LOA)

If an emergency situation arises, such as a family tragedy, medical condition, or military obligation or course schedule change, making it necessary for a student to interrupt his/her training, the College, at its' discretion, may permit a student to request a Leave of Absence (LOA). The following criteria are required:

1. The student must request the leave in writing (prior to the expected LOA) and must sign and date a request which states a reason.
2. The applicable School Official must approve and sign the LOA request prior to the start date of the LOA.
3. The reason for the request must provide reasonable assurance that the student will return at the end of the LOA.
4. The school may ask for documentation confirming the reason for the LOA.
5. Acceptable reasons for LOAs include but are not limited to: Medical treatment, death in the immediate family and military obligations. An LOA may not be granted for reasons associated with a student's academic performance.
6. An LOA will not be granted during the first didactic module unless the student requests a reasonable accommodation under the Americans with Disabilities Act (ADA).
7. Students must return on the start date of a module with the exception of externship (*students may return from an LOA anytime to begin or complete externship; students do not need to wait for a module start date to return from an LOA when returning to an externship.)*
8. Students may request an extension of an LOA, but the total LOA time must not exceed 180 calendar days within a 12-month period.
9. Students who fail to return on their scheduled LOA return date and/or fail to get an approved extension in advance will be dropped from the program.
10. Upon approval of and during an LOA, the school does not assess the student any additional institutional charges, the student's need may not increase, and the student is not eligible for any additional Federal Student Aid.

Pursuant to the Department of Veteran's Affairs Guidelines, students receiving veteran's benefits will not be eligible for veteran's educational benefits while on Leave of Absence.

Intent to Return

If a module is unavailable due to unexpected schedule changes, making it necessary for a student to interrupt his/her training, the school may permit a student to remain enrolled if student meets the following requirements:

1. The student must request an Intent to Return by using a Student Status Change Form available from the school.
2. The intent to return may not exceed 45 calendar days from end of the module student ceased attending school.
3. The applicable School Official must approve and sign the Intent to Return request prior to the start date of the period.
4. Intent to Return may be approved only if the school can determine there is reasonable assurance that the student will return on the scheduled returned date.
5. An Intent to Return cannot be granted in a student's first didactic module unless the student requests a reasonable accommodation under the Americans with Disabilities Act (ADA).
6. Upon approval of and during the Intent to Return period, the school does not assess the student any additional institutional charges, the student's need may not increase, and the student is not eligible for any additional Federal Student Aid.
7. The school must provide an explanation to the student, prior to granting the Intent to Return, regarding the effects that the student's failure to return from an Intent to Return may have on the student's loan repayment terms, including the expiration of the student's grace period.
8. Students must return on a module start date of a module needed for graduation. Exception: Intent to Return does not apply to those students on externship or expected to start externship.
9. Student must be physically present in class when attendance was taken. For the online portion of a class, students are marked present upon completion of an academic activity.
10. Existing Financial Obligations remain in effect during an Intent to Return period.
11. Students who fail to return to class on their scheduled Intent to Return returned date are dropped from the program.
12. An Intent to Return may be extended if a written request is received on or prior to the scheduled return date and it does not extend past the 45 calendar days after the end of the module the student ceased attending.

TARDINESS POLICY

All students are expected to arrive to class on time and prepared to learn. As classes begin promptly, arriving late to class may cause students to miss valuable material. If a student is tardy for class, as defined below, time missed will be counted toward the total hours missed.

Tardy - (Residential Programs and Residential Portion of Hybrid Programs) Arriving late for class or leaving early from class. Tardies and early departures will be recorded in 15 minutes increments and rounded to the nearest 15-minute increment as follows:

- 01-07 minutes of every 15-minute period is round down too nearest 15 min increment.
- 08-14 minutes of every 15-minute period is round up to nearest 15 min increment.

TRANSCRIPT POLICY

Student records of academic progress are permanently maintained by the Registrar's office. These records are available to active or withdrawn students and graduates at their request. All requests for transcripts must be submitted to the Registrar's office in writing with a valid student signature releasing this information. Official transcripts sent to other schools will be mailed from the College in a sealed envelope. Diplomas, certificates, and transcripts will NOT be issued to a student or other institutions directly unless the student has met all requirements including the satisfaction of all financial obligations.

Upon successful completion of his/her educational program, each eligible student will receive an official transcript and official diploma. There is no charge for the first official transcript and diploma; however, additional fees will apply for additional copies of official diplomas and official/unofficial transcripts.

Additional copies of an official diploma and official/unofficial transcripts may be obtained at the request of the student. The request should be made through the online portal located on the school's website: **https://www.uei.edu/**

The fees for additional copies of a transcript/diploma are:
- $30 for Official Diplomas
- $30 for Official Transcripts
- $5 for unofficial Transcripts
- $2 for an Education Verification

TRANSFER OF CREDIT POLICY

Students who have completed similar training courses at other UEI or non-UEI institutions may apply for transfer of credit according to the following policies and procedures:

1. Complete and submit a Transfer of Credit application to the Director of Education.
2. Provide an official transcript and a catalog with course descriptions of the prior postsecondary training. Official transcripts are required to post transfer credits. Unofficial transcripts can be used to evaluate credit. Photocopies will not be accepted. If the transcripts are not in English, they must be translated and evaluated by an approved agency, which is paid for by the student.
3. Courses from accredited postsecondary training programs that correspond directly in content, scope, and length to UEI courses will be considered for credit. Coursework must have been completed at an accredited postsecondary educational institution accredited by an agency recognized by the United States Department of Education.
4. Technical coursework completed within the last three (3) years and general education coursework within the last seven (7) years is eligible for transfer credit review provided all other policy requirements are met.
5. For transfer students from a non-IEC owned institution, only training courses with a grade of C or 2.0 or above will be considered for credit.
6. Transfer students from an IEC owned institution are eligible for transfer of credits for all courses within the last 3 years that had earned a passing grade.
7. UEI students transferring from one UEI location to another, into the same program, will have their letter grades transferred to the new UEI location.
8. Credit by examination, prior work experience, internships or practicum are not accepted.
9. No more than 50% of the total credits of the program can be accepted from transfer credits outside of the UEI school system.
10. Students transferring from another UEI campus or other non-UEI institutions may be granted credit for all passing courses, based on the criteria described in Step No. 4.
11. All decisions made by the Director of Education regarding transfer of credit are based wholly on the criteria as stated in these policies and procedures.
12. UEI does not charge any fee for evaluating or accepting transfer credits. The approval of transfer credits will reduce one's tuition charge and may affect financial aid eligibility and the length of one's program.
13. All transfers of credit must be requested, reviewed, and approved prior to the start of a student's program using an unofficial or official transcript. Credit will only be awarded after official transcripts have been received.

Students who do not agree with the evaluation of transfer credit awarded by the school may file an appeal within three (3) calendar days after receiving the completed Transfer of Credit application.

The school will provide guidance, a transcript, catalog, syllabus, and course descriptions for any student interested in transferring to another institution.

UEI College does not guarantee transferability of its credits to any other college, university, or institution. Any decision on the comparability of credits and whether or not they should be accepted is solely at the discretion of the receiving institution. Students should not assume that any courses or programs can be transferred to another institution and are advised that the College's programs are not designed for transfer to other institutions.

Veteran's Credit for Previous Education or Training
Students must report all education and training. Students who will be using Veterans Administration (VA) benefits are required to transfer all courses that were completed at another institution, including military training, regardless if VA benefits were used while at that institution. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

DEFINITION OF A MODULE

All programs at UEI College consist of instructional modules. A module is a self-contained unit of instruction. With the exception of the Heating, Ventilation, and Air Conditioning program, students can enter at the beginning of any module except externship and continue in the cycle until completion of the program.

PROGRAM TUITION AND FEES

The tuition for all programs is due and payable at the time of enrollment. There is no registration fee for any program. Tuition and fees are the same for in state and out-of-state students. Tuition can be paid by any of the following methods: Cash, check, credit, loans, grants, or scholarships. Please see the tuition table in this catalog, for your program tuition.

UNIT OF CREDIT

Semester Credit Programs
The conversion from clock hours to semester credit units is 15 clock hours of lecture, 30 clock hours of lab, or 45 clock hours of externship equals one semester credit unit. A clock hour is defined as a 60-minute span of time in which no less than 50 minutes is devoted to actual class instruction, with the remaining portion being designated as a break. For financial aid purposes, one semester credit unit is equivalent to 37.5 clock hours.

The credit conversion for financial aid credits is 30 Clock Hours to 1 Semester Credit.

Clock Hour Programs
Clock hour programs are scheduled to attend 25 hours per week and courses are taught in four-week modules. New class starts will occur every four weeks. For programs with 900 or more clock hours, the academic year is comprised of 9 four-week modules. The number of modules in an academic year for programs that are less than 900 clock hours is calculated by dividing the program clock hours by 100 hours.

For financial aid and SAP purposes, an academic year is defined as 900 scheduled clock hours. For programs less than 900 clock hours the length of the program is the academic year. The payment period is equivalent to ½ of the academic year for clock hours.

Published Program Length

Instructional Weeks: The total instructional time consisting of lecture, lab and externship required to complete the program as measured in weeks. Instructional weeks are an element only used by regulatory agencies to determine that a program will meet its required objectives.

Normal Time to Complete: The instructional weeks, as noted above, do not include holidays, scheduled breaks or the actual time to complete an externship. Due to various start dates and scheduled breaks within the year, the normal time to complete represents a more accurate completion length of time for the average student in each program. The normal time to complete is the average time from a student's start date to the student's graduation date as measured in weeks. This normal time to complete does not however take into account students who receive transfer credits, take a leave of absence or are required to repeat a class.

HOMEWORK AND PRACTICE OUTSIDE OF CLASS

It is important for students to understand that time must be devoted to homework and skill development practice. Students are expected to perform learning activities outside of their class. Such out-of-class work enables students to master the competencies of the courses and leads toward the achievement of the program objective. Student work outside of class may include, but is not limited to the following:

- Reading assignments in preparation for new lessons or reinforcement of learned concepts
- Worksheets or questions aimed at helping students comprehend what they have read
- Writing assignments
- Projects that are designed to allow students to apply learned knowledge

- Case studies designed to teach students critical thinking and problem-solving skills
- Applied research conducted to enrich comprehension of certain concepts and principles
- Mathematical problems and practices to enhance computational skills
- Hands-on practices to build and enhance proficiency in psychomotor skills

Assessment of Work Outside of Class

Assessment of student work outside of class varies from module to module and assignment to assignment. Some may be assessed for a grade that counts toward the final grade of the course, while others may be intended to help students get prepared for relevant learning activities in the future.

Statement of Work Outside of Class

Student work outside of class is typically specified in the course outline section of each syllabus. More detailed information is provided to students via handouts, worksheets, and project specification documents.

STUDENT PROGRESS – Grading System

UEI College grading scale in effect for modules starting on or after 9/26/2022:

Percent Range	Letter Grade	Grade Points
96-100	A	4.0
90-95	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
76-79	C+	2.3
70-75	C	2.0
66-69	C-	1.7
63-65	D+	1.3
60-62	D	1.0
0-59	F	0

Students who do not achieve a letter grade of "D+" or better in any module are considered to have failed that module and must repeat it. When students repeat a failed module, the original grade will be replaced by the new grade which will then be calculated into the cumulative GPA. Until the module is repeated, the "F" grade will remain in the student's cumulative GPA and will be included in the assessment of Satisfactory Academic Progress ("SAP").

To achieve the required cumulative GPA of 2.0, students may be required to repeat a previously passed course. Students are not charged for repeats and will only receive financial aid for the 1st attempt. Students must successfully achieve a minimum cumulative GPA 2.0 upon completion of all didactic classes to be eligible for externship. All programs require a minimum cumulative GPA of 2.0 for graduation.

UEI College grading scale in effect for modules starting prior to 9/26/2022:

Percent	Letter Grade	Grade Point Average
90 - 100	A	4.0
80 - 89	B	3.0
70 - 79	C	2.0
60 - 69	D	1.0
0 - 59	F	0.0

Students who do not achieve a letter grade of "C" or better in any module are considered to have failed that module and must repeat it. When students repeat a failed module, the original grade will be replaced by the new grade which will then be calculated in the cumulative GPA. Until the module is repeated, the "D" or "F" grade will remain in the student's cumulative GPA and will be included in the assessment of Satisfactory Academic Progress (SAP).

Grading System Codes

TC	Transfer Credit
LS	Leave of Absence (Attendance 25% and less than)
AF	Attendance Fail
L	Leave of Absence (Attendance more than 25%)
WS	Withdrawn (Attendance 25% and less than)
W	Withdrawn (Attendance more than 25%)
EW	An early withdrawal is for all new students whose Last Day of Attendance (LDA) falls on or before midnight of the fourteenth (14) consecutive calendar day from the scheduled start date of the first module, not including school-scheduled breaks (winter, spring, and summer breaks only) and any holidays published in the academic calendar in the catalog. In addition, a student who does not achieve a minimum of 50.00% lab attendance for scheduled lab days by the fourteen (14) consecutive calendar days from the start date will be an early withdrawal from the program.

For all programs: All letter grades A through F are used in the calculation of the GPA and completion percentage. W and L, and TC grades are used in the computation of completion percentage.

Student Progress Reporting
At the end of each module, students receive a Progress Report. Students have up to seven (7) days after the module ends to appeal any attendance or grade. No changes will be made after seven (7) days.

While on externship students are evaluated on their performance and receive a letter grade.

TUTORING
Tutoring sessions may be scheduled for specific subjects of study by contacting the Education Department. The final decision regarding the number of hours scheduled and the tutor assigned is subject to the approval by the Director of Education. There is no additional cost to the student for these tutoring services.

GRADUATION REQUIREMENTS
To be eligible for graduation and receive an official transcript or diploma, the student must complete each module in the program with a minimum grade point average of 2.0, meet the attendance requirements for the in-school training as stated in the attendance policy, successfully complete all elements of externship, if required, and satisfy all financial obligations to the school.

If a student is not current with all financial obligations, the student will not receive their diploma and tool kits/supplies upon graduation. Additionally, the student may not be able to participate in the graduation ceremony.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

To be considered making satisfactory academic progress (SAP) toward graduation, a student must maintain a minimum cumulative grade point average and a minimum rate of completion, which is progress at a specified rate in order to complete the program within Maximum Time Frame (MTF) equal to 150 percent of the published program length. Satisfactory Academic Progress is measured according to a SAP evaluation schedule as specified in the SAP Standards charts included in this policy. The SAP evaluation process and procedures for remediation are outlined in the following section of the policy.

GRADE CHANGES AND REPEATS
Within 24 hours from the last day of a module, a final module grade will be calculated and entered into the electronic student database. The grade entry due date is 24 business hours following the last day of the module. Any change to a final module grade

must be completed within seven (7) calendar days after the grade entry due date. Requests to change a final grade must be reviewed and approved by the Education department within the Irvine Support Team. Once a grade change is processed, SAP will be re-calculated to reflect the new grade.

A student who fails a module must repeat that module and pass with a minimum grade point average of 2.0. When repeating a module, the highest achieved grade for that module becomes the official grade and is averaged in the cumulative GPA.

Evaluation of Students' Satisfactory Academic Progress

For financial aid eligibility purposes, SAP is measured at the end of every financial aid payment period, which usually equates to 4 to 5 consecutive modules, depending on program length. At each evaluation point, the student's cumulative grade point average (CGPA) and rate of completion are measured. The rate of completion is also cumulative and measures the number of academic credits the student has completed out of the academic credits attempted.

The student is also limited to attempting no more than 150% of the program length in academic credits. Also, if at any point it becomes mathematically impossible for the student to complete the program within 150%, the student will become ineligible for additional Title IV and may be withdrawn.

For academic purposes, student progress is monitored at the end of each module.

Failure to meet the SAP measurement for either CGPA and/or rate of completion will result in the student receiving academic advisement and being placed on a SAP status of FA warning, FA probation, or termination.

The completion charts below contain the SAP standards for CGPA and cumulative rate of completion for each SAP evaluation point.

SAP Standards 8-Modules Program		
SAP Evaluation Schedule	Minimum Rate of Completion	Minimum CGPA
First Evaluation (50%, typically 5 modules)	60%	1.4
Second Evaluation (100%, typically 8 modules)	62.5%	1.75
Maximum Timeframe (150%, typically 12 modules)	67%	2.0

SAP Standards 9-Modules Program		
SAP Evaluation Schedule	Minimum Rate of Completion	Minimum CGPA
First Evaluation (50%, typically 5 modules)	60%	1.4
Second Evaluation (100%, typically 9 modules)	66.7%	1.85
Maximum Timeframe (150%, typically 13 modules)	67%	2.0

All students must have a minimum 2.0 CGPA and a 67% completion rate at the end of the program in order to graduate.

SAP Sanctions

FA Warning: If a student fails to meet SAP for the first time, the student is formally advised and put on FA Warning through the next SAP evaluation. A student is eligible for an additional disbursement of financial aid while on FA warning status. The student will be notified in writing of this change in SAP status.

SAP Termination: If a student fails to meet SAP by the end of the FA warning or probation period and/or fails to meet the outcomes of the Academic Plan or reaches a point where it becomes mathematically impossible for the student to complete his or her

program within the MTF, the student is no longer eligible for financial aid and may be terminated. The student will be notified in writing of this change in SAP status.

FA Probation: If a student is on FA warning and fails at the next consecutive SAP evaluation, the student is terminated from financial aid, but may appeal and be placed on FA probation through the next SAP evaluation. Students on FA probation remain eligible for financial aid for one payment period. The student will be notified in writing of this change in SAP status.

Conditions for Probation:

1. Student must appeal to be placed on probation;
2. An Academic Plan with a specific timeline and expected rate of completion and/or GPA outcomes is required before an appeal may be granted;
3. In rare instances, the Academic Plan may exceed MTF based on a case by case review. In the event that the Academic Plan exceeds MTF, students are not eligible to receive Title IV.

Appeal Procedure
If a student is determined to not be meeting SAP requirements at the evaluation point after the FA warning status, the student is terminated from financial aid but may appeal the termination status. The student must submit a written appeal to the school within seven (7) calendar days after being notified of the adverse determination. The appeal must include what caused the student to fail to meet SAP, which must be an extenuating circumstance, such as an illness or accident, and include a description of what has changed/improved going forward that will allow him/her to achieve SAP by the next evaluation point. Students will be notified in writing of the termination status and their right to file an appeal within two business days of the receipt of the notification. If the appeal is granted, the student's financial aid will be reinstated for one additional payment period or for the duration of the Academic Plan, as applicable.

How Different Grades and Statuses Count in the SAP Measurements
Leave of Absence: Actual time taken for an approved Leave of Absence (LOA) and a module in which LOA began will not be included in calculation of pace of completion and maximum time to complete the program.
Withdrawals: A module from which a student withdraws and receives the grade "W" or "WS" will be included as an attempted module in calculation of pace of completion and MTF to complete the program but will not impact the GPA. The "EW" grade does not have a SAP impact.

Transfer Credits and Repeated Modules: Transfer credits, failed modules, and repeated modules will be counted as attempted in the rate of completion and the MTF. Transfer credits and repeated modules that are successfully completed will be also counted as successfully completed. Transfer credits are not counted towards the CGPA. For repeat courses, the highest achieved grade for that module becomes the official grade and is average in the CGPA.

Incomplete grades are not given at the institution.

Reentry after SAP Termination
The student may appeal to reenter into the same program; such appeals will be   reviewed on a case-by-case basis. An appeal to reenter does not automatically reinstate the student's financial aid eligibility.
If the appeal is approved, the student is allowed to reenter but will return on the same SAP status as the point of withdrawal. The only exception being an approved appeal and placement on FA probation status. Otherwise, the reentry will be without financial aid and the student will be required to make alternative payment arrangements. The student may also have his or her financial aid reinstated by meeting the minimum SAP standards by the next evaluation point.

STANDARDS OF SATISFACTORY PROGRESS FOR STUDENTS RECEIVING VETERAN ADMINISTRATIONS (VA) EDUCATIONAL BENEFITS

In addition to adhering to the general SAP requirements, students receiving VA educational benefits (VA students) must maintain a minimum cumulative grade point average (CGPA) of 2.0 at the end of each module. A VA student whose CGPA falls below 2.0 at the end of any modules will be placed on academic probation for a maximum of two consecutive modules of enrollment. If the VA student's CGPA is still below 2.0 at the end of the second consecutive module of probation, the student's VA educational benefits will be terminated. However, they may still be eligible to receive Federal Student Aid. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition UEI College to be recertified to receive VA educational benefits after one module has elapsed and after attaining a CGPA of 2.0. Students using VA educational benefits must consult with the Director of Education for advising prior to changing programs of study.

DEFINITIONS

CGPA – Cumulative Grade Point Average is the average of all grades for the student in the current program of enrollment. It is calculated by adding up the corresponding numeric grade for each class (e.g., A = 4.0; B = 3.0; C = 2.0; D = 1.0; F = 0) and multiplied by the class credits (as outlined in each program description) the total sum is divided by the total sum of the attempted class credits.

ADMISSIONS REQUIREMENTS

All applicants to UEI College must be at least 17 years of age and must be a high school graduate, have a certification of General Educational Development (GED).

Applicants must provide Proof of Graduation (POG) in the form of a transcript or diploma from the institution where they received their credential or provide proof of high school equivalency. If a student cannot provide acceptable POG no later than fourteen (14) days from the scheduled start date of the first module not including holidays (but does include weekends and in-service days), the student's enrollment at the College will be cancelled.

An applicant to the College must provide one the following:

    a. Copy of a standard High School Diploma that lists the date of graduation; from a school that appears on the Acceptable High School list

    b. Copy of a high school transcript that lists the date of graduation; certificates of completion and special diplomas are not acceptable for Admission

    c. If the applicant has graduated from a foreign high school, the applicant must provide:
        a. Diploma or transcripts from a foreign high school, *and*
        b. Translation and evaluation of a foreign high school credential by a qualified agency that states the credential is equivalent to a U.S. high school diploma

    d. Copy of General Education Diploma (GED) certificate; from an approved testing agency that appears on the Acceptable list

    e. Copy of GED passing test scores; from an approved testing agency that appears on the Acceptable list

    f. Letter confirming graduation from high school on school letterhead; faxed letters must come from the school fax number

    g. Letter from the GED testing center or State Department of Education confirming completion of a GED; faxed letters must come from State or GED testing centers fax number

    h. Proof of home school completion that demonstrates the student graduated and met the minimum State graduations requirements

    i. Meet the requirements to be admitted on the basis of an Ability to Benefit (ATB); refer to the ATB requirements in the catalog.

UEI College offers programs in a hybrid format. Hybrid students are required to attend online and residential classes.

All applicants must also meet and/or complete any specific programmatic admissions requirements, if applicable.

In certain circumstances, students may be required by the U.S. Department of Education to provide Identification Documents. Any questions concerning acceptability of a specific ID will be resolved by the Student Finance Department.

APPLICATION PROCESS
How to Apply
Students interested in applying for admission should call, write the College, or visit our website www.uei.edu It is required that an Admission Representative conduct an initial interview with the prospective student. UEI College prefers that the parent(s) or spouse attend the interview. This gives both the applicant and family the opportunity to ask specific questions related to the College curriculum and career opportunities. The College catalog is also reviewed.

If the Admission Representative feels that the student's desire is genuine, an application for admission is submitted. The following items are required to be completed at the time of application:

1. Official College Application

2. Proof of Graduation – As described above.

3. Degrees from outside of the United States – must be translated into English and evaluated by a qualified agency and notarized.

4. Students who possess a foreign high school credential must provide the College with a copy of their translated and evaluated foreign credential issued by an agency qualified to determine that the credential is equivalent to a U.S. High School Diploma no later than 14 days from the scheduled start date of the first module not including holidays (but does include weekends and in-service days).

5. Unofficial transcripts must be received prior to the first day of class.

6. Official college transcripts on file for all colleges attended and courses taken for transfer must be received by the 14th day from the scheduled start date.

An applicant who is denied admission by the College shall be entitled to a full refund of all monies paid to the College. No person shall be excluded from participation in UEI College or be subject to any form of discrimination because of race, color, sex, sexual orientation, gender identity or status, national or ethnic origin, religion, age, marital, parental, familial, veteran, or military service status, or disability.

Technology and Equipment Requirements
All students may access the computer rooms onsite at the campus to conduct academic activity. Each campus is equipped Wi-Fi and computer rooms that allow access to the internet.

All applicants that apply for admission into hybrid programs must be able to access technology and the internet. On the first day of class, students are expected to attend an on-campus Gateway to Success class/orientation.

Access to technology includes equipment that allows for emails, phone calls, and the use of online learning and interactive tools. The institution's Learning Management System (LMS) uses a web-based system that require a standard web browser.

Online Student Identity Authentication and Privacy
The Electronic Student Database (ESD) for hybrid and online students is a restricted access and password protected electronic environment. Prior to entering the EDS, an online student's identity must be verified by way of an assigned unique login and password that is provided to each student upon enrollment and class registration. Verification of student information is provided at no extra cost to the student. Student identity will be maintained in a private format by UEI in accord with established institutional privacy and confidentiality policies with access provided only to agents of UEI who require immediate and necessary use of the information in order to fulfill the various academic activities of UEI. It is the student's responsibility to strictly preserve the privacy of their login and password information. Students are prohibited from sharing login and password information. Any such intentional compromise of the integrity of the privacy of a student's login and/or password (i.e., sharing of this information) will result in the student being subject to immediate termination from the school. In the event a student believes the privacy associated with their login and password information has been comprised, they are required to contact school officials for an immediate reset of their information. This is also done at no extra cost to the student.

ABILITY TO BENEFIT (ATB) ADMISSION POLICIES
Effective April 13, 2023, UEI is not admitting ATB students into the ECPP program. All new enrolling students must be a High School graduate or GED holder.

Ability to Benefit (ATB)
Effective April 13, 2023, UEI is not admitting ATB students into the ECPP program. All new enrolling students must be a High School graduate or GED holder. Ability to Benefit (ATB) admission is not available at any of our campus locations.

Documentation Requirements for Grandfathering ATB Students
Effective April 13, 2023, UEI is not admitting ATB Grandfathering Students. All new enrolling students must be a High School graduate or GED holder. Ability to Benefit (ATB) Grandfather admission is not available at any of our campus locations.

Documentation Requirements for Eligible Career Pathways Program ATB Students
A student who passes the Wonderlic Basic Skills Test or Accuplacer Test with the minimum required scores may enroll in one of the Eligible Career Pathway Programs (ECPP). The ECPP has many components that the student must participate in to continue in the ECPP. These include:
1. Enrollment into and participation in the Adult Education component of the ECPP;
2. Participation in academic advising throughout the ECPP;
3. Participation in Career Pathway Coaching throughout the ECPP.

Eligible Career Pathway Program (ECPP) ATB Program Requirements
Students enrolled into an ECPP will be concurrently (at the same time) enrolled in their vocational training program and the Adult Education program. The student is required to attend classes in the Adult Education Program and is expected to participate in those classes. The Adult Education Program will be offered on campus, in a computer lab and will have a facilitator present to support the students. The Adult Education program is offered online and is self-paced enabling a student to obtain their high school diploma while they are attending their vocational program. The Adult Education program is offered by an approved adult

education service provider and not by the College. The College does not guarantee that the student will receive a high school diploma or its equivalent. Completing the vocational component of the ECPP program is not a condition of receiving a high school diploma or its equivalent.

Participation in the Adult Education component of the program
ECPP Participation Advisement
A student who fails to participate in the adult education component of the ECPP program once within 14 consecutive days will receive an ECPP participation advisement. A student who fails to participate in the adult education component of the ECPP program once within 45 consecutive days will be placed on a "Withdrawal Warning".

ECPP Withdrawal
A student who fails to participate in the adult education component of the ECPP program for a period of time as determined by the adult education provider, will be withdrawn from both the adult education component of the ECPP program and the vocational program.

Receiving the earned High School Diploma
If a student completes the adult education component of the program prior to the completion of the vocational component of the program, the student will not receive the high school diploma from the institution until the student graduates from the vocational component of the combined ECPP program.

Program Specific Admissions Requirements
Additional admissions requirements may apply to specific programs. These requirements are listed in the program description sections of the Catalog for the individual programs.

PROOF OF HIGH SCHOOL GRADUATION
Applicants must provide Proof of Graduation (POG) in the form of a transcript or diploma from the institution where they received their credential or provide proof of high school equivalency. If a student cannot provide acceptable POG no later than fourteen (14) days from the scheduled start date of the first module not including holidays (but does include weekends and in-service days), the student's enrollment at the College will be cancelled. Additionally, students must attest to their high school credential by listing it on their Free Application for Financial Aid (FAFSA) each time they apply for Financial Aid. Students are advised that if, for any reason, the student is selected for verification by the U.S. Department of Education and the student is found to be ineligible for federal financial aid, as a result of their high school credential or any other reason, the student will be required to make alternative funding arrangements to finance their education, before the beginning of the next scheduled module, in order to continue attendance at the College. The College may be required to refund all Title IV aid previously received as a result of an unacceptable high school credential. If this should occur, the student would be obligated to refund any of the funds they received personally as a result of any Title IV disbursement to the school.

The proof of high school graduation (POG) or equivalent provided by the applicant is printed and signed by the applicant in front of a school official, as proof that the POG is true and correct and belongs to the applicant.

Vaccination Policy
For Allied Health programs offered by UEI College which require vaccinations as part of their externship requirements and potential employment post-graduation, the Admissions Department is responsible for explaining and having the student sign the applicable vaccination disclosure.

Arbitration Agreement
Arbitration and Class Action Waiver Disclosure: UEI College requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment ("Arbitration Agreement"). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student's ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration, or any internal dispute resolution process offered by the school prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way. Any questions about the Arbitration Agreement or a dispute relating to a student's Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to the Student Hotline Program at 866-591-8588.

Campus and Program Chart

	Automotive (AUTO)	Business Office Administration (BOA)	Electrician Technician	Medical Assistant (MA)	Medical Billing & Insurance Coding (MBIC)	Dental Assistant (DA)	Heating, Ventilation and Air Conditioning (HVAC)
Phoenix		X[1]	X	X	X	X	X
Mesa	X		X	X	X	X	X

X[1]= Currently not enrolling
X= Currently Offering

TUITION AND FEES**

Phoenix Campus

Program Name	Total Charges*[1]
Business Office Administration (Diploma)	$19,900
Dental Assistant (Diploma)	$19,900
Electrician Technician	$21,500
Heating Ventilation & Air Conditioning (Diploma)	$21,500
Medical Assistant (Diploma)	$19,900
Medical Billing and Insurance Coding (Diploma)	$19,900

* Includes tuition, books, supplies, and uniforms.
[1] Workforce Agency recipient contracted charge is $10,000.
** Tuition rates are subject to change.
*** All tuition are mandatory charges

TUITION AND FEES**

Mesa Campus

Program Name	Total Charges*[1]
Automotive Technician	$21,500
Dental Assistant (Diploma)	$19,900
Electrician Technician	$21,500
Heating Ventilation & Air Conditioning (Diploma)	$21,500
Medical Assistant (Diploma)	$19,900
Medical Billing and Insurance Coding (Diploma)	$19,900

* Includes tuition, books, supplies and uniforms.
[1] Workforce Agency recipient contracted charge is $10,000.
** Tuition rates are subject to change.
*** All tuition are mandatory charges

PROGRAM INFORMATION

AUTOMOTIVE TECHNICIAN
Diploma

Instructional Weeks: 36
Normal Time to Complete: 40
Delivery Method Offered: Hybrid and In-Residence*

Program Objective

The Automotive Technician diploma program prepares students to successfully enter the workforce in an entry-level position in automotive maintenance and repair. It consists of a well-balanced comprehensive program that combines the theoretical aspects of automotive diagnostics with direct hands-on practical training in repair procedures in a shop environment. The program introduces students to basic and advanced automotive technology including engine theory, fuel systems, fuel injection theory, electrical diagnosis, ignition systems, carburetor repair, tune-up, and onboard-computerized engine control. The program also provides instruction in brakes, heating and air-conditioning, manual and automatic transmissions, and front-end alignment. Particular emphasis is placed on hybrid drive systems and emerging auto technologies. Students will gain professional skills such as understanding instructions, communicating effectively, and completion of basic automotive diagnostic, repair, and safety procedures.

The program is 36 weeks long and consists of nine modules. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. Additionally, there is no externship for this program as all practical experience can be conducted in a shop environment.

Career Outcomes (SOC Codes: 49-3023.00)

This program prepares students for entry-level positions such as: Automotive Drivability Technician, Automotive Mechanic, Automotive Service Technician, Automotive Technician, Diagnostic Technician, Lube Tech (Lubrication Technician), Mechanic, Quick Service, Technician, Service Technician, Auto Technician, Automobile Technician, Dealer Auto Service Technician, Independent Shop Auto Technician, Service Writer, Retail Parts Associate, Parts Specialist, Performance Engine and Suspension Tuning, Alternative Fuels Technician

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
AT 110	Engine Theory and Systems	80	4.0
AT 120	Electrical Theory and Diagnosis	80	4.0
AT 130	Engine Performance and Ignition Systems	80	4.0
AT 140	Fuel Systems and Emission Control	80	4.0
AT 150	Steering, Suspension and Passenger Comfort	80	4.0
AT 160	Brake Systems	80	4.0
AT 170	Manual Transmissions	80	4.0
AT 180	Automatic Transmissions	80	4.0
AT 190	Preventative Maintenance and Hybrid Technology	80	4.0
	Totals	**720 Clock Hours**	**36 Semester Credit Units**

[1]An additional 80 hours of outside work is assigned for each didactic module.
*In-Residence offered to VA students only.

Business Office Administration
Diploma

Instructional Weeks: 36
Normal Time to Complete: 43
Delivery Method Offered: Hybrid and In-Residence*

Program Objectives

Upon completion of this program, students will be prepared for an entry-level office administration position in a typical business environment. Students are trained to fully utilize computer software such as Microsoft Word, Excel, Outlook, PowerPoint, and QuickBooks, along with gaining a basic understanding Customer Service, knowledge of Communication, Organization and Accounting skills.

The program is 36 weeks long and consists of eight modules. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The eighth module is spent in an externship consisting of 250 hours of on-the-job training at an approved extern employment site in the community.

Career Outcomes (SOC Codes: 43-9061.00, 43-9022.00)

This program prepares students for positions such as: Administrative Clerk (Admin Clerk), Clerical Aide, Clerical Assistant, General Clerk, Office Assistant, Office Clerk, Office Services Specialist, Office Support Assistant, Clerk Specialist, Office Technician, Administrative Assistant, Secretary, Office Coordinator, Office Manager, Receptionist, Bookkeeper

Program Outline:

Module Course	Course Title	Clock Hours[1]	Semester Number Credit Units
BA 110	Accounting Principles	80	4
BA 120	MS Excel Fundamentals	80	4
BA 130	Spreadsheets for Finance	80	4
BA 140	Business Applications	80	4
BA 150	Office Administration	80	4
BA 160	Customer Service & Ethical Business Practices	80	4
BA 170	Communications	80	4
BA 190	Externship	250	5.55
	Totals	**810 Clock Hours**	**33.54 Semester Credit Units**

[1]An additional 80 hours of outside work is assigned for each didactic module.
*In-Residence offered to VA students only.

DENTAL ASSISTANT
Diploma

Instructional Weeks: 34
Normal Time to Complete: 40
Delivery Method Offered: Hybrid and In-Residence*

Program Objective
Students are trained in clinical, radiographic, and preventive dentistry procedures. The program is 34 weeks long and consists of eight modules. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The eighth module is spent in an externship consisting of 170 hours of on-the-job training at an approved extern employment site in the community. Dental Assistant classes have a maximum student teacher ratio of 14:1 for lab classes.

Career Outcomes (SOC Code: 31-9091.00)
This program prepares students for an entry-level dental assisting position such as: Dental Assistant (DA), Oral Surgery Assistant, Orthodontic Assistant (Ortho Assistant), Registered Dental Assistant (RDA), Surgical Dental Assistant, Orthodontic Technician, Certified Dental Assistant (CDA), Certified Registered Dental Assistant (CRDA)

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
DA 110	Dental Science/Medical Emergencies	90	4.5
DA 120	Chairside Assisting	90	4.5
DA 130	Radiography	90	4.5
DA 140	Dental Material	90	4.5
DA 150	Preventative Dentistry	90	4.5
DA 160	Dental Specialties	90	4.5
DA 170	Prosthodontics/Administrative Assistant	90	4.5
DA 190	Externship	170	3.5
	Totals	**800 Clock Hours**	**35.0 Semester Credit Units**

[1]An additional 90 hours of outside work is assigned for each didactic module.
*In-Residence offered to VA students only.

Licensure or certification is not required to perform basic supportive dental procedures as a Dental Assistant in the state of Arizona.

Radiography Requirements
To legally operate dental x-ray equipment and perform dental radiographic procedures in Arizona, a dental assistant must meet the requirements shown below.

A dental assistant must hold a current Arizona Board-approved certificate in radiology. To obtain a certificate, one must:
1a. Pass the national DANB Radiation Health and Safety (RHS) exam, and
1b. Receive the Arizona Radiologic Proficiency Certificate, issued by DANB, OR
2a. Be currently certified in another U.S. jurisdiction that requires successful completion of a written and clinical dental radiography exam, and
2b. Apply to the Arizona State Board of Dental Examiners (ASBDE) for Dental Assistant Radiography Certification by Credential and receive the Arizona Radiologic Proficiency Certificate, issued by the ASBDE.

The school will pay for each student to take the radiography exam up to two (2) times.

DANB Background Information Policy
DANB national exam applications contain three background information questions that all exam candidates must answer. These questions require the DANB national exam candidate to disclose if he/she has had any felony convictions within the last five years or is currently serving a sentence for a felony conviction; has ever been disciplined by a regulatory, certifying or examination agency; has ever been investigated or dismissed by an educational institution for cheating or another ethical violation; or has ever been declared mentally incompetent by a court of law. DANB will review each response and make a determination, in consultation with legal counsel, on a case-by-case basis. DANB reserves the right, under extraordinary circumstances, to bring individuals for review under DANB's Disciplinary Policy & Procedures.

ELECTRICIAN TECHNICIAN
Diploma

Instructional Weeks: 36
Normal Time to Complete: 40
Delivery Method Offered: Hybrid and In-Residence+

Program Objective

The Electrician Technician program offers an industry recognized curriculum providing the basic knowledge and skills in applied electrical theory; residential, commercial, and industrial wiring; blueprint reading; estimating; and building codes, motor controls, Programmable Logic controls, Low voltage application and solar and Photovoltaic systems. Proper safety practices in the use of test equipment and hand and power tools are also stressed. Students gain valuable on-site electrical experience through wiring mock stations simulating real life experience.

The program is 36 weeks long and consists of nine modules. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. Additionally, there is no externship for this program as all practical experience will be conducted in a lab setting.

Career Outcomes* (SOC Code 47-2111.00, 49-2098.00)

This program prepares students for entry-level positions such as: Electrical Troubleshooter, Electrician, Housing Maintenance Electrician, Industrial Electrician, Maintenance Electrician, Alarm Technician, Fire Alarm Technician, Home Security Alarm Installer, Install Technician, Installation Technician, Installer, Security Installation Technician, Security Installer, Security Technician, Service Technician, Electrician Apprentice

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
EL 110[2]	Basic Safety	80	4.0
EL 120[2]	Introduction to Electrical Theory	80	4.0
EL 130[2]	Flexible Cables/Conduit Bending and Raceways	80	4.0
EL 140	Residential Applications	80	4.0
EL 150	Commercial Applications	80	4.0
EL 160	Low Voltage Applications	80	4.0
EL 170	Motor and Industrial Motor Controls	80	4.0
EL 180	Programmable Logic Controls	80	4.0
EL 190	Solar Electric Applications	80	4.0
	Totals	**720 Clock Hours**	**36 Semester Credit Units**

[1]An additional 60 hours of outside work is assigned for each didactic module.
[2]All students must complete modules EL 110, EL 120, and EL 130 before entering any other module.
*Graduates with adverse driving records or prior criminal background convictions, including driving under the influence, may have difficulty finding employment in the field.
+In-Residence offered to VA students only.

HEATING, VENTILATION AND AIR CONDITIONING
Diploma

Instructional Weeks: 36
Normal Time to Complete: 40
Delivery Method Offered: Hybrid and In-Residence*

Program Objective
The objective of this program is to provide students with the knowledge and technical skills necessary to pursue entry-level employment in the heating, ventilation, and air conditioning field, which includes selling, installing, and maintaining residential equipment. The program is designed to provide students with instructions and hands-on training in areas such as: installation, maintenance, repair, troubleshooting and basic design of refrigeration heating and air conditioning systems along with a focus on service operations. The curriculum includes hands-on lab simulations to help prepare students for field service work typically performed by installation technicians, shop service technicians, repair technicians, and apprentice mechanics. The 9-month HVAC program includes preparation for two important certifications for HVAC professionals: (1) EPA Section 608 Certification for Stationary Air Conditioning and Refrigeration and (2) Universal R-410A Safety Training & Certification. Obtaining an EPA Section 608 Certification is a graduation requirement for this program for all students starting on or after 3/27/23. The R-410A certification is not a program completion requirement but is strongly encouraged.

Career Outcomes: (SOC Codes: 49-9021.00)
This program prepares students for entry-level positions such as: A/C Tech (Air Conditioning Technician), HVAC Installer (Heating, Ventilation, and Air Conditioning Installer), HVAC Mechanic (Heating, Ventilation, and Air Conditioning Mechanic), HVAC Service Tech (Heating, Ventilation, and Air Conditioning Service Technician), HVAC Specialist (Heating, Ventilation, and Air Conditioning Specialist), HVAC Tech (Heating, Ventilation, and Air Conditioning Technician), Refrigeration Mechanic, Refrigeration Operator, Refrigeration Technician (Refrigeration Tech), Service Technician (Service Tech), Engineering Specialist, HVAC Apprenticeship

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
HVC 130[2]	Basic Electricity, Motors and HVAC Controls	80	4.0
HVC 135[2]	Basic Refrigeration Theory and Application	80	4.0
HVC 140	Air Conditioning, Troubleshooting and Heat Pump Systems	80	4.0
HVC 145	Heating Systems	80	4.0
HVC 150	Duct Design, Blueprint Reading, and Load Calculation	80	4.0
HVC 155	Commercial Refrigeration Systems	80	4.0
HVC 160	Specialized Commercial Equipment and Green Awareness	80	4.0
HVC 165	Regulation and Building Automation	80	4.0
HVC 170	Electrical and Mechanical Troubleshooting	80	4.0
Totals		**720 Clock Hours**	**36 Semester Credit Units**

[1]An additional 80 hours of outside work is assigned for each didactic module.
[2]All students must complete modules HVC130 and HVC 135 before entering any other module.
 *In-Residence offered to VA students only.

CERTIFICATIONS AND PROGRAM COMPLETION REQUIREMENTS

The HVAC program includes two important certifications for HVAC professionals.

1. EPA Section 608 Certification for Stationary Air Conditioning and Refrigeration

Federal regulations require that persons who work with regulated refrigerants be certified. The certification exam verifies that the person has read and understands the requirements of the Federal Clean Air Act.

There are four categories of EPA certification:

- Type I - Persons who maintain, service or repair small appliances must be certified as Type I Technicians
- Type II - Persons who maintain, service, repair or dispose of high or very high-pressure appliances, except for small appliances or motor vehicle air conditioning systems, must be certified as Type II technicians.
- Type III - Persons who service, maintain, repair, or dispose of low-pressure appliances must be certified as Type III technicians.
- Universal - Persons who maintain, service, repair, or dispose of small appliances as well as high- and low-pressure equipment, must be certified as Universal technicians.

UEI College students will take the Universal Exam, which encompasses the other three certifications.

2. Universal R-410A Safety Training & Certification Program

Hydrofluorocarbons (HFCs) are enabling the phase out of HCFCs. They are energy efficient, low in toxicity, cost effective and can be used safely. Because HFCs meet important environmental and societal needs, Governments and industry support their global use. In phasing out HCFCs, manufacturers are now using R-410A equipment, which use the new HFC technology. Air conditioning equipment manufactured for R-410A requires contractors and technicians to shift to different tools, equipment and safety standards when installing or changing out older split A/C systems or repairing systems in the field.

GENERAL INFORMATION REGARDING CERTIFICATIONS

The certification exams are given on site at the UEI College campus by an approved ESCO Institute proctor. The College will pay for each student to take each exam one (1) time. Students may take each exam an unlimited number of times but will be responsible for payment for all subsequent attempts. Exam times will be scheduled by the Program Director. Certification is not a program completion requirement but is highly recommended.

MEDICAL ASSISTANT
Diploma

Instructional Weeks: 36
Normal Time to Complete: 43
Delivery Method Offered: Hybrid and In-Residence*

Program Objective

Upon completion of this program, students will be prepared for an entry-level position as a front or back office medical assistant in the health care industry. Students are trained in basic medical procedures for both the front and back office in clinics, hospitals, and doctor's offices.

The program is 36 weeks long and consists of eight modules. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The eighth module is spent in an externship consisting of 250 hours of on-the-job training at an approved extern employment site in the community.

Career Outcomes (SOC Code: 31-9092.00)

This program prepares students for positions such as: Chiropractor Assistant, Clinical Medical Assistant, Doctor's Assistant, Health Assistant, Ophthalmic Assistant, Ophthalmological Assistant, Optometric Assistant, Optometric Technician, Medical Assistant, Medical Office Assistant, Ophthalmic Technician, Clinical Assistant, Medical Records Clerk, Medical Lab Assistant, Medical Administrative Assistant

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
MA 110	Administrative Medical Assisting Duties	80	4.0
MA 120	Introduction to Anatomy & Physiology	80	4.0
MA 130	Office Environmental Safety, Infection Control and Laboratory	80	4.0
MA 140	Psychology and Special Senses	80	4.0
MA 150	Medical Management	80	4.0
MA 160	Clinical Medical Assisting Duties	80	4.0
MA 170	Pharmacology and Office Emergencies	80	4.0
MA 190	Externship	250	5.55
	Totals	**810 Clock Hours**	**33.54 Semester Credit Units**

[1]An additional 80 hours of outside work is assigned for each didactic module.
*In-Residence offered to VA students only.

MEDICAL BILLING AND INSURANCE CODING
Diploma

Instructional Weeks: 36
Normal Time to Complete: 43
Delivery Method Offered: Hybrid and In-Residence*

Program Objective

Upon completion of this program, students will be prepared for an entry-level medical billing or coding position in the health care industry. Positions are available in clinics, hospitals, and private practices. Students are trained to code medical procedures and diagnoses, complete insurance claim forms and assess patient records for claims reimbursement.

The program is 36 weeks long and consists of eight modules. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The eighth module is spent in an externship consisting of 250 hours of on-the-job training at an approved extern employment site in the community.

Career Outcomes (SOC Code: 29-2072.00)

This program prepares students for positions such as: Health Information Clerk, Health Information Specialist, Health Information Technician, Medical Records Clerk, Medical Records Coordinator, Medical Records Technician, Medical Billing and Coding Specialist, Medical Coder, Medical Biller

Program Outline:

Module Course Number	Course Title	Clock Hours[1]	Semester Credit Units
MB 110	Insurance Billing	80	4.0
MB 120	Insurance Coding Principles	80	4.0
MB 130	Medical Law and Ethics	80	4.0
MB 140	Documentation and Records	80	4.0
MB 150	Medical Billing & Collections	80	4.0
MB 160	Insurance Practices	80	4.0
MB 170	Medical Office Procedures	80	4.0
MB 190	Externship	250	5.55
	Totals	**810 Clock Hours**	**33.54 Semester Credit Units**

[1]An additional 80 hours of outside work is assigned for each didactic module.
*In-Residence offered to VA students only.

VETERANS INFORMATION BULLETIN

The following UEI campus is approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code:

UEI COLLEGE
9215 N. Black Canyon Highway
Phoenix, AZ 85021
(623) 888-5261

The campus **Facility Code** is 25-0294-03.

Thus UEI College is accredited by the Accrediting Council for Continuing Education and Training (ACCET):

This Bulletin is effective **January 1, 2024** through **December 31, 2024.**

UEI College makes every effort to ensure accuracy of the information contained in this VA Information Bulletin. The college reserves the right to change policies, fees, and courses of instruction during this bulletin period upon direction of the UEI College Administration and its Chief Executive Officer.

SCHOOL GOVERNING BODY, ADMINISTRATORS, AND FACULTY

UEI College is a California corporation and a wholly owned subsidiary of International Education Corporation (IEC). The members of the Board of Directors for IEC Corporation are Doug Mellinger, Dr. Fardad Fateri, Jared Bluestein, Charles Cook, Sandy Lockwood, and Justin Topilow. The corporate office of IEC is located in Irvine, California.

The VA School Certifying Officials for this UEI College are as follows:

Barbara Bowerman (Primary) – Phoenix Campus
Firdaus Yusuf (Secondary)
Darcy Schnuth (Secondary)
Kristely San Miguel (Secondary)

The VA Point of Contact at each school location is the Director of Student Financial Services or email VABenefits@ieccolleges.com.

Please refer to the attached **Insert B** for the list of current campus administrators and faculty, including the campus-specific VA point of contact.

INSTRUCTIONAL FACILITIES

Each facility is equipped with the appropriate furniture, equipment, and supplies required to conduct programs effectively. The facilities are spacious, clean, and present a professional appearance. All laboratories have workstations simulating the actual work environments which students will encounter in a professional setting.

Student lounges are open to students, and vending machines provide snacks and refreshments. Students should use the lounges when eating and are asked to respect the rights of all students for a clean environment.

Maintaining and preserving the college's facilities and equipment is an obligation of all faculty, staff, and students. Students are expected to treat facilities and equipment with care and will be held liable for the destruction of college property. Students may consume food and beverages in the designated Student Lounge and smoking is prohibited within the college.

CLASS SIZE

UEI College limits the size of its classes to maintain the educational soundness of its instructional programs. Class size may vary from one subject area to another and from laboratory to lecture. For student to instructor ratios, please see individual program descriptions listed in the Catalog.

ENTRANCE REQUIREMENTS

All prospective applicants must be personally interviewed by a school representative, tour the campus, and receive a catalog describing the course offerings and the school policies. Upon the applicant's determination that he/she is interested in pursuing a specific program of study, he/she visits the Financial Planning department to receive information regarding funding options.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

Military Veteran applicants (spouses or dependents) to UEI College seeking to use their Veteran Educational Benefits must be at least 17 years of age and must be a High School graduate or GED holder.

Students are permitted to attend or participate in selected courses during the period beginning on the date on which the student has provided confirmation of eligibility for education assistance under chapter 31 or 33. Student can provide one of the following as confirmation of eligibility: certificate of eligibility (COE), statement of benefits, or a VAF28-1905. Institution can also accept verbal confirmation by contacting the School Certifying Official Hotline.

UEI College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institution facilities, or the requirement that a covered individual borrow additional funds, on any covered student because of delayed disbursement of funding from the VA under chapter 31 or 33.

POLICIES

A.   Enrollment Policy

Students may enroll on any day school is in session for a future start date.

UEI College requires that VA applicants review the Financial Aid "Shopping Sheet" and complete a Free Application for Federal Student Aid (FAFSA) prior to signing an enrollment agreement. *Use of the "Shopping Sheet" helps meet a disclosure requirement of Executive*

Order 13607.

Financial Aid Shopping Sheet Requirement: The Shopping Sheet is a resource to help our VA students understand their educational costs and the aid available to meet those costs. It is a single page that the Department of Education has developed. The standard format helps consumers easily compare the cost of attendance and aid awards across schools.

B.   Credit Evaluation Policy

Requests for Transfer of Credits must be submitted and approved prior to enrollment by submitting a form to the Director of Education. Upon receipt of official transcripts, appropriately trained Education Department staff members will review requests for transfer of credit evaluations for compliance with the following criteria:

- Coursework must have been completed at a public or private accredited four-year University, two-year Junior/Community College, military school, or other accredited postsecondary educational institution recognized by the Secretary of the US Department of Education.

- Comparability of Course Content

    − For Technical/Occupational Courses – course content must meet a majority of UEI College course competencies.

- Comparability of Credits Earned

    − Credits earned at another institution must be equal to (or greater than) the number of credits earned for the UEI equivalent credit. Partial credit will not be given for an UEI course.

        ➢ If a student has a sequence of courses or a combination of courses that are worth fewer credits than those at UEI College, courses may be combined and granted for one course (e.g., four (4) courses transferred in for one (1) UEI College course).

        ➢ A student will not be awarded multiple UEI College courses for one transfer course.

        ➢ A student will only be granted partial credit for a course if it is part of an articulation agreement.

- Technical coursework completed within the last three (3) years and general education coursework within the last seven (7) years is eligible for transfer credit review provided all other policy requirements are met.

- A grade of "C" or a 2.0 or higher must have been earned for the course. Typically grades issued with "Pass/Fail" or "Satisfactory/Unsatisfactory" are non-transferable. In some programs, after a review of the transferring school's policies, grades of "Pass/Fail" or "Satisfactory/Unsatisfactory" may be accepted.

- A grade of "D" is accepted for general education courses, for courses taken at UEI College where a "D" grade was considered passing.

- Certifications may be eligible for transfer of credit when properly supported by official documents.

Credits allowed will be recorded on enrollment record and the length of the course shortened proportionately. In addition, the student and the VA shall be notified.

C.   Veteran's Credit for Previous Education or Training

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

Credits allowed will be recorded on enrollment record and the length of the course shortened proportionately. In addition, the student and the VA shall be notified.

D.   Attendance Policy

Veteran's Attendance Requirements
The VA School Official at the end of each module verifies attendance on a monthly basis. Students who for any reason miss more than 25% of the scheduled course hours in a module are considered to be in violation of the attendance policy. At the first module exceeding 25% absenteeism, the student will be placed on attendance probation. At the second consecutive module exceeding 25% absenteeism, students VA benefits will be terminated based on the last date of attendance prior to exceeding 25%. Early departures, class cuts, tardies, etc., for any portion of a class period will be counted towards the 25% of scheduled course hours addressed above.
In order to show the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined above) for one calendar month after being terminated for unsatisfactory attendance. Upon demonstration of compliance, with the start of the following calendar month they may be recertified for VA education benefits.

1. <u>Tardiness</u> – If a student is tardy for class, points will be deducted from the professional development grade he/she receives each day and time missed will be counted toward the total hours missed. Definition of a tardy: Arriving late for class, (recorded in 15 minutes increments) including returning late from breaks or leaving early from class.

2. <u>Cutting classes</u> – Cutting of classes will be considered as unexcused absences.

3. <u>Make-Up Work</u> - Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance. Make-up work must be arranged between the student and the instructor. All make-up work must be completed within the current module.

4. <u>Leave of Absence</u> – Written requests for leaves of absence will be considered and such leaves may be granted to students at the discretion of the school. For the complete policy regarding a Leave of Absence, please refer to the school catalog. **Note**: VA allowances may be impacted by module breaks and leaves of absence. Students should consult with the VA Benefits Administration regarding the impact of their VA allowances.

E. <u>Progress Policy</u>

    1. The school's grading system for each class is:

Percent	Grade Point Average
90 – 100	4.0
80 – 89	3.0
70 – 79	2.0
60 – 69	1.0
0 – 59	0.0

Students who do not achieve a grade point of "2.0" or better in any module are considered to have failed that module and must repeat it. When students repeat a failed module, the original grade will be replaced by the new grade which will then be calculated in the cumulative GPA. Until the module is repeated, the "D" or "F" grade will remain in the student's cumulative GPA and will be included in the assessment of Satisfactory Academic Progress (SAP).

    2. Grade point average required for certifying completion of a course is a minimum grade point average of 2.0, meet the attendance requirements for the in-school training as stated in the attendance policy, successfully complete all elements of externship, if required, and satisfy all financial obligations to the school.

    3. Conditions for interruption for unsatisfactory progress:

Students who are not meeting satisfactory academic progress are subject to termination. Please refer to the school's catalog for the detailed policies and procedures regarding compliance with satisfactory academic progress.

    4. Condition for re-enrollment:

A student who has withdrawn or has been terminated may apply for re- admission by contacting the Director of Education. The school reserves the right to refuse re-admittance based upon the attendance, academic, and conduct history of the student during previous enrollment periods. Students who apply for re-entry will be given credit for any class that was successfully completed within the last twelve months.

F. <u>Conduct Policy</u>

Students are expected to follow all the rules and regulations of UEI College and to conduct themselves within the parameters of acceptable behavior at all times. While on school premises or externship sites, students shall conduct themselves in a professional manner. Disruptive behavior, including but not limited to fighting, harassment, cheating, use of profanity, and stealing is not acceptable and may lead to termination from UEI College. Use of cell phones for personal use is not permitted during any class or lab sessions and should be kept to a minimum while on campus. Additionally, please refer to the Drug and Alcohol Abuse Prevention policy included in the school's catalog.

G. <u>Refund Policy</u>

The Institutional Refund Policy is used to determine the amount of tuition to be refunded to a Student who withdraws or is terminated after the first day of class. Refunds are computed from the first date of entrance (commencement of training) to the last date of actual attendance as determined by official attendance records.

When a student withdraws, the institution prorates tuition charges up to 75% of the period of enrollment based on the formula outlined below. For students who withdraw after attempting 75% of the period of enrollment, the institution will retain 100% of the tuition charges for that period of enrollment. This means that the student will be responsible for 100% of the tuition charges for the enrollment period. The calculation to determine the percentage of tuition to be refunded to the student is as follows:

Scheduled hours in period of
enrollment up to student's LDA
_____ = Percentage of period of
Total hours in the period of   enrollment attempted
enrollment

If percentage of period of enrollment attempted is 75% or more, then 100% of tuition will be retained by the institution. If the percentage is less than 75%, then the following calculation will be applied:

Tuition X Percentage of period enrollment attempted = Tuition Retained by Institution

IF THE AMOUNT THAT YOU 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 DATE THE INSTITUTION DETERMINES THAT YOU WITHDREW. IF THE AMOUNT YOU ARE CHARGED IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGMENTS TO PAY THE DIFFERENCE.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or the agency that guaranteed the loan, if any. Any remaining unearned funds received from the federal financial aid program will be returned to the federal financial aid program, and any remaining balance paid to you.

Note: Students receiving VA Education Benefits are responsible for debts incurred through overpayments by the VA that result from termination refunds to the student.

INSTRUCTIONAL SCHEDULE

Training is offered Monday through Friday on campus. Days and hours vary depending on the program and session. Please refer to the academic calendar in the school catalog for a schedule of class starts.

In observance of the following holidays, UEI College does not hold classes on: New Year's Day, Martin Luther King Jr.'s Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, and the Friday after Thanksgiving, and during Winter Break.

The following programs are currently approved for VA Benefits:

Heating Ventilation & Air Conditioning (Diploma)
Medical Assistant (Diploma)
Medical Billing & Insurance Coding (Diploma)
Dental Assistant (Diploma)

DETAILED INSTRUCTIONAL SCHEDULE PER PROGRAM
Please refer to the academic calendar in the school catalog to for a schedule of class starts for all programs.

COURSE REQUIREMENTS AND FEES
Please refer to the tuition and fee table in this school catalog for program fees.

Program Courses and Clock Hours
Note: Please refer to this catalog for detailed program information.

REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS
For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll-free number at 1·888-442-4551.

LINKS TO INSTITUTIONAL DISCLOSURES

1. College Scorecard – http://collegecost.ed.gov/scorecard/
2. College Navigator comparison tool – http://nces.ed.gov/collegenavigator/
3. Financial Aid "Shopping Sheet" – http://enroll.uei.edu
4. Gainful Employment Disclosures:

For graduation rates, median debt of graduates completing programs, and other important information, please visit www.uei.edu/student-consumer-info

COURSE NUMBERING

Course Numbering System
The course numbering system uses an alphanumeric identifier. The prefixes are characters that represent the subject area. One hundred and two hundred level courses identify lower-level courses.

DEFINITION OF PROGRAM PREFIXES
AT - Automotive Technician courses
BA – Business Office Administration courses
DA – Dental Assistant courses
EL - Electrician Technician
HVC - Heating, Air Conditioning and Ventilation
MB - Medical Billing & Insurance Coding courses
MA – Medical Assistant courses

COURSE DESCRIPTIONS

A

Module	4.0 units 40/40 lec/lab

AT110 Engine Theory and Systems
Key events in the design and development of the automobile are reviewed, including the construction and manufacturing process. Students are introduced to the basics of engine design, evaluation, diagnosis, disassembly, and cleaning. The theory and service of the upper and lower ends of the engine are studied in detail. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *Prerequisite: None*

Module	4.0 units 40/40 lec/lab

AT120 Electrical Theory and Diagnosis
This module covers the basic principles and terms of automotive electrical systems as well as their diagnosis and service. Electrical components covered include batteries, charging systems, lighting, and electrical instrumentation. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *Prerequisite: None*

Module	4.0 units 40/40 lec/lab

AT130 Engine Performance and Ignition Systems
Fundamentals of the major engine performance systems and components are introduced. Students learn how the information gathered from on board diagnostic systems, scan testers, and symptom charts will aid them in evaluating engine problems. Ignition system diagnosis and service are reviewed. This course also discusses the importance of active and passive passenger restraint systems. The identification and use of hand tools and key shop equipment is also reviewed. *Prerequisite: None*

Module	4.0 units 40/40 lec/lab

AT140 Fuel Systems and Emission Control
The functions of fuel delivery, electronic fuel systems and fuel injection diagnosis and services are covered in this course. The importance of the proper operation of intake and exhaust systems is highlighted. In addition, emissions control systems diagnosis and service are also covered. Electric, hybrid and fuel cell vehicles and alternative fuels are examined. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *Prerequisite: None*

Module	4.0 units 40/40 lec/lab

AT150 Steering, Suspension and Passenger Comfort
This course centers on the single point of contact between the road and the vehicle: tires, wheels and the associated steering and suspension systems. The student will understand how the suspension and tires need to react to existing driving conditions. Manual and power-assisted steering systems are examined. The procedures for conducting an accurate wheel alignment will emphasize the benefits of proper service techniques. Diagnosis and servicing of automotive heating and air conditioning systems are also reviewed. Diagnostic equipment and tools used with these systems are discussed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *Prerequisite: None*

Module   **4.0 units 40/40 lec/lab**
AT160 Brake Systems
Students are introduced to the basic scientific theories and mathematical calculations underlying automotive function, design, and operation. Braking systems, including hydraulic, drum, disc, and antilock assemblies are detailed. Inspection, servicing, and preventive maintenance are emphasized. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *Prerequisite: None*

Module   **4.0 units 40/40 lec/lab**
AT170 Manual Transmissions
The major components of manual transmission systems are explored in this course. Students will understand the functions of the clutch, flywheel, transaxle, differential, and CV joints. Transmission and transaxle design and basic gear theory are investigated. Diagnosis and service of clutch and manual transmission problems are covered including disassembly, repair, and reassembly. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *Prerequisite: None*

Module   **4.0 units 40/40 lec/lab**
AT180 Automatic Transmissions
The components and operation of automatic transmissions and transaxles is the focus of this course. Torque converters, planetary gear controls, linkages, transfer cases, and sensors are among the components that will be discussed. Electronic automatic transmissions are reviewed. The student will be introduced to transmission/transaxle design and function for hybrid vehicles. The components of four- and all- wheel drive systems, and their advantages, are investigated. Diagnosis, disassembly, and reassembly of systems are highlighted as well. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *Prerequisite: None*

Module   **4.0 units 40/40 lec/lab**
AT190 Preventative Maintenance and Hybrid Technology
Proper preventative maintenance and basic service procedures and detailed in this course. Hybrid vehicles are reviewed, including the evolution of hybrid technology, as well as diagnostic and safety procedures. Also highlighted is the role of the automotive technician within the service facility including professional communication techniques, managing workflow, and working as part of a service team. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. *Prerequisite: None*

B

Module   **4.0 units 40/40 lec/lab**
BA110 Accounting Principles
Students learn the basic accounting concepts and principles in a computer environment using the commercial accounting software QuickBooks. Students will gain proficiency in QuickBooks and basic bookkeeping functions. AR/AP, invoicing, collections, cash receipts, financial statements, balance sheets, reconciliations. *Prerequisite: None*

Module   **4.0 units 40/40 lec/lab**
BA120 MS Excel Fundamentals
In this module students will learn common uses of Excel in an office environment such as such as creating address books, mailing lists, inventory lists, and tracking expenses. Students will learn about functions, formulas, and charts. Students will identify problems and structure spreadsheets to solve and display a solution. *Prerequisite: None*

Module   **4.0 units 40/40 lec/lab**
BA130 Spreadsheets for Finance
This module introduces students to the financial functionality of Microsoft Excel how to apply those skills to business applications such as reporting, and the automation of accounting and financial tasks. Students will learn the differences between Google Sheets, and Microsoft Excel. *Prerequisite: None*

Module   **4.0 units 40/40 lec/lab**
BA140 Business Applications
In this module's students will be introduced to various office applications and use of the applications in a business environment to create documents, publications, and complete tasks that require the use of a word processor. Students will develop proficiency in Microsoft Word, Adobe Acrobat, and Google Apps, will be explored. *Prerequisite: None*

Module   **4.0 units 40/40 lec/lab**
BA150 Office Administration
This module includes practical training in basic business functions of office operations Working knowledge of office equipment, like multifunction printer's mailroom equipment, shredder, and projectors. Students will learn how to schedule and set up meetings, business travel and office inventory. *Prerequisite: None*

Module   **4.0 units 40/40 lec/lab**
BA160 Customer Service & Ethical Business Practices
In this module students will learn about effective customer service with internal and external customers. Students will develop proficiency in Microsoft Outlook, learn conflict resolution methods, structuring information, problem solving, general practices in business etiquette (avoiding controversial subjects, discrimination). *Prerequisite: None*

Module   **4.0 units 40/40 lec/lab**
BA170 Communications
Students will learn the principles and styles of effective written and verbal business communications and group presentations. Students will develop proficiency in Microsoft PowerPoint, Skype, and typing skills and learn to effectively use graphical representation, concise language, impactful body language, and voice tone when presenting & communicating and text and phone etiquette. *Prerequisite: None*

Module   **5.55 units 250 extern hours**
BA190 Externship
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training program. Externs work under the directed supervision of school personnel and are evaluated on skill performance, subject knowledge, professionalism, and participation/attendance. All absences during the externship must be made up. Externship evaluations become part of the student's permanent record. Satisfactory completion of externship training is required for graduation.
 Prerequisite: Successful completion of modules 110 though 170

D

Module   **4.5 units 45/45 lec/lab**
DA 110 Dental Science/Medical Emergencies
This module encompasses the study of human development including the development of two sets of teeth: the primary and permanent dentition.   Students also study facial structure, the oral cavity, anatomy of the teeth and the function of the supporting structures. Methods for taking and recording vital signs and blood pressure are introduced, as well as placement of the patient sensors for use with the EKG device during surgical phase of dentistry. Students also learn about CPR for the Healthcare Provider and how to manage emergencies that may occur in the dental office. Students will learn the Dental Ethics and Jurisprudence as it effects the dental profession. Career skills, basic keyboarding and computer skills taught relate to the dental office. *Prerequisite: None*

Module   **4.5 units 45/45 lec/lab**
DA 120 Chairside Assisting
Methods of disease transmission, body defenses, and diseases of major concern to dental personnel are stressed along with the prevention of disease transmission. Microbiology is covered through pathogens and modes of disease transmission. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operatory disinfection using approved agents and methods. Proper positioning of the patient and staff during dental procedures is taught with an emphasis on the principles of four-handed dentistry, including materials and instrumentation. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection using an intraoral camera. Students will practice placing and activating chairside whitening with a non-laser light curing device   Introduction of tooth morphology, oral structures, and oral pathology are presented. *Prerequisite: None*

Module   **4.5 units 45/45 lec/lab**
DA 130 Radiography
This module introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Hands-on care of film, equipment, and related infection control steps during film exposure. Students will learn the parts of an x-ray machine, the properties of x-radiation and factors that affect the density and contrast of an x-ray. Hands-on experience is given in radiographic techniques and processing of x-rays including basic principles of intraoral radiography. Students are also introduced to digital radiography. *Prerequisite: None*

Module   **4.5 units 45/45 lec/lab**
DA 140 Dental Material
Students will learn about laboratory equipment, basic laboratory procedures, and materials used in a dental office. Students receive hands-on training in taking impressions and constructing study and master casts. The casts are then used to practice dental procedures such as the fabrication of custom trays, mouth guards and bleaching trays. Study of infection control standards in the laboratory setting and OSHA regulations are stressed. Proper techniques in measuring and mixing restorative dental products such as cements and liners as well as mixing stone and plaster are covered. Students will fabricate and place temporary crowns.
Prerequisite: None

Module   **4.5 units 45/45 lec/lab**
DA 150 Preventative Dentistry
This module emphasizes maintaining optimum oral health. General nutrition, food groups, dietary evaluation, and oral nutritional deficiencies are covered with an emphasis on teaching the patient personal oral hygiene, tooth-brushing techniques, plaque control, and applying fluoride. Coronal polishing theory and procedures are taught, a hands-on procedure in which plaque and stains on the surfaces of the teeth are removed from the coronal surfaces of the teeth. Pit and Fissure theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed Registered Dental Assistant using a caries detection device. Completion of Pit and Fissure and Coronal Polishing requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license. *Prerequisite: None*

Module   **4.5 units 45/45 lec/lab**
DA 160 Dental Specialties
This module discusses the various specialized areas of dentistry so students may determine their area of interest and establish their career path. In Endodontics, the student studies diagnosis, testing pulp vitality, endo-cultures, drying root canals and instrumentation setups for root canal therapy. Oral Surgery and Implants is the study of surgeries of the oral cavity and advantages and disadvantages of implants. Pedodontics, the study of children's teeth, emphasizes both preventive and restorative techniques as well as the child patient. Orthodontics is covered with the different phases of orthodontic treatments.   *Prerequisite: None*

Module   **4.5 units 45/45 lec/lab**
DA 170 Prosthodontics/Administrative Assistant
During this module the students will be introduced to dental office management with an emphasis on the front office role. Skills included are computer skills, keyboarding, appointment scheduling, telephone techniques, inventory control and insurance and billing procedures. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students will also be introduced to Facebow transfer, denture adjustment and CAD/CAM imaging. Students are fully trained in the HIPAA guidelines. Career skills, basic keyboarding and computer skills taught relate to the dental office. *Prerequisite: None*

Module   **3.5 units 170 extern hours**
DA 190 Externship
Externship is the last module of training the student completes. This module immediately follows the successful completion of classroom training. Externships are served in approved facilities that provide the students with the opportunity to apply skills and knowledge acquired during the program. Externs work under the direct supervision of qualified personnel at the participating sites and under general supervision of school personnel. Externs are evaluated on skill performance, subject knowledge, professionalism, and attendance. All absences during the externship must be made up. Externship evaluations become part of the students' permanent record. Satisfactory completion of externship training is required for graduation.
Prerequisite: Successful completion of modules 110 - 170

E

Module   **4.0 units 40/40 lec/lab**
EL110 Basic Safety
This course is an industry-designed course covering safety topics specific to the construction industry. This provides the electrical worker with instruction in general construction site safety, measurements and formulas, use of hand and power tools, interpretation of blueprints, basic rigging techniques and methods used to move equipment and materials. In this course the student will be taught basic math for calculation and accurate measurements.
Additionally, this course provides students with training in OSHA 10 regulations and CPR for safety and health in the construction industry, as well as safe working practices for electricians servicing electrically live installations mandated by NFPA 70. *Prerequisite: None*

Module   **4.0 units 40/40 lec/lab**
EL120 Introduction to Electrical Theory
This course will provide instruction on the various laws and principles of electricity. An examination of electrical energy fundamentals, the relationships of electrical quantities within Ohm's Law and the principles of magnetic induction, transformers and capacitors serve to provide an overview of electrical power generation. Also, this course will provide instruction on the various types of electric motors and their applications. Topics consist of single-phase and three phase motors, capacitor start/run motors, and interrupting the nameplate data to provide the student with a working knowledge of electrical motors. *Prerequisite: None*

Module   **4.0 units 40/40 lec/lab**
EL130 Flexible Cables/Conduit Bending and Raceways
This course will provide instruction on various flexible conduits and flexible cable assemblies. Students will learn the NEC code requirements for listed flexible conduits and cables along with the installation requirements and their associated connectors and fittings. This course will provide hands-on applications in the installation of conduits in both metallic with other raceways commonly used in commercial electrical wiring. Students will perform the mechanics of bending to form different types of bends. *Prerequisite: None*

Module   **4.0 units 40/40 lec/lab**
EL140 Residential Applications
This course will provide instruction on various flexible conduits. It will prepare the student for the challenges of designing and drawing a National Electrical Code (NEC) governing branch circuit requirements for residential structures. Students receive instruction on load calculations, receptacle placement, lighting outlets, Ground Fault & Arc Fault protection, electrical symbols, and prints, along with the requirements for grounding, bonding, conductor identification, and sizing calculations for service equipment.
Prerequisite: EL110, EL120, and EL130

Module   **4.0 units 40/40 lec/lab**
EL150 Commercial Applications
This course gives the student an introduction to commercial wiring methods and three phase electrical distribution systems. The course will help the student read and understand blueprints used in commercial applications. It shall cover the proper use and identification of materials associated with commercial electrical work. It teaches the student specific code requirements related to commercial applications as well as the ability to calculate service, feeder, and branch circuit requirements. It also establishes the principles of proper maintenance and troubleshooting.
Prerequisite: EL110, EL120, and EL130

Module   **4.0 units 40/40 lec/lab**
EL160 Low Voltage Applications
This course provides an overview of the alarm, telecommunications, and entertainment electronics industries from a technician's perspective. It covers the makeup, identification, and applications of various types of conductors and cables used in telecommunications and security systems. It also provides information and detail instruction for selecting, installing, testing, and terminating devices on various cables used in low voltage work.
Prerequisite: EL110, EL120, and EL130

Module   **4.0 units 40/40 lec/lab**
EL170 Motor and Industrial Motor Controls
This course will provide instruction on the various types of electric motors and their applications. Topics consist of single-phase and three-phase motors, capacitor start/run motors, direct current motors and interrupting the nameplate data to provide the student with a working knowledge of electrical motors. It will provide the students with a working knowledge of industrial motor controls. Starting with some of the most basic electronic devices, students will move from simple control circuits to an array of complex and intricate circuits. Topics include timers, Start and stop switches, pressure, temperature, and other sensors along with many others that challenge today's electricians and instrumentation technicians.
Prerequisite: EL110, EL120, and EL130

Module   **4.0 units 40/40 lec/lab**
EL180 Programmable Logic Controls
This course introduces the students to the principles of solid-state control and examines various applications that are relevant to the electrician. It introduces the students to electricity and semiconductor fundamentals. Students will identify, test, and work with components that explain basic digital logic elements, flip-flops, shift registers and counter, the function and purpose of programmable logic controllers (PLC), different numbering systems used in PLCs, and the hardware and software use in PLCs.
Prerequisite: EL110, EL120, and EL130

Module   **4.0 units 40/40 lec/lab**
EL190 Solar Electric Applications

This course provides an overview of photovoltaic (PV) science and an introduction to the fundamentals of solar energy. Through a combination of lecture and hands on lab exercises, students will learn the concepts and processes of photovoltaic systems, including their design and installation. The module covers the scope of solar energy system's conceptual, mechanical, and electrical design, with an emphasis on wiring and electrical issues.
Prerequisite: EL110, EL120, and EL130

H

Module   **4.0 units 40/40 lec/lab**
HVC 130 Basic Electricity, Motors, and HVAC Controls

An introduction to electricity and automatic controls. Content includes: electrical components, household wiring, wire sizing, series and parallel circuits. Included in this course is hands-on experience with electrical tools and meters. On the controls side the course is designed to develop familiarity with electrical current and an understanding of electrical current flow and its effects as it interacts with various components of a circuit. The student will develop a basic understanding of motors and their starting devices and troubleshooting principles and basic understanding of HVAC control devices and how they affect the operation of HVAC equipment. *Prerequisite: None*

Module   **4.0 units 40/40 lec/lab**
HVC 135 Basic Refrigeration Theory and Application

This course is designed to familiarize students with basic industry tools and their proper and safe use. The student will be using these tools to complete lab assignments and introduce basic refrigeration principles, refrigeration theory, characteristics, and properties of refrigerant. Emphasis will be placed on system evacuation, and compressor component replacement and system charging. The application of refrigeration theory is also covered in this course. *Prerequisite: None*

Module   **4.0 units 40/40 lec/lab**
HVC 140 Air Conditioning, Troubleshooting and Heat Pump Systems

This course covers principles of residential air conditioning systems. Content includes evaluation and hands-on and classroom experience in use of psychometrics, residential and light commercial air conditioning equipment types, and installation. In this course the students will be introduced to the heat pump application and its components. Lab focuses on systems operation, and performance problems.
Prerequisites: HVC 130, HVC 135

Module   **4.0 units 40/40 lec/lab**
HVC 145 Heating Systems

This course is designed to introduce the student to basic concepts of heating with gas, electric and oil used primarily in residential applications and the principles of combustion. Topics include the basic of gas heating systems, operation of gas valves and burners. This course also includes lessons related to combustion chemistry, heating fuels natural gas and LP gas-burning equipment, start-up, sequence of operation and equipment maintenance troubleshooting.
Prerequisites: HVC 130, HVC 13

Module   **4.0 units 40/40 lec/lab**
HVC 150 Duct Design, Blueprint Reading, and Load Calculation

This course covers equipment used for the distribution of air. Course content includes: blower performance; static and dynamic pressures and pressure drop due to friction; sizing and selection of ductwork and blowers, diffusers, registers and grilles; and evaluation of system performance. This course also assists students in developing a basic understanding of how to read and interpret blueprints and load calculations.
Prerequisites: HVC 130, HVC 135

Module   **4.0 units 40/40 lec/lab**
HVC 155 Commercial Refrigeration Systems

This course covers the fundamentals of refrigeration equipment found in commercial systems. It teaches students the different components used in commercial applications as well as start-up, installation and defrost cycle needed. Safety for the technician, customer, and equipment are also covered.
Prerequisites: HVC 130, HVC 135

Module   **4.0 units 40/40 lec/lab**

HVC 160 Specialized Commercial Equipment and Green Awareness

This course is designed familiarize students with the specialized refrigeration equipment principles that they will face in the industry and how to apply it to properly diagnose system operation. Lab focuses on systems, performance problems and to increase awareness of alternative forms of heating and air conditioning that are more environmentally friendly presented in Green Awareness.
Prerequisites: HVC 130, HVC 135

Module   **4.0 units 40/40 lec/lab**

HVC 165 Regulation and Building Automation

This course is designed to prepare students to take the R-410A safe use certification test. Content includes chemicals: HCFC-22, commonly known as R-22, used generally in air conditioning equipment; and R-410A refrigerant, which replaces HCFC-22. Focus is on safe use of R-410A. Course content also emphasizes the importance of OSHA standards. Prepares for the EPA 608 certification exam to permit handling and transport refrigerant. This course also covers a building automation and the new controls used in building maintenance.
Prerequisites: HVC 130, HVC 135

Module   **4.0 units 40/40 lec/lab**

HVC 170 Electrical and Mechanical Troubleshooting

This course is designed to help the students, troubleshoot, and diagnose equipment malfunctions. The student will learn how to distinguish between an electrical problem compared to a mechanical problem in the troubleshooting techniques. During this course the student will be able to write a service order and explain the work completed to the customer.
Prerequisites: HVC 130, HVC 135

M

Module   **4.0 units 40/40 lec/lab**

MA 110 Administrative Medical Assisting Duties

In this module, the student will learn the basics responsibilities of the medical assistant and the duties performed by them on the job. Students will learn the basics of medical law and ethics and the importance of documentation in the workplace. The student will get a basic understanding of HIPAA law and improve their communication skills. The student will practice the related concepts in the laboratory including injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check-out procedures. *Prerequisite: None*

Module   **4.0 units 40/40 lec/lab**

MA 120 Introduction to Anatomy & Physiology

During this module, the student will gain a better understanding of the anatomical system and the manner in which the body works. This module teaches students about the mechanical functions of the body and how pathophysiology takes its toll on creating illnesses. There are also descriptions on radiology and how the medical assistant may better prepare a patient for radiological procedures. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check-out procedures. *Prerequisite: None*

Module   **4.0 units 40/40 lec/lab**

MA 130 Office Environmental Safety, Infection Control and Laboratory

This module describes the effects of contamination on the body, as well as the effects on the patients and the medical assistant. The purpose of the module is to teach patient and staff safety against viruses and/or dangerous bacteria. The student will learn basic forms of microbiology and the lymphatic system as well as preventative aseptic technique and instruction tools for a healthy practice. The student will practice these concepts in the laboratory regarding injections, venipuncture, aseptic technique, and triage. The student will also practice computer career skills regarding keyboarding and front desk and back-office check-in and checkout procedures.
Prerequisite: None

Module   **4.0 units 40/40 lec/lab**

MA 140 Psychology and Special Senses

Student will gain a better understanding of nerves, psychology, and the effects of medications on the body, as well as where the medications target. Psychology and its effect on the patient are studied, as well as a patient's two most used sense organs; the eyes and the ears. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check-out procedures.
Prerequisite: None

Module   **4.0 units 40/40 lec/lab**
MA 150 Medical Management
This module helps the student with managerial and bookkeeping techniques including finances, insurance, and accounts receivable. This helps the student understand the structure of a facility and the importance of quality work to increase revenue in their workplace. The student also explores the digestive system and the pathologies affecting it, as well as the urinary system. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check-out procedures. *Prerequisite: None*

Module   **4.0 units 40/40 lec/lab**
MA 160 Clinical Medical Assisting Duties
This is the CPR module that prepares the student for emergencies and preparations in resuscitation in the field. The student gets an overall experience in the understanding of the cardio-pulmonary system as well as learning about nutrition and its effects on the cardio-pulmonary system. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check-out procedures. *Prerequisite: None*

Module   **4.0 units 40/40 lec/lab**
MA 170 Pharmacology and Office Emergencies
This module covers the topics of reproductive health and the endocrine system. There is also information about mathematics that deal with pharmacology and the effects of pharmaceuticals on the endocrine system and the body. This module helps students expand their acceptance and responsibility in back-office procedures in the workplace. Students will practice the related concepts in the laboratory regarding injections, venipuncture, aseptic technique, and triage as well as computer career skills such as keyboarding, front desk and back-office check-in and checkout procedures. *Prerequisite: None.*

Module   **5.55 units 250 extern hours**
MA 190 Externship
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training program. Externs work under the directed supervision of school personnel and are evaluated on skill performance, subject knowledge, professionalism, and participation/attendance. All absences during the externship must be made up. Externship evaluations become part of the student's permanent record. Satisfactory completion of externship training is required for graduation. *Prerequisite: Successful completion of modules 110-170*

Module   **4.0 units 40/40 lec/lab**
MB 110 Insurance Billing
This module is designed to familiarize students with the insurance claims forms for a variety of providers, including Group Plan Insurances, PPOs, Worker's Compensation and Federal and State Disability. HIPAA training and the basics of health insurance are covered in this module. Students will experience hands-on training in handling claim forms such as the CMS-1500 and will learn to use one of the most popular billing software programs. Students will be introduced to the basic anatomy of the human body, prefixes, suffixes, abbreviations, and the organization of the body. Students will also learn to bill and code for procedures and diagnoses relating to surgery and anesthesia.   *Prerequisite: None*

Module   **4.0 units 40/40 lec/lab**
MB 120 Insurance Coding Principles
This module is designed to teach students complex coding principles and the use of the CPT, ICD-10, and HCPCS coding manuals. Students will learn to code diagnoses and procedures accurately for the purpose of billing the responsible insurance. Students will learn to use one of the most popular billing software programs. Students will be introduced to medical terminology, word parts, abbreviations, and symbols. Students will also bill and code for procedures and diagnoses relating to the integumentary system.   *Prerequisite: None*

Module   **4.0 units 40/40 lec/lab**
MB 130 Medical Laws and Ethics
In this module, students will learn the basic laws and ethics governing the medical field, including professional behavior, confidentiality, doctor-patient relationships, malpractice, and breach of contract. Students will learn to use one of the most popular billing software programs. Students will become competent in CPR (cardiopulmonary resuscitation). Students will learn about oncology, the blood and lymphatic system, the respiratory system, the cardiovascular system and will also learn how to bill and code for procedures and diagnoses relating to these systems.   *Prerequisite: None*

Module   **4.0 units 40/40 lec/lab**
MB 140 Documentation and Records
In this module, students will learn about the medical documentation process. Students will experience hands-on electronic health records standards and advanced techniques using EHR software. Students will learn about the paper claim and medicine. Students will learn

about the skeletal system, the muscular system, the eye, ocular adnexa, auditory, and operating microscope. Students will also learn how to bill and code for procedures and diagnoses relating to these systems.   *Prerequisite: None*

Module   **4.0 units 40/40 lec/lab**
MB 150 Medical Billing and Collections
This module focuses on the regulations governing the collections process. Students will learn to verify insurance information, perform pre-admission authorizations and billing follow-up. They will study receipt of payment issues in the collections area and track reimbursements. Students will learn to use one of the most popular billing software programs. Students will learn about radiology, nuclear medicine, inpatient hospital services and ICD-10 principles. Students will also learn how to bill and code for procedures and diagnoses related to these systems.   *Prerequisite: None*

Module   **4.0 units 40/40 lec/lab**
MB 160 Insurance Practices
This module is designed to familiarize students with the insurance claim forms for Medicare, Medicaid, The Blue Plans, Private insurance, Managed Care Plans, and the TRICARE and CHAMPVA programs. Students will learn to use one of the most popular billing software programs. Students will learn about the digestive system, the urinary system, and the male reproductive system. Students will also learn how to bill and code for procedures and diagnoses related to these systems.   *Prerequisite: None*

Module   **4.0 units 40/40 lec/lab**
MB 170 Medical Office Procedures
This module is designed to teach students basic medical office procedures. Topics covered include the use of office equipment, such as copiers, fax machines and calculators. Students will study the proper handling of patient records, filing and managing telephone calls. Students will study dental services and dental claims. Students will learn to use one of the most popular billing software programs. Students will learn about the endocrine system, the nervous system, obstetrics, and the female reproductive system.   Students will also learn how to bill and code for procedures and diagnoses related to these systems.   *Prerequisite: None.*

Module   **5.55 units 250 extern hours**
MB 190 Externship
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training programs. Externs work under the supervision of qualified personnel at the participating sites and under the general supervision of school personnel. Externs are evaluated on skill performance, subject knowledge, professionalism, participation, and attendance. All absences during the externship must be made up. Externship evaluations become part of the student's permanent record. Satisfactory completion of externship training is required for graduation.
 Prerequisite Successful Completion of Modules 110-170

ACADEMIC CALENDAR AND HOLIDAYS

2024

Start Cycle	Mod Start	5 Days/Wk Programs	4 Day/Wk Programs	7th day Cancelation Date	14th day Cancelation Date	Holiday		In Service	School Breaks		
A	01/10/2024 - Wed	02/07/2024 - Wed	02/07/2024 - Wed	01/17/2024 - Wed	01/24/2024 - Wed	01/15/2024 - Mon	MLK BIRTHDAY				
B	01/29/2024 - Mon	02/23/2024 - Fri	02/22/2024 - Thu	02/04/2024 - Sun	02/11/2024 - Sun						
A	02/12/2024 - Mon	03/08/2024 - Fri	03/07/2024 - Thu	02/18/2024 - Sun	02/25/2024 - Sun			03/08/2024 - Fri			
B	02/27/2024 - Tue	03/25/2024 - Mon	03/25/2024 - Mon	03/04/2024 - Mon	03/11/2024 - Mon			03/08/2024 - Fri			
A	03/11/2024 - Mon	04/08/2024 - Mon	04/04/2024 - Thu	03/17/2024 - Sun	03/24/2024 - Sun	03/29/2024 - Fri	SPRING HOLIDAY				
B	03/27/2024 - Wed	04/24/2024 - Wed	04/23/2024 - Tue	04/03/2024 - Wed	04/10/2024 - Wed	03/29/2024 - Fri	SPRING HOLIDAY				
A	04/10/2024 - Wed	05/07/2024 - Tue	05/07/2024 - Tue	04/16/2024 - Tue	04/22/2024 - Mon						
B	04/29/2024 - Mon	05/24/2024 - Fri	05/23/2024 - Thu	05/05/2024 - Sun	05/12/2024 - Sun	05/27/2024 - Mon	MEMORIAL DAY				
A	05/09/2024 - Thu	06/06/2024 - Thu	06/06/2024 - Thu	05/15/2024 - Wed	05/22/2024 - Wed	05/27/2024 - Mon	MEMORIAL DAY	06/07/2024 - Fri			
B	05/28/2024 - Tue	06/24/2024 - Mon	06/24/2024 - Mon	06/03/2024 - Mon	06/10/2024 - Mon			06/07/2024 - Fri			
A	06/10/2024 - Mon	07/10/2024 - Wed	07/09/2024 - Tue	06/16/2024 - Sun	06/23/2024 - Sun				07/04/2024 - Thu	07/08/2024 - Mon	BREAK
B	06/26/2024 - Wed	07/26/2024 - Fri	07/25/2024 - Thu	07/02/2024 - Tue	07/14/2024 - Sun				07/04/2024 - Thu	07/08/2024 - Mon	BREAK
A	07/11/2024 - Thu	08/07/2024 - Wed	08/07/2024 - Wed	07/17/2024 - Wed	07/24/2024 - Wed						
B	07/29/2024 - Mon	08/23/2024 - Fri	08/22/2024 - Thu	08/04/2024 - Sun	08/11/2024 - Sun						
A	08/08/2024 - Thu	09/05/2024 - Thu	09/05/2024 - Thu	08/14/2024 - Wed	08/21/2024 - Wed	09/02/2024 - Mon	LABOR DAY	09/06/2024 - Fri			
B	08/26/2024 - Mon	09/23/2024 - Mon	09/23/2024 - Mon	09/01/2024 - Sun	09/09/2024 - Mon	09/02/2024 - Mon	LABOR DAY	09/06/2024 - Fri			
A	09/09/2024 - Mon	10/04/2024 - Fri	10/03/2024 - Thu	09/15/2024 - Sun	09/22/2024 - Sun						
B	09/25/2024 - Wed	10/22/2024 - Tue	10/22/2024 - Tue	10/01/2024 - Tue	10/08/2024 - Tue						
A	10/07/2024 - Mon	11/01/2024 - Fri	10/31/2024 - Thu	10/13/2024 - Sun	10/20/2024 - Sun						
B	10/24/2024 - Thu	11/20/2024 - Wed	11/20/2024 - Wed	10/30/2024 - Wed	11/06/2024 - Wed						
A	11/04/2024 - Mon	12/04/2024 - Wed	12/03/2024 - Tue	11/10/2024 - Sun	11/17/2024 - Sun				11/27/2024 - Wed	12/01/2024 - Sun	BREAK
B	11/21/2024 - Thu	12/23/2024 - Mon	12/23/2024 - Mon	12/02/2024 - Mon	12/09/2024 - Mon			12/06/2024 - Fri	11/27/2024 - Wed	12/01/2024 - Sun	BREAK
A	12/05/2024 - Thu	01/09/2025 - Thu	01/09/2025 - Thu	12/11/2024 - Wed	12/18/2024 - Wed	12/31/2024, 1/1/2025	WINTER HOLIDAY	12/06/2024 - Fri	12/24/2024 - Tue	12/29/2024 - Sun	BREAK
B	12/30/2024 - Mon	01/29/2025 - Wed	01/29/2025 - Wed	01/07/2025 - Tue	01/14/2025 - Tue	12/31/24, 1/1/25, 1/20/25	WINTER HOLIDAY		12/24/2024 - Tue	12/29/2024 - Sun	BREAK

Weekend:

Start Cycle	Mod Start	5 Days/Wk Programs	4 Day/Wk Programs	7th day Cancelation Date	14th day Cancelation Date	Holiday	In Service	School Breaks		
WKND	01/27/2024 - Sat	02/23/2024 - Fri	02/23/2024 - Fri	02/02/2024 - Fri	02/09/2024 - Fri					
WKND	02/24/2024 - Sat	03/22/2024 - Fri	03/22/2024 - Fri	03/01/2024 - Fri	03/08/2024 - Fri		03/08/2024 - Fri			
WKND	03/23/2024 - Sat	04/26/2024 - Fri	04/26/2024 - Fri	03/29/2024 - Fri	04/05/2024 - Fri			03/30/2024 - Sat	04/05/2024 - Fri	BREAK
WKND	04/27/2024 - Sat	05/24/2024 - Fri	05/24/2024 - Fri	05/03/2024 - Fri	05/10/2024 - Fri					
WKND	05/25/2024 - Sat	06/21/2024 - Fri	06/21/2024 - Fri	05/31/2024 - Fri	06/07/2024 - Fri		06/07/2024 - Fri			
WKND	06/22/2024 - Sat	07/26/2024 - Fri	07/26/2024 - Fri	06/28/2024 - Fri	07/05/2024 - Fri			06/29/2024 - Sat	07/05/2024 - Fri	BREAK
WKND	07/27/2024 - Sat	08/23/2024 - Fri	08/23/2024 - Fri	08/02/2024 - Fri	08/09/2024 - Fri					
WKND	08/24/2024 - Sat	09/20/2024 - Fri	09/20/2024 - Fri	08/30/2024 - Fri	09/06/2024 - Fri		09/06/2024 - Fri			
WKND	09/21/2024 - Sat	10/18/2024 - Fri	10/18/2024 - Fri	09/27/2024 - Fri	10/04/2024 - Fri					
WKND	10/19/2024 - Sat	11/15/2024 - Fri	11/15/2024 - Fri	10/25/2024 - Fri	11/01/2024 - Fri					
WKND	11/16/2024 - Sat	12/20/2024 - Fri	12/20/2024 - Fri	11/22/2024 - Fri	11/29/2024 - Fri		12/06/2024 - Fri	11/23/2024 - Sat	11/29/2024 - Fri	BREAK
WKND	12/21/2024 - Sat	01/24/2025 - Fri	01/24/2025 - Fri	12/27/2024 - Fri	01/03/2025 - Fri			12/28/2024 - Sat	01/03/2025 - Fri	BREAK

UEI COLLEGE

Mesa Campus Faculty / Staff List
Campus President/Executive Director: Dalis Cruz

Admissions
Director of Admissions: **Ashley Norton**

Career Services
Director of Career Services: **Sandra Zehner**

Education
Director of Education: **Tanya Peralez**
Associate Director of Education: **Justin Craig**

Associate Director of Student Affairs
——————————————————————
Reshmi Prasad

Registrar:
Chante Williams

Student Financial Services
Director of Student Finance:

Faculty

Automotive Technician

Brandon Stumpf
Degree/Certifications: Associate Degree in Automotive Technician-Rosedale Technical Institute
Certs: ASE
Professional Experience: 10 years

Eric Boneta
Professional Experience: 10 years

Dental Assistant

Mishelena "Lena" Guerrero
Certs: CPR/AED Certified, RHS Certified
Professional Experience: 9 years

Eliza Bryson
Certs: Dental Hygienist, CPR/AED Certified
Professional Experience: 7 years

Electrician Technician

Ernie Kornya
Professional Experience: 29 years

Johnathon Nipko
Degree/Certifications: AOS degree in Mechanical Maintenance Engineering-Refrigeration School Inc.
Certs: EPA 609, EPA 608 Universal
Professional Experience: 30 years

Jeffrey Kelson
Professional Experience: 24 years

Juan De Luna
Professional experience: 9 years

Cedric R. Black
Professional experience: 15 years

Daniel Williamson
Professional Experience: 16 Years

Heating, Ventilation, and Air Conditioning

Chance Hughes
Degree/Certifications: Journeyman HVAC/R Service Technician-JJATC
Certs: EPA
Professional Experience: 9 years

Jesus Salas Alcazar
Degree/Certifications: Associate degree in HVAC/R-RSI-Refrigeration School Inc.
Certs: EPA
Professional Experience: 6 years

Fahez Nadi
Certs: EPA
Professional Experience: 10 years

Medical Billing and Insurance Coding

Tami Smith
Degree/Certifications: Master Degree– Healthcare Administration
Degree/Certification: Bachelor of Science Healthcare Administration and Management
Certs: BLS

Medical Assistant

Irma Duran
Degree/Certifications: Medical Assistant diploma-Carrington College
Certs: RMA, CMA, BLS, Phlebotomy, IATA
Professional Experience: 14 years

Lourdes Velasco
Certs: CMA, BLS, AHL Ceritfied, AMT Registered
Professional Experience: 12 years

Britaney Rose
Degree/Certification: Medical Assistant Diploma—Brown Mackie
Professional Experience: 8 years

Stephanie Montano
Certs: BLS
Professional Experience: 9 years

Phoenix Campus Faculty / Staff List

Campus President/Executive Director: Ken Guerrero

Admissions
Director of Admissions: **Raymond James**
Associate Director of Admissions: **Laurieann Shockman**

Career Services
Director of Career Services: **Open**
Associate Director of Career Services: **Erika Martin**

Operations Administrator
Leandra Wood

Student Financial Services
Director of Student Finance: **Ashley Combs**
Associate Director of Student Finance: **Open**

Director of Education
Director of Education in Residence: **Christopher Perry**
Associate Director of Education: **Joshua Chase**
Associate Director of Student Affairs: **Rosalinda Gonzalez**

Registrar:
Michael Smith

Faculty

Dental Assistant

Jeffrey Ruiz
Apollo College-Dental Assistant Diploma
Certs: CPR
Professional Experience: 13 years

Mylisa Brown
Apollo College-Dental Assistant Diploma
Certs: CPR, Coronal Polish, Radiation
Professional Experience: 22 years

Leslie Hollingsworth
Brookline College -Dental Assistant Diploma
Certs: Coronal Polish, Radiation, CPR
Professional Experience: 12 years

Damien Autry
Brookline College -Dental Assistant Diploma
Certs: Coronal Polish, Pits & Fissure, CPR
Professional Experience: 5 years

Heating, Ventilation, and Air Conditioning

John Saucedo
UEI College-HVAC Diploma
Certs: EPA Universal
Professional Experience: 5 years

Greg Mason
Certs: EPA Universal, OSHA
Professional Experience: 3 years

Alexander Arrivillaga
Certs: EPA Universal
Professional Experience: 10 years

Gerardo Barrios
Certs: EPA Universal
Professional Experience: 13 years

Joe Benitez
Certs: EPA Universal
Professional Experience: 2 years

Benjamin Delci
Certs: EPA Universal
Professional Experience: 25 years

Christian Quintanar
Certs: EPA Universal
Professional Experience: 6 years

David Lukac
Certs: EPA Universal
Professional Experience: 20 years

Patrick Abernathy
Certs: EPA Universal
Professional Experience: 15 years

Electrical Technician

Tony Allen
Baltimore Metropolitan Chapter ABC Electrical-Electrical Journeyman Certificate
Professional Experience: 10 years

Tim Diaz
Associated Builder and Contractor-AS degree in Build Trades Electrical
Professional Experience: 20 years

Gabriel Collier
Bachelor of Applied Science in Electrical
Professional Experience: 18 years

Raul Rascon Herrera
University of Arizona-BS degree in Electrical Engineering
Professional Experience: 13 years

David Hall
SLC 500, Electrical Contractor
Professional Experience: 28 years

Christian Vanderham
AZROC CR-11 Licensed Contractor, General Electrical Apprenticeship Program-Metro Tech
Professional Experience: 30 years

Benjamin Delci
Certs: EPA Universal
Professional Experience: 25 years

Medical Assistant

Elizabeth Alanis
UEI College: Medical Assistant Diploma
Certs: CPR
Professional Experience: 8 years

Josephine Camacho
Anthem: AS degree
Certs: CMA
Professional Experience: 6 years

Miranda Augustine
Kaplan College– Medical Assistant
Certs: CPR
Professional Experience: 10 years

Ami Gonzalez
Capella University-B.S degree in Psychology
Arizona College-Medical Assistant
Certs: CPR
Professional Experience: 8 years

Anne Daniel
Everest College-Medical Assistant
Certs: CPR
Professional Experience: 12 years

Brisa Dominguez
Sanford Brown-Medical Assistant
Grand Canyon University-B.S. Health Care Administration
Certs: CPR
Professional Experience: 10 years

Elias Rideau
Stanford Brown College-Medical Assistant Diploma
Certs: RMA, CPR Instructor
Professional Experience: 13 years

Surprise Spikes
Carrington College-Medical assistant
Arizona College-Phlebotomy certificate
Certs: CPR
Professional Experience: 8 years

Apollonia Tarazon
Arizona College of Allied Health-Associate degree in Medical
Certs: CPR
Professional Experience: 13 years

Rachel Whiteside
Arizona Institute of Business and Technology-Medical Assistant Diploma
Certs: CPR
Professional Experience: 17 years

Medical Billing and Insurance Coding

Shirley Crews
UCLA: Medical Office Management Diploma
Certs: CBCS, CMAA, CEHRS, CPR
Professional Experience: 20 years

Maria Delores-Chapman
Kaplan College-Diploma Medical Assistant Long Med
Certs: RMA, AHI
Professional Experience: 25 years

Nichole Henry
Certs: CPR
Professional Experience: 20 years

UEI COLLEGE

Insert C - Licensure, Certification, or Registration
Programs Preparing Graduates for Licensure, Certification, or Registration

UEI College programs are designed to help ensure you are prepared for licensure, certification, or registration if you choose a program that prepares you for a field where licensure, certification, or registration is required or optional. While, the credential chart below serves as a guide for the State of Arizona, requirements for other states may vary. Students are responsible for confirming eligibility for licensing, certification or registration and discuss any concerns with your Admissions Representative and/or the Director of Education. Students are also responsible for obtaining the most recent application requirements for any state in which they intend to become employed. Although the school assists students/graduates with obtaining licensure, the ultimate responsibility for securing licensure is that of the student/graduate.

UEI College has not made any determination regarding the licensure, certification, or registration requirements for any state other than the state of Arizona in which the institution is located.

Program	Program Requirements	State License & Certification Exam and/or Registration
Automotive Technician		Criminal Convictions and drug screening results may impact the ability to become employed in the field. Poor Driving Record, or No Driver's License
Business Office Administration		Not Applicable
Dental Assistant	• Proof of Immunizations may be required. • Recommended Hepatitis B (HBV) vaccination and a tuberculosis (TB) skin test performed before externship	To legally operate dental x-ray equipment and perform dental radiographic procedures in Arizona, a dental assistant must meet the requirements shown below. A dental assistant must hold a current Arizona Board-approved certificate in radiology. To obtain a certificate, one must: 1a. Pass the national DANB Radiation Health and Safety (RHS) exam, and 1b. Receive the Arizona Radiologic Proficiency Certificate, issued by DANB, OR 2a. Be currently certified in another U.S. jurisdiction that requires successful completion of a written and clinical dental radiography exam, and 2b. Apply to the Arizona State Board of Dental Examiners (ASBDE) for Dental Assistant Radiography Certification by Credential and receive the Arizona Radiologic Proficiency Certificate, issued by the ASBDE.
Electrician Technician		Adverse driving records or prior criminal background convictions, including driving under the influence, may have difficulty finding employment in the field.

Heating, Ventilation & Air Conditioning		**Required:** United States Environmental Protection Agency (EPA) Section 608 Certification for Stationary Air Conditioning and Refrigeration (EPA Certification) is required to work.
Medical Assistant	Recommended Hepatitis B (HBV) vaccination and a tuberculosis (TB) skin test performed before externship.	Not Applicable
Medical Billing and Insurance Coding	Proof of Immunizations may be required.	Medical conditions such as Hepatitis A, B, and C, TB (tuberculosis), HIV/AIDS, and other related conditions may impact licensure eligibility.

Maximum Student/Teacher Program Ratios
Phoenix/Mesa

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

Phoenix

Program	Lecture	Lab
Dental Assistant	21:1	21:1
Electrician Technician	24:1	24:1**
Heating, Ventilation and Air Conditioning	25:1	25:1
Medical Assistant	25:1	25:1*
Medical Billing & Insurance Coding (MBIC)	25:1	25:1

*Note: *Classes with a ratio between 20:1 and 25:1 will utilize a lab assistant*
*Note: **Classes with a ratio between 25:1 and 30:1 will require a lab assistant*

Mesa

Program	Lecture	Lab
Automotive Technician	30:1	30:1
Dental Assistant	21:1	21:1
Electrician Technician	24:1	24:1**
Heating, Ventilation and Air Conditioning	30:1	30:1
Medical Assistant	25:1	25:1*
Medical Billing & Insurance Coding (MBIC)	24:1	24:1

*Note: *Classes with a ratio between 20:1 and 25:1 will utilize a lab assistant*
*Note: **Classes with a ratio between 25:1 and 30:1 will require a lab assistant*

UEI College Phoenix/Mesa
2024 School Catalog Addendum

Amendment to the April 1, 2024 School Catalog

This bulletin is an integral part of the College's Academic Catalog. The purpose of this bulletin is to amend current information or include additional information in the catalog. The information published herein is effective **4/1/24.**

Page 7: The Back to School Scholarship ($2000) has been added to the catalog

Back to School Scholarship ($2000)
This scholarship is offered to students who dropped from any program formally offered by the campus and qualifies for re-entry. The student must re-enter in the prior dropped program of study to qualify. In the event a credit balance is created by the Re-entry Scholarship, it will be applied to any outstanding institutional loan and to Federal Direct Loan(s). This scholarship will only be offered to any students who return to school and qualify for re-entry.

Re-Entry Scholarship ($3,000) (Mesa Campus Only)
This scholarship is available to students who started in 2022 or 2023 in the program formally offered by the campus and qualifies for re-entry. In the event a credit balance is created by the Re-entry Scholarship, it will be applied to any outstanding institutional loan and to Federal Direct Loan(s). This scholarship will only be offered to any students who re-enter by 4/30/24.
Mesa Programs: Heating Ventilation and Air Conditioning and Medical Billing Insurance & Coding

NOTE: Student is not eligible for any other scholarship with Re-entry Scholarship.