



Replaces Mission on page 1

Mission Statement

Advanced Technology Institute is committed to offering associate degree and diploma programs that promote the student's ability to enter or strengthen a chosen career. The Institute is committed to being a premier institution of higher education with an innovative, student-centered learning environment. The student's learning experience and placement opportunities are enhanced through studies that provide a balance of general academics and technical skills. The Institute responds to the educational needs of the communities it serves through cooperative efforts with students, faculty, alumni, businesses, organizations, professional associations, and government. Advanced Technology Institute provides educational opportunities through curricula in practical technical programs that are designed to prepare a student for direct entry into the work place.

New Information – inside front cover

MAIN CAMPUS

Advanced Technology Institute
5700 Southern Boulevard
Virginia Beach, VA 23462
(757) 490-1241

BRANCH CAMPUS

Advanced Technology Institute
1429 & 1441 Miller Store Road
Virginia Beach, VA 23455

SATELLITE LOCATION

Advanced Technology Institute-Norfolk
994 Scott Street
Norfolk, VA 23502

Catalog Purpose

The *Catalog* contains policies, procedures, and requirements that all members of the college community are to follow. When required changes to the *Catalog* occur, they will be communicated through catalog inserts and other means until a revised edition of the *Catalog* is published.

Students who interrupt continuous enrollment will be subject to changes that have occurred prior to their re-admission.

The electronic *Catalog* is the official version as it is updated on a regular basis. A printed *Catalog* is available for individuals who do not have access to the electronic *Official Catalog*. (Up-to-date Catalog Inserts are available upon request.)

Equal Employment/Educational Opportunity

It is the policy of Advanced Technology Institute to maintain and promote equal employment opportunity and equal educational opportunity without regard to race, color, religion, gender, national origin, age, disability, status as a Vietnam-era veteran, sexual orientation, or marital status. Harassment/discrimination will not be tolerated at Advanced Technology Institute and is considered a violation of institutional policy. Inquiries concerning these policies should be addressed to: Richard F. Daigle, Campus President, Advanced Technology Institute, 5700 Southern Blvd, Virginia Beach, VA 23462, president@auto.edu, (757) 490-1241.

Regulations Subject to Change

Advanced Technology Institute reserves the right to change its regulations, requirements, or financial charges, and to cancel or change the course offerings published in this *Catalog*. Students are to familiarize themselves with current regulations, requirements, and changes.

Correction to page 2

Remove from list of Accreditation, Approvals, and Authorization:

- Ford Motor Company Maintenance & Light Repair (MLR) as part of the Service Technician Specialist Training (STST)

Updates information on page 3 – Class Size

Lecture classes are limited to 40 students. A student/teacher ratio of 20/1 is the maximum for all labs. If a class size exceeds 20 then two instructors will be assigned during laboratory exercise. The Driving segment is limited to four students in the cab with an instructor.



Updates information on page 4 – Admissions Requirements

Programs of instruction are open to qualified applicants who have earned at least a high school diploma or GED. Admissions testing is required of all applicants. Applicants must also pass a preliminary background check through the applicable statewide law enforcement agency.

Corrects information on page 8 – Grading

In order to pass a course, the student must complete the final examination for that class and achieve a minimum grade of 2.0 "C". In order to graduate from a program and receive a diploma or certificate, the student must have a cumulative grade point average (GPA) for the program of at least 2.0 at the time of graduation.

For students desiring to move into an AOS program, completing their core program with a minimum GPA of 2.75 is required.

Additional information for page 11

Students who are suspended are not eligible to return to Advanced Technology Institute and are no longer eligible for financial aid.

Replaces information on page 13

Financial Aid and consumer information is available online at www.auto.edu/consumers and Financial Aid publications are available online at www.studentaid.ed.gov. Information from these sites can be printed upon request.

In general, applicants are eligible for financial aid if they:

- can demonstrate financial need through the aid application process and are enrolled at least half-time in an eligible program,
- are making satisfactory progress toward completion of a program of study as determined by the institution,
- are a U.S. citizen or eligible non-citizen,
- are not in default on a student loan, and
- do not owe a refund on a Federal grant.

It is recommended that applications are completed online at www.auto.edu/fa, www.fafsa.ed.gov, and/or www.studentloans.gov but paper forms and publications can be obtained from the Financial Aid Department upon request. Some publications and applications that students and or parents may want to complete and/or read are:

- Funding Education Beyond High School: The Guide to Federal Student Aid
- **Free** Application for Federal Student Aid (FAFSA)
- Entrance Counseling Guide for Direct Loan Borrowers
- Master Promissory Note, and Learn the Basics and Manage your Debt

The number of credits a student attempts each term may affect financial aid eligibility. Students receive a financial aid award letter when their application for financial aid has been processed. The award letter states the type and amount of financial aid offered. Students receiving financial aid must maintain satisfactory academic progress in their program of study in order to retain eligibility for both Federal and ATI financial assistance. Award letters cover only one academic year (two semesters) at a time. Therefore, multiple applications and award letters may be required.

Replaces information on page 14

ATI must have an academic transcript from each post-secondary school previously attended and an academic transcript for all military education such as SMART, AARTS and CCAF transcripts. Consent to Release School Records forms must be completed in full (complete address) for each school attended.

Corrects information on page 15

"Tuition and Fees" means the stated program price for a Semester or portion of a Semester if less than a Semester remains in the student's program, together with textbooks, sales tax, registration fee and other fees charged by ATI.

Additional information on page 15

Refund Policy (for all programs except Tractor Trailer Driving). If termination occurs in the first 10% of the Semester, Advanced Technology Institute will refund 90% of the Tuition, Fees, and Texts. If termination occurs after 10% and up to 35% of the Semester, Advanced Technology Institute will refund 60% of the Tuition, Fees, and Texts. If termination occurs after 35% and up to 70% of the Semester, Advanced Technology Institute will refund 30% of the Tuition, Fees, and Texts. Advanced Technology Institute shall retain a non-refundable registration fee for each refund. If termination occurs after 70% of the Semester, no refund will be made. Book charges include sales tax.



Refund Policy for Tractor Trailer Driving program: If termination occurs in the first 25% of the term, Advanced Technology Institute will refund 75% of the tuition, fees, and texts. If termination occurs after 25% and up to 50% of the term, Advanced Technology Institute will refund 50% of the tuition, fees, and texts. If termination occurs after 50% and up to 75% of the term, Advanced Technology Institute will refund 25% of the tuition, fees, and texts. Advanced Technology Institute shall retain a \$100 non-refundable registration fee for each refund. If termination occurs after 75% of the term, no refund will be made. Book charges include sales tax.

Correction to page 3:

Remove Ford logo



New course descriptions

MWT 125 Gas Metal Arc Welding / Flux Cored Arc Welding

This course will develop the skills necessary to complete out of position welds in the flat, horizontal, vertical and overhead positions to standards set by AWS using the GMAW and FCAW processes. Skills will also be developed to diagnose and correct the causes of unacceptable welds. Student will hone the skills used for multi-pass welds and through practical hands on application of learned topics. Proper gas and filler metal selection will also be covered.

MWT 223 Gas Metal Arc/Gas Tungsten Arc Welding, Aluminum (GMAW-AL)

This course will develop the skills necessary to complete square and V-groove welds in the flat, horizontal, vertical, and overhead positions on aluminum using the MIG and TIG processes. Skills will also be developed to diagnose and correct the causes of unacceptable welds by means of destructive and non-destructive test methods. Student will hone the skills used for multi-pass welds learned in earlier modules.

Replaces Tools section on page 6

Students need to purchase the basic hand tools in the HVAC and Maritime Welding programs. Advanced Technology Institute has made arrangements with tool suppliers to sell “start up” tool sets to students. Information on tools is available from Program Coordinators. Students are responsible for the security of their own tools. Advanced Technology Institute does not provide storage for student’s personal tool set.

Students are not required to provide their own tools in the Automotive and Heavy Vehicle programs.

For those students that do require their own tools, they are not required until the second module (6th week) of class.

Air Conditioning and Heating Technology

- Securable Tool Box and Lock
- 6 in 1 Screwdriver/Nut Driver
- Slip Joint Pliers
- Straight Cut Metal Shears
- Inspection Mirror
- 1/8" through 7/8" Tubing Cutters
- Flare and Swage Set
- Spring Tubing Benders
- Manifold Gauge Set w/Low Loss Fittings
- Digital Multimeter
- Copper Tubing Cutter
- 25' Tape Measure
- Wire Strippers
- Hex Key Set
- Torpedo Level
- Hacksaw and Blade
- 6" & 10" adjustable wrenches

- Flashlight
- Pocket Thermometer
- Socket Set
- Light-duty working gloves

Welding Tools –welding tool bag contents

- Miller performance welding helmet
- Bausch 6.0 amp grinder
- Miller welding jacket
- Pair of welding gloves
- Pair of metal working gloves
- Soapstone holder
- Mig welding pliers
- Safety glasses
- Chipping hammer
- Wire brush
- Miller tool bag

These lists are not all inclusive. As students progress through the programs of study, the acquisition of additional tools may be necessary.



New policy to be inserted in the General Information section of the Advanced Technology Institute Catalog

*Advanced Technology Institute
Student Services / Career Services*

Student Services /Career Services Representative:

- The position of Student Services / Career Services at Advanced Technology Institute is multi-faceted. The end goal is to ensure student academic success and excellent graduate placement. The education received at Advanced Technology Institute prepares graduates for entry level positions in their chosen field. Student Services / Career Services staff will assist students with many areas of student success. Assisting students with part-time jobs, ride share, student conflict resolutions, and any area which will lead to student success and graduate employment all fall under the responsibility of the Student Services / Career Services Department. The department also has information for students who may be struggling with challenges and need professional assistance. Student Service members maintain resource material that can be used to refer students to professional organizations or counselors that can better assist students with personal issues.

Student Orientation:

- On the first day of school, all students attend Advanced Technology Institute's orientation where students meet the Admission Director, Education Director, and Student Services Director.
- The Student Services Director advises the students of the opportunities available to them through the Student Services / Career Services office. He explains that Student Services also oversee the Housing Department for Advanced Technology Institute. He alerts students to future obstacles such as driving record, poor criminal background reports and other areas which may hinder a student from being successful in their career field. Students are offered the opportunity to meet with the career services office to make sure they have selected a successful career choice for them based on their background.
- During Orientation students are given two forms to complete. The "Career Services Data Sheet" is completed which gathers basic information about the student, to include contact information and work history. This form is the basis for building a student file which is kept in the Student Services Director's office. Cell phone information is collected on the "Text Messaging Consent" form. This information is posted to the student's electronic file in the campus database system. In case of an emergency; students are sent an instant text message. This system is used for emergencies such as school closing due to a threat on campus or school closing due to impending foul weather.

Student Services:

- **Part time jobs:** Assisting students in the job search for part time jobs is important. Many students need to work while attending school. The money earned will help them pay for essentials. Students often have in school payments. Some students have little support from home and are only able to make it through school with the help of a part time job. When possible, it is helpful to find students jobs in their career field. This gives them practical experience to go along with their schooling and many times students will continue with the same company after graduation. Any placement of a student either in the career field or out of the career field should be documented in the campus database system.
- **Bus / Ride Share:** Getting to and from school can be a problem for students with no transportation. Students living in student housing are encouraged to ride share. If students are not familiar with finding a ride share they can come to a student services office and find assistance. There is a sign up board in the Student Housing office which will assist in arranging a ride. A student services person can check zip codes of active students, check student schedules and assist in arranging a ride share between students. Hampton Roads Transit operates a bus service which services all of Hampton Roads. The schedule can be found online.
- **Housing:** Advanced Technology Institute operates a student housing program. The student housing officers are located on the Advanced Technology Institute main campus. Student Housing oversee housing for Advanced Technology Institute, ECPI University, The Culinary Institute, and MCI. Advanced Technology Institute has the largest number of students residing in housing. Student Housing uses two bedroom two bath apartments, each apartment houses four



students. Students must complete a paper or online housing application pay all appropriate fees and pass a criminal background check before they are allowed to move into student housing. Only active students are allowed to reside in student housing. The housing department holds routine inspections. If a student is in violation of student housing rules he may lose his housing privileges.

- **Graduate Employment Assistance:** The main goal of the Career Services Department is gainful employment of graduates. Advanced Technology Institute is tasked by the ACCSC accrediting commission to verifiably place a minimum of 70% of its graduates. Each Career Services member must be diligent in working with graduates prior to and after graduation to prepare them for their job search. A member of the Career Services office will interview each potential graduate. The interview will determine if the student is currently employed and employed in the field, if the graduate is not employed in the field of study, or the graduate is unable to go to work in the field.

Graduates may not be able to work in the field due to active duty military obligations, or some other type obligation such as medical or moving out of the country. If a student is on active duty the career services department must document the information i.e.: where is the graduate is stationed, contact information at his present duty station, what his job is in the military, how long is his current obligation, does he plan to continue to stay in the military, will he need assistance once he ends his military obligation? Some graduates may continue their education at another school or with Advanced Technology Institute. If a potential graduate is going to continue his education, the following information must be documented: where the student is continuing school, when the student will start at the new school, what is the student's new major. A copy of his new enrollment agreement or a transcript from the new school must be obtained. If a student is leaving the country or has a medical condition which will not allow him to work in the industry this information must also be documented.

Most students will express a need for job assistance during the pre-graduation interview. Career Services must have the student complete the "Graduation Profile" form. This form will gather current information about the student. Information such as where is the student currently working, are they working in the field, contact information at the job, and rate of pay. If the student is not working, the Career Services member will discuss possible options for the graduate. If the student does not have a resume the career services member will assist the student in preparing a resume. Once a resume is established the Career Service member will contact businesses, will send resumes with the intent of establishing an interview for the graduate. This may be a local interview or in the case of an out of town student, interviews are established in or near the student's hometown. Career Services members are reminded that building relationships with businesses that offer similar services to subjects taught at Advanced Technology Institute are a number one priority. The more relationships established by Advanced Technology Institute Career Services people, the more opportunity for jobs for Advanced Technology Institute grads.

- **Follow Up:** Once a student is placed in the field, Career Services must verify the placement. An Employment Follow-Up Survey is sent to the employer which asks pertinent questions concerning the students ability to perform the job. A Student Follow-Up Survey is sent to the graduate to determine if the graduate was satisfied with his ability to perform the job. Once these surveys are received they are retained in the students hard copy file. When a survey is mailed and received, a notation is made in the Student's electronic file.