ADVANCED TECHNOLOGY INSTITUTE

Catalog

Diesel & Heavy Vehicle Technology

Heating, AC & Refrigeration Technology

Tractor Trailer Driving

Maritime Welding Technology

Automotive Technology
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

Advanced Technology Institute is committed to maintaining an educational environment which welcomes and supports a diverse student body and staff. ATI is an equal employment opportunity employer and educational provider and does not discriminate against any person because of race, color, religion, gender, national origin, age, disability, veteran status, sexual orientation or marital status or any other characteristic protected by law (referred to as “protected status”). This nondiscrimination policy extends to all terms, conditions, and privileges of admission to the School, enrollment in classes, student services, financial aid, and employment as well as the use of all School facilities and participation in all School-sponsored activities. Advanced Technology Institute conducts its educational activities in accordance with provisions of Title VI and VII of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112). Harassment/discrimination will not be tolerated at ATI and is considered a violation of institutional policy.

Inquiries concerning these Equal Employment/Educational Opportunity policies should be addressed to: Chief Compliance Officer/Title IX Coordinator, Advanced Technology Institute, 5555 Greenwich Road Virginia Beach, Virginia 23462 (757) 671-7171.

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.

Effective April 7, 2016
(all rights reserved)
Message from the Campus President

Welcome to Advanced Technology Institute.

Now is the right time to consider a new career. Environmental concerns and demand for more sophisticated features have changed the service and repair industries. Individuals willing to learn computer-enhanced technology are in great demand in all phases of the transportation and climate control fields.

Become Skilled! Become Certified! Become Licensed! Set yourself above the crowd. The professionals at Advanced Technology Institute are dedicated to helping you change your future.

Sincerely,

Dick Daigle
Campus President
Advanced Technology Institute
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About Advanced Technology Institute

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.

History of Advanced Technology Institute

Technical training began at this location in 1975. In 1993 Advanced Technology Institute, L.C. purchased the school. Major investments in equipment, curriculum, and faculty were made. Advanced Technology Institute is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). In 1998 the National Automotive Training Education Foundation (NATEF) granted the initial Master Certification to Advanced Technology Institute as a Master Training school for its automotive program. In March 2004 Advanced Technology Institute was approved as a two-year degree-granting institute by the State Council of Higher Education for Virginia (SCHEV) and ACCSC. Advanced Technology Institute expanded its facilities with additional locations in 2010.

Accreditation, Approvals, Authorizations

- Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency of post-secondary institutions of higher education.
- Certificate to Operate as an Institution of Higher Education issued by the State Council of Higher Education for Virginia. This Certificate is issued to Advanced Technology Institute to offer degrees, courses for degree credit, or programs of study leading to a degree.
- Advanced Technology Institute is licensed by the Department of Motor Vehicles of Virginia to teach truck driving.
- Approved for the training of veterans and active duty military personnel.
- Eligible institution to train students under the sponsorship of the Department of Vocational Rehabilitation.
- Associate in Occupational Science in Automotive Technology program is Master Certified by the National Automotive Training Education Foundation.
- ESCO Institute Testing Site, NATE Testing Site, EPA Testing Site

Memberships

- Air Conditioning Contractors of America
- American Welding Society (AWS)
- Association of Diesel Specialists
- Automotive Engine Rebuilders Association
- Automotive Service Councils of Virginia
- Automotive Training Managers Council
- Career Colleges Association
- Charter Membership in the National Technical Honor Society (NTHS)
About Advanced Technology Institute

- North American Council of Automotive Teachers (NACAT)
- Hampton Roads Chamber of Commerce
- Qualified Gas Contractors of Hampton Roads
- Skills USA
- Virginia Career College Association
- Virginia Trucking Association

Facilities & Equipment

Advanced Technology Institute facilities are comprised of over 80,000 square feet of modern and spacious shops, laboratories, and classrooms. Each department is equipped to meet its specific training requirements. The laboratories and shops are similar to many of the environments in which students will be working following graduation. Operational vehicles and equipment are provided to give students opportunities for hands-on training. Training aids and simulators are provided to enhance understanding of theory. Classrooms are equipped with a variety of training aids as well as projectors that are connected to the internet and the school’s library of multi-media resources.

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. Both lecture and lab classes will have a maximum of 40 students in a class. The on-the-road segment of the Driving programs are limited to four students in the cab with an instructor.

Hours of Operation

<table>
<thead>
<tr>
<th>Office Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday thru Thursday</td>
</tr>
<tr>
<td>Friday</td>
</tr>
<tr>
<td>Saturday</td>
</tr>
</tbody>
</table>

Class Schedules

**Automotive / Heavy Vehicle / HVAC / Maritime Welding**

Students attend class five (5) hours per day, four (4) days per week on various schedules. Students cannot be guaranteed a specific schedule.

**Tractor Trailer Driving**

- **Monday thru Thursday**
  - Day Classes
  - 8:00 a.m. to 4:30 p.m.

- **Monday thru Thursday**
  - Weeknights
  - 6:00 p.m. to 11:00 p.m.

- **Saturday and Sunday**
  - Weekends
  - 8:00 a.m. to 6:00 p.m.
AUTOMOTIVE TECHNOLOGY

Program Description

The Automotive Technology diploma program offers ASE/NATEF based training in the practical aspects of automotive maintenance and repair with emphasis on logical diagnostic procedures and effective repair methods. Students receive classroom and laboratory training using modern test equipment and specialized tools. Students gain hands-on experience in a realistic shop environment where they must demonstrate specific proficiencies. The program prepares graduates for entry-level employment as an automotive repair technician in an automotive service center.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Requirements</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORN120</td>
<td>Fundamentals of Technology</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>AUT121</td>
<td>Basic Gasoline Engine</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>AUT122</td>
<td>Vehicle Electrical &amp; Electronics I</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>AUT123</td>
<td>Steering &amp; Alignment</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>AUT124</td>
<td>Brakes</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>AUT125</td>
<td>Drivelines I</td>
<td>100</td>
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<tr>
<td>AUT126</td>
<td>Drivelines II</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>AUT227</td>
<td>Vehicle Electrical &amp; Electronics II</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>AUT228</td>
<td>Environmental Comfort System</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>AUT229</td>
<td>Automotive Diagnostics &amp; Fuels</td>
<td>100</td>
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</tr>
<tr>
<td>AUT230</td>
<td>Advanced Diagnostics &amp; Emissions</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>1100</td>
<td>44</td>
</tr>
</tbody>
</table>

- Students attend class four (4) days per week on various schedules.
- Program length is approximately 14 months (including breaks and holidays) – all schedules.
- At the successful completion of the program, the student will receive a Diploma in Automotive Technology.
AUTOMOTIVE / DIESEL TECHNOLOGY

Program Description

The Automotive/Diesel Technology diploma program combines the Automotive Technology program and core requirements of the Heavy Vehicle Technology Program. Students receive classroom and laboratory training using modern test equipment and specialized tools. The ASE/NATEF based automotive portion provides training in the practical aspects of automotive maintenance and repair with emphasis on logical diagnostics procedures and effective repair methods. The diesel portion offers training in the fundamentals of diesel technology. Students gain hands-on experience in a realistic shop environment where they must demonstrate specific proficiencies. This combination of training allows the student the flexibility of both automotive and diesel technologies thus giving the student additional marketability. The program prepares graduates for an entry-level automotive and/or diesel technician position.

<table>
<thead>
<tr>
<th>Course Number</th>
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<tr>
<td>AUT121</td>
<td>Basic Gasoline Engine</td>
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</tr>
<tr>
<td>AUT122</td>
<td>Vehicle Electrical &amp; Electronics I</td>
<td>100</td>
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<td>AUT123</td>
<td>Steering &amp; Alignment</td>
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<td>Brakes</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>AUT125</td>
<td>Drivelines I</td>
<td>100</td>
<td>4</td>
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<tr>
<td>AUT126</td>
<td>Drivelines II</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>AUT227</td>
<td>Vehicle Electrical &amp; Electronics II</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>AUT228</td>
<td>Environmental Comfort System</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>AUT229</td>
<td>Automotive Diagnostics &amp; Fuels</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>AUT230</td>
<td>Advanced Diagnostics &amp; Emissions</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT134</td>
<td>Four Stroke Diesel Engines</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT125</td>
<td>Diesel Fuel Systems</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT126</td>
<td>Advanced Diesel Fuel Systems</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT230</td>
<td>Hydraulic Systems</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>1500</td>
<td>60</td>
</tr>
</tbody>
</table>

- Students attend class four (4) days per week on various schedules.
- Program length is approximately 19 months (including breaks and holidays).
- At the successful completion of the program, the student will receive a Diploma in Automotive Diesel Technology
AUTOMOTIVE TECHNOLOGY with HIGH PERFORMANCE ENGINEERING

Program Description
The Automotive Technology with High Performance Engineering diploma program offers training in the practical aspects of automobile maintenance and repair. It goes on to provide training in alternative fuels, high performance drive train design, installation and testing. Students receive classroom and laboratory training using modern test equipment and specialized tools. Students gain hands-on experience in a realistic shop setting where they must demonstrate specific proficiencies. Emphasis is placed on logical diagnostic methods and repair procedures.

The High Performance Engineering courses build upon basic automotive knowledge and skills received from the ASE classes. Students will be introduced to high performance hardware, software, fuel, and ignition systems on domestic and Asian engines. This program prepares graduates for entry-level employment in modern automotive service centers as well as high performance shops.

Course Number | Course Requirements                                         | Clock Hours | Credit Hours |
---             | ---                                                         | ---         | ---          |
ORN120         | Fundamentals of Technology                                  | 100         | 4           |
AUT121         | Basic Gasoline Engine                                       | 100         | 4           |
AUT122         | Vehicle Electrical & Electronics I                          | 100         | 4           |
AUT123         | Steering & Alignment                                        | 100         | 4           |
AUT124         | Brakes                                                     | 100         | 4           |
AUT125         | Drivelines I                                               | 100         | 4           |
AUT126         | Drivelines II                                              | 100         | 4           |
AUT227         | Vehicle Electrical & Electronics II                         | 100         | 4           |
AUT228         | Environmental Comfort System                               | 100         | 4           |
AUT229         | Automotive Diagnostics & Fuels                              | 100         | 4           |
AUT230         | Advanced Diagnostics & Emissions                            | 100         | 4           |
EPM211         | HP Engine Block, Cylinder Head & Valve Train                | 100         | 4           |
EPM212         | HP Fuels & Ignition                                        | 100         | 4           |
EPM213         | Asian Engine Management                                     | 100         | 4           |

TOTAL 1400 56

- Students attend class four (4) days per week on various schedules.
- Program length is approximately 17 months (including breaks and holidays).
- At the successful completion of the program, the student will receive a Diploma in Automotive Technology with High Performance Engineering.
HEAVY VEHICLE TECHNOLOGY

Program Description
The Heavy Vehicle Technology diploma program offers training in the practical aspects of diesel engine maintenance and major heavy vehicle subsystems. Students receive classroom and laboratory training using modern test equipment and specialized tools. Students gain hands-on experience in a realistic shop setting where they must demonstrate specific proficiencies. Emphasis is placed on logical diagnostic methods and repair procedures. This program prepares graduates for entry-level employment in the modern heavy vehicle service center in positions such as bus, truck, heavy construction technicians and diesel engine specialists.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Requirements</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORN120</td>
<td>Fundamentals of Technology</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT131</td>
<td>Preventative Maintenance Inspections</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT122</td>
<td>Vehicle Electrical Systems</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT123</td>
<td>Environmental Comfort Systems</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT134</td>
<td>Four Cycle Diesel Engines</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT125</td>
<td>Diesel Fuel Systems</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT126</td>
<td>Advanced Diesel Fuel Systems</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT227</td>
<td>Drivelines</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT228</td>
<td>Brakes &amp; Suspension</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT229</td>
<td>Steering &amp; Alignment</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT230</td>
<td>Hydraulic Systems</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>1100</td>
<td>44</td>
</tr>
</tbody>
</table>

- Students attend class four (4) days per week on various schedules
- Program length is approximately 14 months (including breaks and holidays) – all schedules
- At the successful completion of the program, the student will receive a Diploma in Heavy Vehicle Technology
AIR CONDITIONING and HEATING TECHNOLOGY

Program Description
The Air Conditioning and Heating Technology diploma program is an excellent choice for students desiring to work in residential and light commercial heating, ventilation, and air conditioning (HVAC). Students gain practical knowledge and experience in the classroom and shop using modern test equipment and tools used in the HVAC industry. Students are trained by seasoned HVAC technicians that bring with them years of experience and a variety of industry related certifications. This program prepares graduates for entry-level employment in the HVAC industry and is an excellent preparation tool for taking the HVAC Excellence or other industry related certification exams. Students will have the opportunity to obtain certification in Section 608 EPA and R410A.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Requirements</th>
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<tbody>
<tr>
<td>ORN120</td>
<td>Fundamentals of Technology</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVA121</td>
<td>Introduction to Computers, Safety, and Principles of Air Conditioning</td>
<td>100</td>
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</tr>
<tr>
<td>HVA122</td>
<td>Basic Electricity and Circuits</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVA123</td>
<td>Intermediate Electricity &amp; Schematics</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVA124</td>
<td>Pipe Brazing/Ducting &amp; Air Movement</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVA125</td>
<td>Heating Systems</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVA126</td>
<td>Domestic/Commercial Refrigeration</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVA227</td>
<td>Air Conditioners</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVA228</td>
<td>Heat Pumps/All Weather Systems</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVA229</td>
<td>Sheet Metal Fabrication</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVA230</td>
<td>Direct Digital Controls</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>1100</strong></td>
<td><strong>44</strong></td>
</tr>
</tbody>
</table>

- Students attend class four (4) days per week on various schedules.
- Program length is approximately 14 months (including breaks and holidays) – all schedules.
- At the successful completion of this program, the student will receive a Diploma in Air Conditioning and Heating Technology.
MARITIME WELDING TECHNOLOGY

Program Description
The Maritime Welding Technology diploma program offers training in the practical aspects of construction and repair of equipment and structures built with steel. In addition to structural skills, students will learn to weld pipe in multiple positions. Instruction is presented in both classroom and laboratory using modern welding equipment and tools. Students gain hands-on experience in a realistic shop setting where they must demonstrate specific proficiencies. Emphasis is placed on safety and standard procedures followed in ship yards and repair facilities. This program prepares students for entry-level employment as a combination structural and pipe welder.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Requirements</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORN120</td>
<td>Fundamentals of Technology</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>MWT116</td>
<td>Intro to Maritime Welding Technology</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>MWT117</td>
<td>Shielded Metal Arc Welding (SMAW)</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>MWT118</td>
<td>Gas Metal Arc Welding (GMAW)</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>MWT119</td>
<td>Gas Tungsten Arc Welding (GTAW)</td>
<td>100</td>
<td>4</td>
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<td>MWT120</td>
<td>Flux Cored Arc Welding</td>
<td>100</td>
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<tr>
<td>MWT217</td>
<td>Shielded Metal Arc Welding Multi-position Structural (SMAWA)</td>
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<tr>
<td>MWT218</td>
<td>Gas Metal Arc/Gas Tungsten Arc Welding, Aluminum (GMAW-AL)</td>
<td>100</td>
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</tr>
<tr>
<td>MWT219</td>
<td>Gas Tungsten Arc/Shielded Metal Arc Welding, Pipe</td>
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<tr>
<td>MWT220</td>
<td>Shielded Metal Arc Welding (SMAW), Pipe 2G and 5G</td>
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<tr>
<td>MWT221</td>
<td>Shielded Metal Arc Welding Pipe, 6G</td>
<td>100</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>1100</strong></td>
<td><strong>44</strong></td>
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</tbody>
</table>

- Students attend class four (4) days per week on various schedules.
- Program length is approximately 14 months (including breaks and holidays) – all schedules.
- At the successful completion of the program, the student will receive a Diploma in Maritime Welding Technology.
ASSOCIATE IN OCCUPATIONAL SCIENCE
AUTOMOTIVE TECHNOLOGY with SERVICE MANAGEMENT

Program Description
The Associate in Occupational Science (A.O.S.) degree program in Automotive Technology offers ASE/NATEF based training in the practical aspects of automotive maintenance and repair with emphasis on logical diagnostics procedures and effective repair methods. Students receive classroom and laboratory training using modern test equipment and specialized tools. Students gain hands-on experience in a realistic shop environment where they must demonstrate specific proficiencies. Course content provides students with the knowledge and skills required for entry-level employment as an automotive repair technician in an automotive service center.

The Service Management course work provides students with a strong foundation in business management, customer service, communications skills, employee relations, inventory management as well as understanding business financial reports. Students with Service Management Skills may have the ability to advance more rapidly in the workforce or choose to start and manage their own business.

<table>
<thead>
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<tr>
<td>ORN120</td>
<td>Fundamentals of Technology</td>
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<td>AUT121</td>
<td>Basic Gasoline Engine</td>
<td>100</td>
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<td>AUT122</td>
<td>Vehicle Electrical &amp; Electronics I</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>AUT123</td>
<td>Steering &amp; Alignment</td>
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</tr>
<tr>
<td>AUT124</td>
<td>Brakes</td>
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<td>Vehicle Electrical &amp; Electronics II</td>
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<td>Environmental Comfort System</td>
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<tr>
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<td>Automotive Diagnostics &amp; Fuels</td>
<td>100</td>
<td>4</td>
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</tr>
<tr>
<td>CIS118</td>
<td>Computer Applications</td>
<td>50</td>
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</tr>
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<tr>
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</tr>
</tbody>
</table>

TOTAL 1600 64

- Students attend class four (4) days per week on various schedules.
- Program length is approximately 20 months (including breaks and holidays) – all schedules.
- At the successful completion of the program, the student will receive an Associate of Occupational Science in Automotive Technology with Service Management

www.auto.edu
ASSOCIATE IN OCCUPATIONAL SCIENCE
HEAVY VEHICLE TECHNOLOGY with SERVICE MANAGEMENT

Program Description
The Associate in Occupational Science (A.O.S.) degree program in Heavy Vehicle Technology offers training in the practical aspects of diesel engine maintenance and major heavy vehicle subsystems. Students receive classroom and laboratory training using modern test equipment and specialized tools. Students gain hands-on experience in a realistic shop setting where they must demonstrate specific proficiencies. Emphasis is placed on logical diagnostic methods and repair procedures. This program provides graduates with a foundation that prepares them for an entry-level position as a heavy vehicle repair technician.

The Service Management course work provides students with a strong foundation in business management, customer service, communications skills, employee relations, inventory management as well as understanding business financial reports. Students with Service Management Skills may have the ability to advance more rapidly in the workforce or choose to start and manage their own business.

<table>
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<th>Course Number</th>
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<th>Clock Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORN120</td>
<td>Fundamentals of Technology</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT131</td>
<td>Preventative Maintenance Inspections</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT122</td>
<td>Vehicle Electrical Systems</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT123</td>
<td>Environmental Comfort Systems</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT134</td>
<td>Four Cycle Diesel Engines</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT125</td>
<td>Diesel Fuel Systems</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT126</td>
<td>Advanced Diesel Fuel Systems</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT227</td>
<td>Drivelines</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT228</td>
<td>Brakes &amp; Suspension</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT229</td>
<td>Steering &amp; Alignment</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT230</td>
<td>Hydraulic Systems</td>
<td>100</td>
<td>4</td>
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<tr>
<td>ACC170</td>
<td>Accounting I</td>
<td>50</td>
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<tr>
<td>CIS118</td>
<td>Computer Applications</td>
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<td>2</td>
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<tr>
<td>SM240</td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>1600</strong></td>
<td><strong>64</strong></td>
</tr>
</tbody>
</table>

- Students attend class four (4) days per week on various schedules.
- Program length is approximately 20 months (including breaks and holidays) – all schedules.
- At the successful completion of the program, the student will receive an Associate of Occupational Science in Heavy Vehicle Technology with Service Management.
ASSOCIATE IN OCCUPATIONAL SCIENCE
HVAC TECHNOLOGY with SERVICE MANAGEMENT

Program Description
Students enrolled in the Associate in Occupational Science (A.O.S.) degree program in Heating, Ventilation, and Air Conditioning (HVAC) Technology gain practical knowledge and experience in the classroom and shop using modern test equipment and tools used in the HVAC industry. Students are trained by seasoned HVAC technicians that bring with them years of experience and a variety of industry related certifications. This program prepares graduates for entry-level employment in the HVAC industry and is an excellent preparation tool for taking the HVAC Excellence or other industry related certification exams. Students will have the opportunity to certify in Section 608 EPA and R410A Refrigerant and Handling Certification.

The Service Management course work provides students with a strong foundation in business management, customer service, communications skills, employee relations, inventory management as well as understanding business financial reports. Students with Service Management Skills may have the ability to advance more rapidly in the workforce or choose to start and manage their own business.

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<th>Course Number</th>
<th>Course Requirements</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORN120</td>
<td>Fundamentals of Technology</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVA121</td>
<td>Introduction to Computers, Safety, and Principles of Air Conditioning</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVA122</td>
<td>Basic Electricity and Circuits</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVA123</td>
<td>Intermediate Electricity &amp; Schematics</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVA124</td>
<td>Pipe Brazing/Ducting &amp; Air Movement</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVA125</td>
<td>Heating Systems</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVA126</td>
<td>Domestic/Commercial Refrigeration</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVA227</td>
<td>Air Conditioners</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVA228</td>
<td>Heat Pumps/All Weather Systems</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVA229</td>
<td>Sheet Metal Fabrication</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVA230</td>
<td>Direct Digital Controls</td>
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<td>4</td>
</tr>
<tr>
<td>ACC170</td>
<td>Accounting I</td>
<td>50</td>
<td>2</td>
</tr>
<tr>
<td>CIS118</td>
<td>Computer Applications</td>
<td>50</td>
<td>2</td>
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<tr>
<td>COM220</td>
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</table>

TOTAL 1600 64

❖ Students attend class four (4) days per week on various schedules.
❖ Program length is approximately 20 months (including breaks and holidays) – all schedules.
❖ At the successful completion of the program, the student will receive an Associate of Occupational Science in HVAC Technology with Service Management
ASSOCIATE IN OCCUPATIONAL SCIENCE
MARITIME WELDING TECHNOLOGY with SERVICE MANAGEMENT

Program Description
The Associate in Occupational Science (A.O.S.) degree program offers core training in the practical aspects of construction and repair of equipment and structures built with steel. In addition to structural skills, students will learn to weld pipe in multiple positions. Instruction is presented in both classroom and laboratory using modern welding equipment and tools. Students gain hands-on experience in a realistic shop setting where they must demonstrate specific proficiencies. Program content provides students with the knowledge and skills necessary for entry-level employment as a combination structural and pipe welder.

The Service Management course work provides students with a strong foundation in business management, customer service, communications skills, employee relations, inventory management as well as understanding business financial reports. Students with Service Management Skills may have the ability to advance more rapidly in the workforce or choose to start and manage their own business.

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<tbody>
<tr>
<td>ORN120</td>
<td>Fundamentals of Technology</td>
<td>100</td>
<td>4</td>
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<tr>
<td>MWT116</td>
<td>Intro to Maritime Welding Technology</td>
<td>100</td>
<td>4</td>
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<tr>
<td>MWT117</td>
<td>Shielded Metal Arc Welding (SMAW)</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>MWT118</td>
<td>Gas Metal Arc Welding (GMAW)</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>MWT119</td>
<td>Gas Tungsten Arc Welding (GTAW)</td>
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<tr>
<td>MWT120</td>
<td>Flux Cored Arc Welding</td>
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<tr>
<td>MWT217</td>
<td>Shielded Metal Arc Welding Multi-position Structural (SMAWA)</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>MWT218</td>
<td>Gas Metal Arc/Gas Tungsten Arc Welding, Aluminum (GMAW-AL)</td>
<td>100</td>
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<tr>
<td>MWT219</td>
<td>Gas Tungsten Arc/Shielded Metal Arc Welding, Pipe</td>
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<tr>
<td>MWT220</td>
<td>Shielded Metal Arc Welding (SMAW), Pipe 2G and 5G</td>
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<td>4</td>
</tr>
<tr>
<td>MWT221</td>
<td>Shielded Metal Arc Welding Pipe, 6G</td>
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<tr>
<td>ACC170</td>
<td>Accounting I</td>
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<tr>
<td>CIS118</td>
<td>Computer Applications</td>
<td>50</td>
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</tr>
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</table>

- Students attend class four (4) days per week on various schedules.
- Program length is approximately 20 months (including breaks and holidays) – all schedules.
- At the successful completion of the program, the student will receive an Associate of Occupational Science in Maritime Welding Technology with Service Management.
TRACTOR-TRAILER DRIVING

Program Description
The Tractor-Trailer Driving certificate program is designed to prepare students to meet the needs of the highway cargo industry. The classroom module prepares students for the written portion of the Commercial Driver’s License (CDL) Examination, provides information on driving safety, substance abuse, transportation of hazardous materials, trip planning, vehicle maintenance, and operational procedures. Students develop proficiency in backing, parking, and shifting tractor-trailer vehicles during the driving module. Graduates of this program will have been exposed to all of the material and driving requirements necessary to obtain a Class A CDL.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Requirements</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TT111</td>
<td>Vehicle Systems, Documentation, and Operating Systems</td>
<td>72</td>
<td>3</td>
</tr>
<tr>
<td>TT115</td>
<td>Range and Road Operation</td>
<td>160</td>
<td>5</td>
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<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>232</strong></td>
<td><strong>8</strong></td>
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</table>

- Students attend class four (4) days per week on various schedules for all classes except TT115 which is taught either five (5) days per week or four (4) nights plus Saturday and Sunday.
- Program length is 8 weeks – all schedules.
- At the successful completion of the program, the student will receive a certificate of completion
ACADEMIC POLICIES AND PROCEDURES

Academic Course Load / Overload

At Advanced Technology Institute, instruction is offered in five-week terms and three consecutive terms are equal to a student’s semester. To complete the program requirements in a timely manner, students must carry a minimum load of 12 credit hours per semester which is considered full time.

The following minimum course loads apply to students:

- Full-time students: at least 12 credit hours per semester
- Three-quarter time students: at least 9 credit hours per semester
- Half-time students: at least 6 credit hours per semester
- The maximum course load recommended for students is 5 credit hours per term.

Taking an academic overload is highly discouraged; however, a student can request additional course load on a limited, case-by-case basis. To be considered for an academic overload, the student must meet the following criteria:

- Must have completed at least 18 credit hours
- Must have at least a 3.2 GPA
- Must submit a written request to the Director of Education

Students who take an academic overload consisting of more than 5 credits in a term may reduce their eligibility for financial aid assistance in future semesters, which may result in greater out-of-pocket expenses to the student. Therefore, each student is responsible for checking with the Financial Aid office to determine the impact of schedule changes.

Attendance Policy

Employment often depends upon good attendance. Recognizing this, Advanced Technology Institute believes students should follow a policy of regular attendance and punctuality to receive maximum benefit from their educational experience. Solid work habits and personal accountability are qualities highly valued by employers.

Students are expected to attend all regularly scheduled class meetings. Students are encouraged to tell their instructor in advance or to call the administrative office if they will be absent. Missing more than 15% of class time may result in the student failing that course.

Instructors may request an academic review board for students whose absences from class interfere with their ability to meet course objectives. Action may include failing the course, probation, or suspension. If a pattern of excessive absences is noticed, a review board may be conducted as well. Students who fail a course for attendance issues will be assigned a grade of ‘F’ for that course. Students who are suspended are not eligible to return to Advanced Technology Institute and are no longer eligible for financial aid.

Documentation is required for all excused/approved absences. Providing documentation does not remove an absence from attendance records, but allows makeup work to be completed. Whenever students believe their attendance record is in error, a written request challenging the error may be submitted to the Education Director within three weeks of the end of the course.

PERFECT ATTENDANCE – Students who do not miss any class time will be recognized at graduation and will receive a Perfect Attendance Certificate and Pin.
Campus Security

Advanced Technology Institute is committed to providing a safe, secure environment. Crime awareness and campus security are matters for which everyone must take personal responsibility. Student conduct policies strictly prohibit the possession of weapons and the use of alcohol, controlled substances, and drugs on school property or at school-sponsored activities. Violation of these rules or criminal acts of any kind may result in prompt disciplinary action, including dismissal.

Challenge Examinations

Students seeking advanced academic standing in technical courses may do so by passing a challenge examination with a grade of 80 percent or better.

Students must complete challenge requests by the end of their first semester (15 weeks) of enrollment. Challenge tests must be completed prior to the first class day of the subject being challenged. The Director of Education may make exceptions when warranted, based upon individual evaluation. Certain courses are not eligible for challenge examinations. Students seeking to challenge a subject must do so through the Director of Education. Academic and financial credit will be posted after completion of the Student’s program at Advanced Technology Institute.

Contact / Credit Hours

Programs at Advanced Technology Institute are structured on a semester credit hour basis. One credit hour is equal to 15 hours of didactic classroom instruction or 30 hours of laboratory instruction. Students should anticipate spending one hour toward out-of-class work and/or preparation for every hour of class time.

Credit for Training or Experience

Transfer of Credit into Advanced Technology Institute from Accredited Institutions

Credit may be granted on a course-by-course basis when completed at an institution accredited by an accrediting body recognized by the Council on Higher Education Accreditation (CHEA). Courses must be substantially equivalent in content to those at Advanced Technology Institute, and the courses must have been completed within the past seven years with a grade of “C” or better. The Director of Education reviews and approves all transfer credit.

Students desiring a transcript evaluation must request the ‘sending’ institute mail an Official Transcript to the Registrar’s Office at Advanced Technology Institute. Transcripts brought in by students or faxed are not accepted.

Advanced Technology Institute may accept AP; CLEP and DANTES credits toward a degree or certificate for satisfactory performance on the Advanced Placement of the College Board (AP), College-Level Examination Program (CLEP), and Defense Activity for Non-Traditional Support (DANTES) exams. Students should request advanced placement credit by the end of their first semester of enrollment. Courses, credit hours awarded, and minimum score requirements are as follows:

Applicants seeking to transfer technical credits may be required to successfully complete a challenge examination.

Grades and Quality Points for Transfer and Challenge Examination Credits

Transferred courses and credits for advanced academic standing do not earn quality points. Transferred course grades appear as TRANSFER on transcripts. Courses for challenge examinations receive a grade of “TO” (Test Out). Approved transfer/challenge credits will be applied to students’ academic transcript and tuition credit will be applied to the student’s account.

Financial Aid Implications

Prior to requesting credit transfer to challenge courses, students should discuss the possible financial aid implications of advanced academic standing with a financial aid representative.

Transfer/Challenge Credit Limitations

Transfer/challenge credits may not exceed 50 percent of the credit hours required in a program of study.

Crime Awareness

Advanced Technology Institute faculty and staff are concerned that all students and employees experience a safe and secure environment while at our school. It is the responsibility of every student and employee to be aware of safety and security matters and to promptly report any crime to school officials and to the local police.

In compliance with the Crime Awareness and Campus Security Act of 1990, the Campus Security Policy and Report is available to prospective students upon request to the Campus President. The report discusses safety and security issues such as the importance of prompt reporting of crimes, campus security procedures, and statistics for the prior three calendar years, as well as other pertinent information.
No later than October 1 of each year, current students and employees receive the annual Crime Awareness and Campus Security Report. A Safety Report is available on the School web site:  http://www.auto.edu/campus-security-information/

Conduct. All members of the ATI community and visitors are required to obey ATI regulations. They reflect the policies set by the President as well as local, state, and federal laws. Observed, they help to provide a safe environment for all of our staff and students engaged in a wide range of activities.

Advanced Technology Institute respects and protects the individual dignity, integrity and reputation of its students. Students must comply with the conventions and regulations that are necessary to maintain order, protect individuals and property, and fulfill the purposes and responsibilities of our schools. Advanced Technology Institute is responsible under state law for maintaining order and is empowered to exclude those who are disruptive.

Reporting a Crime or Emergency. Criminal activities and emergencies occurring on Advanced Technology Institute facilities should be reported immediately to the Campus President or Director of Education either in person or via telephone.

An Advanced Technology Institute representative and local authorities will investigate the incident, document the information, and take appropriate action.

Crimes that occur at student housing should be reported to the police department having legal jurisdiction for that area, and to Campus President’s office.

The Campus President will ensure that all reports of criminal activities or other emergencies occurring on campus will be reported and recorded at each ATI location. Monthly/quarterly reports will be forwarded to the School Administration at the Virginia Beach main campus. School Administration will maintain a record of the following criminal offenses reported to campus security authorities or local police agencies: Criminal Homicide, Sex Offenses, Domestic Violence, Dating Violence, Stalking, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Liquor Law Violations, Drug Law Violations, and/or Illegal Weapons Possession.

Any questions regarding the Campus Security or Crime Awareness Policies should be directed to the Campus President.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are eligible students.

As noted above, the rights under FERPA transfer from the parents to the student once the student turns 18 years old or enters a postsecondary institution at any age. However, although the rights under FERPA have now transferred to the student, a school may disclose information from an “eligible student's” education records to the parents of the student, without the student's consent, if the student is a dependent for tax purposes. Neither the age of the student nor the parent's status as a custodial parent is relevant. If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision.

Parents and Eligible Students Rights include: The right to inspect and review the student's education records within 45 days of the day ATI receives a request for access.

A parent or eligible student should submit to the Campus President a written request that identifies the record(s) the parent or eligible student wishes to inspect. The ATI official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. If the records are not maintained by the ATI official to whom the request was submitted, that official shall advise the parent or eligible student of the correct official to whom the request should be addressed. Except when parents or eligible students are unable to access records, ATI charges a fee for copies.

The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the parent or eligible student's privacy rights under FERPA.

A parent or eligible student who wishes to ask ATI to amend a record should write the ATI official responsible for the record, clearly identify the part of the record the parent or eligible student wants changed, and specify why it should be changed.

If ATI decides not to amend the record as requested, ATI will notify the parent or eligible student in writing of the decision and the parent or eligible student's right to a hearing, conducted within the procedures established for Academic Review Boards in ATI's catalog, regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to
place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

A school official is a person employed by ATI in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom ATI has contracted as its agent to provide a service instead of using ATI employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; and in order to comply with a lawfully issued subpoena or court order.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for ATI.

Upon request of another school, ATI also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

ATI has designated the following types of information as directory information: the student's name, address, telephone number; date and place of birth; honors, awards and certifications; and dates of attendance. Parents and eligible students may request that the school not disclose directory information about them by contacting the Campus President of the ATI location that the student is currently attending or has previously attended.

Written consent must state the purpose of disclosure, specify records to be disclosed, identify those to whom the disclosure may be made, and must be signed and dated. ATI Presidents will provide direction for these requests.

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by ATI to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

- Family Policy Compliance Office
- U.S. Department of Education
- 400 Maryland Avenue, SW
- Washington, DC 20202-8520
- Phone 1.800.USA.LEARN (1.800.872.5327)
- Individuals who use TDD may use the Federal Relay Service
- http://www.ed.gov/about/contacts/gen

**Grading**

Course grades are derived from weekly tests, daily professionalism evaluations, completion of shop objectives, homework assignments, and final examinations. The instructor averages each academic area and assigns a course score as follows:

<table>
<thead>
<tr>
<th>Numerical Grade</th>
<th>Grade Point Average</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90–100</td>
<td>4.0</td>
<td>A</td>
</tr>
<tr>
<td>80–89</td>
<td>3.0</td>
<td>B</td>
</tr>
<tr>
<td>70–79</td>
<td>2.0</td>
<td>C</td>
</tr>
<tr>
<td>0–69</td>
<td>0.0</td>
<td>F</td>
</tr>
<tr>
<td>Incomplete</td>
<td>0.0</td>
<td>I</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>0.0</td>
<td>W</td>
</tr>
</tbody>
</table>

In order to pass a course, the student must complete the final examination for that class and achieve an overall class 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.

If a grade of “I” is given because of the need for a make-up examination, the make-up examination must be completed within two weeks of the end of the module.

A grade of “W” is given when a student withdraws from a course within the first week of the term. Withdrawal after this period may result in a grade of “F.” Students are normally charged for the class they withdraw from; however, their grade point average will not be affected.
Graduation Requirements

To meet graduation requirements, students must:

- comply with satisfactory progress and academic standards with a grade point average (GPA) of at least 2.0 or greater and have passed each subject
- meet program attendance and residency requirements
- earn required hours
- achieve all applicable skill proficiencies
- comply with financial terms of enrollment
- have no outstanding obligations

It is recommended that each student meet with his/her program coordinator throughout their program of study to ensure that all requirements for graduation are being met and that the student is progressing satisfactorily. Degrees, diplomas, and certificates will be awarded after graduation. Transcripts, degrees, diplomas, and certificates are processed approximately 3-4 weeks after completion of all graduation requirements.

Intellectual Property

Subject to the following conditions, a student will retain ownership rights to works created by the student as a class assignment or as part of a pro-bono commission approved as a student project by an instructor. A pro-bono commission is work that an instructor may approve for students to undertake as a skill-building opportunity. Students may receive nominal consideration provided by the person or group that commission such a work.

For purpose of clarification, the School agrees that all rights of intellectual property and other ownership rights in a work created by a student will belong as between Advanced Technology Institute and the student to the student only if all of the following conditions respecting such work are met:

- The work is not derivative of or otherwise infringe upon any other School-owned intellectual property right.
- The work is created by the student entirely on his/her personal time.

Each student shall remain at all times responsible and liable for his/her own actions in the creation, use and distribution of intellectual property created by the student.

Leave of Absence

Students should make every attempt to avoid any disruption to their training. If a student must interrupt attendance for any reasons beyond the student’s control (illness, family emergency, military duty, etc.) the student may request a leave of absence. A leave of absence will not be allowed during the course of a term.

A student must submit a request for a leave of absence in writing to the Director of Education prior to the leave of absence, and all requests must be approved. A leave of absence may extend until the next scheduled term or a longer period if approved by the Institute.

A student is normally allowed only one leave of absence in any 12-month period. The Institute may grant an additional leave of absence for unforeseen circumstances. A leave of absence may not exceed 180 days in one academic year.

Students who need to take a leave of absence must see their financial aid officer first to avoid jeopardizing their financial aid eligibility. Students returning from a leave of absence must also see their financial aid officer to reinstate their financial aid eligibility.

Students not returning from a leave of absence in the term following the expiration of the leave will be dropped at the end of the add/drop period of that term. A student may receive an extension if a request in writing is submitted and approved.

Make-Up Examinations

A make-up test is an examination of equal or greater difficulty given in a subject area following, or in lieu of, an original examination. Only one make-up will be allowed per course. A student or faculty member may request an academic review board if special circumstances indicate that an exception to the policy warrants consideration.

Students who miss an original (first administered) examination, for sufficient and documented reasons, may arrange with their instructor for a make-up examination and receive full credit upon approval of the Director of Education. Make-up tests will normally be given the day the student returns to school.

Written documentation of illness, medical or dental emergencies, work schedule conflicts, military duty assignments, court appearances, funerals, and family emergencies will be evaluated by the Director of Education. Reasons for absence should be beyond the Student’s control. Make-up work will be accepted at full credit after an absence is approved for sufficient and
documented reasons. Make-up exams will be taken outside of student’s normal school hours.

**Plagiarism Policy**

**Purpose and Scope.** The purpose of the Advanced Technology Institute Plagiarism Policy is to promote awareness and adherence to copyright and intellectual property law. Refer to http://www.copyright.gov/laws/ for information on U.S. copyright law.

This policy applies to all students, faculty, and staff of ATI and all intellectual property including but not limited to all written and electronic publications, ideas and inventions, verbiage and phrasing.

**Definitions.** The following definitions apply to this policy.

**The Writer.** The Writer is defined as any student, faculty, or staff member to whom this policy applies. However, plagiarism is not limited to writers, per the definition of plagiarism and the scope of this policy. Examples of plagiarism other than through writing include but are not limited to software programs, hardware designs, schematics, multimedia, charts, graphs, tools, and other inventions.

**Plagiarism.** Plagiarism is defined as (n) the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work, as by not crediting the author (www.dictionary.com, 2012). Plagiarism can be intentional or unintentional.

**Intentional Plagiarism** —Plagiarism is intentional when one or more of the following conditions apply:

- the writer uses exact words from a source but neglects to include quotation marks
- the writer paraphrases ideas from a source but neglects to cite the source using an acceptable documentation style such as APA
- the writer copies someone else’s work and presents it as his/her own
- the writer purchases documents, ideas, and/or verbiage and presents it as his/her own
- the writer fails to give credit to co-authors, team members, and/or editors of the writer’s original work
- the writer uses previously published work protected under copyright and presents the work as original and not copyrighted elsewhere
- writer repeatedly commits unintentional plagiarism

**Unintentional Plagiarism** —Plagiarism is unintentional when one or more of the following conditions apply:

- the writer demonstrates ignorance of copyright law and plagiarism policy
- the writer fails to quote or paraphrase accurately but attributes the words and/or ideas to a source
- the writer attempts to document the source but does so incorrectly
- the writer attempts to give credit to an original source but does not use acceptable documentation methods
- the writer uses ideas, text and/or verbiage without giving credit to the original source because the writer incorrectly believes the information is common knowledge
- the writer inadvertently fails to give credit to co-authors, team members, and/or editors of the writer’s original work
- the writer inadvertently breaks copyright agreement of his/her own copyrighted work

**Consequences of Violating Policies.** Violation of the University’s plagiarism policy, whether the plagiarism is intentional or unintentional, may result in disciplinary action up to and including suspension from the University.

Disciplinary action may include initiation of a Judicial Review Board. For more information on ATI’s general disciplinary actions, see the sections entitled, Termination Policy, Academic Review Board, and Judicial Review Board in this Catalog.

**Resources and Prevention.** The University offers several resources, which vary by campus, for students, faculty, and staff who require information on plagiarism and documentation. These resources include:

- Seminars and training on citation style methods
- Writing Assistance Center handouts and workshops on avoidance of plagiarism
- Classroom instruction on documentation of sources
- Library recommended websites and sources on how to define and avoid plagiarism

**Repeating a Module**

In those cases deemed beyond the control of the student, the school will not charge for the first module repeated. The student will pay for all modules repeated thereafter. If a student repeats a module for reasons determined to be negligence on the part of the student, such as poor attendance, the student will have to pay for the first and subsequent modules repeated. All repeated modules will incur a course repeat charge. Please see the Tuition, Books, and Fees section of Financial Aid Policies for cost.
Satisfactory Academic Progress

Advanced Technology Institute’s Satisfactory Academic Progress (SAP) Policy for Programs measures whether eligible students are progressing at a responsible rate towards the completion of their educational objectives. Students must be in compliance with this Policy in order to maintain their continued federal financial aid program eligibility. This Policy applies to all students, regardless of participation in federal financial aid programs.

The evaluation points contained in the Policy are designed to help identify students who would benefit from an early intervention and/or remediation. Most critical to this Policy is a student’s ability to enroll in and complete courses in a consistent and successful manner. Failure to complete courses successfully for any reason may negatively affect satisfactory academic progress. Failing courses or withdrawing from courses could also result in the loss of financial aid and academic dismissal. It is very important that students attend all registered courses and complete them successfully.

Advanced Technology Institute calculates Satisfactory Academic Progress using both qualitative (cumulative grade point average) and quantitative measurements (incremental completion rate and maximum time frame) at specified evaluation periods.

Cumulative Grade Point Average (CGPA)

A student’s CGPA is calculated by:

- Multiplying credits for each course by grade points associated with the grade earned
- Totaling the grade points earned for all the courses (See the Grading Policy for grade points assigned to each letter grade)
- Dividing total grade points earned by the total number of quality credits

Example: Cumulative Grade Point Average calculation

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Quality Credits assigned to the course</th>
<th>Grade Points</th>
<th>Total quality points for the course</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORN120</td>
<td>B</td>
<td>4</td>
<td>3</td>
<td>4 x 3 = 12.0</td>
</tr>
<tr>
<td>AUT121</td>
<td>A</td>
<td>4</td>
<td>4</td>
<td>4 x 4 = 16.0</td>
</tr>
<tr>
<td>AUT122</td>
<td>B</td>
<td>4</td>
<td>3</td>
<td>4 x 3 = 12.0</td>
</tr>
<tr>
<td>AUT123</td>
<td>B</td>
<td>4</td>
<td>3</td>
<td>4 x 3 = 12.0</td>
</tr>
<tr>
<td>COM220</td>
<td>C</td>
<td>2</td>
<td>2</td>
<td>2 x 2 = 4.0</td>
</tr>
<tr>
<td>SME10</td>
<td>A</td>
<td>2</td>
<td>4</td>
<td>2 x 4 = 8.0</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>20</td>
<td>19</td>
<td>Total quality points = 64.0</td>
</tr>
</tbody>
</table>

CGPA = 64.0 (total quality points) divided by 20 credits = 3.2 or 3.0 (rounded)

The CGPA is rounded up to the nearest tenth if the last digit is 5 or greater. It is rounded down to the nearest tenth if the last digit if the last digit is less than 5. (For example: 1.95 = 2.0, 1.94 = 1.9)

Students must achieve and thereafter maintain at least a 2.0 (or “C” average) CGPA by the end of the fourth semester and thereafter.

Incremental Completion Rate (ICR)

A student’s ICR is calculated by:

- Totaling the number of credit hours attempted;
- Totaling the number of credit hours successfully completed; and
- Dividing the total number of credit hours successfully completed by the total number of credit hours attempted and expressing that as a percentage.

Credits attempted are those credit hours that the student transfers from another postsecondary institution and any credit hours the student is registered for at Advanced Technology Institute at the conclusion of the add/drop period of each five-week term. All Advanced Technology Institute courses for which a student is registered after that date will be included. Completed course work is defined as the total number of hours in which a student receives a grade of A, B, C, or F, regardless of whether the grade received is considered a passing grade for the student’s program.

For the calculation of the ICR, there is no rounding of the percentage; therefore, if a student receives a 66.665%, and the requirement is 66.67% the student would not satisfy this evaluation point.

Example 1: After four semesters, a student has attempted 66 credits and successfully completes 40. The ICR is calculated by dividing 40 by 66, which equals 60.60%. The ICR requirement at the end of four semesters is 66.67% and Student, therefore, would not meet the ICR requirement at this evaluation point.

Example 2: After two semesters, a student has attempted 30 credits and successfully completes 15. The ICR is calculated by dividing 15 by 30, which equals 50.00%. The ICR requirement at the end of two semesters is 50%, therefore, the student meets the ICR requirement at this evaluation point.

Students must successfully achieve and maintain a 66.67 % incremental completion rate of courses attempted credits by the end of the fourth semester and thereafter.

Maximum Time Frame

A student may not attempt more than 150% of the credits in his/her program (or remaining credits in his/her program in cases where the student brings in transfer credits from another institution). In the case of advanced standing due to transfer credits from another institution, challenge exams, etc., the number of credits will be reduced to reflect
the transfer courses from another institution and the maximum time frame is then calculated based upon those credits.

The minimum number of credit hours required for a degree at Advanced Technology Institute varies; therefore the maximum number of credit hours that a student may attempt will vary.

Example 1: In a diploma program consisting of 50 semester credit hours, the student must complete the program within 75 attempted semester credit hours.

Example 2: In an associate’s degree program of 70 semester credit hours, the student must complete the program within a maximum of 105 semester credit hours.

The maximum time frame always applies, regardless of whether a student changes his/her program of study or if s/he is pursuing multiple degrees or concentrations.

Students who exceed 150% of the program credits will be dismissed from the Institute.

Academic Progress Table

The Satisfactory Academic Progress Policy evaluation points, required quantitative and qualitative measurements, and the corresponding actions required for failure to achieve and maintain the required academic achievements are summarized in the following Academic Progress Table:

<table>
<thead>
<tr>
<th>Evaluation Period Semester</th>
<th>Required Minimum CGPA</th>
<th>Required Incremental Completion Rate</th>
<th>Completion % of Credits Attempted</th>
<th>Required action</th>
<th>Academic Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.50</td>
<td>40%</td>
<td>Warning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1.50</td>
<td>50%</td>
<td>Probation (if on Warning)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>1.75</td>
<td>60%</td>
<td>Probation or Dismissal (if on Probation)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 and each semester thereafter</td>
<td>2.0</td>
<td>66.67%</td>
<td>Probation or Dismissal (if on Probation)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Change of Program

Students will be allowed one change of program and the student may change his or her program at any time during enrollment. The following changes are NOT considered a change of program:

- Change from a day program to an evening program of the same program (shift change)
- Change from a diploma program to an associate’s program in the same program

Courses that apply to the second program will be recorded and will affect the student’s CGPA, Incremental Completion Rate and Maximum Time Frame. Students who change programs must sign a new program enrollment agreement.

Course Withdrawals

Students are charged tuition and fees and receive grades for the credits attempted. Student enrollment status for purposes of academic achievement and financial aid determination is based upon course attendance. A pattern of course withdrawals could cause a student to exceed the maximum time frame allowed for program completion and therefore, fall below the standard for satisfactory academic progress. Additional charges may also result.

Credits Attempted

The credits attempted total includes any time a student receives a grade for a course. This includes the letter grades of “A” through “F,” a passing grade of “P,” an incomplete grade of “I,” and a withdrawal with no grade penalty of “W.” Courses for which a student enrolls but then drops during the add/drop period at the beginning of a session are not counted as credits attempted for the Satisfactory Academic Progress calculation. In addition, all credit hours transferred to Advanced Technology Institute for the current enrollment are included and counted as credits attempted.

Evaluation Period

An evaluation period is used to determine academic progress. Advanced Technology Institute uniquely defines the evaluation period for each student as the Institute employs a student-based semester system. At Advanced Technology Institute, each student’s semester is uniquely defined as three (3) consecutive terms, which is 15 weeks.

All terms and semesters of a student’s continuous enrollment, whether or not the student received financial aid, are also included in the SAP review. In addition, all credit hours transferred to Advanced Technology Institute for the current enrollment for program changes are included and counted towards a student’s maximum time frame.

Grade Report

Grade reports are posted in the Advanced Technology Institute Student Portal at www.auto.edu following the completion of each term. Students receiving a failing grade will be required to meet with a Program Director or designee to develop an Academic Success Plan (ideally prior to registering but at the latest prior to the last day to drop/add for the next term) that details a specific plan for academic recovery. This plan may include actions such as
mandatory tutoring, periodic advising as well as taking a reduced number of courses.

An incomplete grade will convert to a failure grade, if the remaining work is not completed within two weeks of the end of the module, unless otherwise approved by the Director of Education.

**Interruption of Enrollment**

When a student withdraws prior to graduation, the student may re-enter Advanced Technology Institute within five years and retain full academic credit provided the course(s) is still applicable to the program.

After one year, examination may be required when skill proficiency and significant curriculum changes are involved. Re-entering students will be charged tuition and fees at the rate in effect upon their reentry. These re-entering students will also be required to assume the curriculum taught at the time of re-enrollment.

**Minimum Academic Requirements to Graduate**

The minimum academic requirements for a student to graduate are: CGPA of 2.0, 66.67% ICR, and completion of the program in no more than 150% of total program credits. Please see *Graduation Requirements* in this catalog for the complete list of graduation requirements.

**Repeated Courses**

A student enrolled in all coursework toward a degree or diploma must be able to pass the course after three attempts or the student will be academically dismissed.

**Repeated course to improve a grade.** A student may repeat a course to improve the grade and subsequently, his/her CGPA. In the case of repeated courses to improve a grade, only the highest grade earned will be calculated in the CGPA while all the credits attempted will be calculated in the ICR and Maximum Time Frame. **Students are eligible for Financial Aid for only one repetition of a previously passed course.** Students may be charged a tuition fee to repeat a course to improve a grade. Please see Tuition, Books, and Fees in the Financial Policies section.

**Warning, Probation or Dismissal**

The Academic Progress Table demonstrates the evaluation points for CGPA and ICR; failure to achieve these milestones will result in a status change that provides the student with an additional semester to improve his/her academic standing. A student who completes his/her first semester and fails to meet the minimum requirements will be placed on warning; a student on warning remains eligible for financial aid. If a student who is on warning fails to achieve the required progress at the end of any subsequent evaluation point of a warning period, s/he will be placed on probation or dismissed from the Institute. Probation may only be granted with a student’s successful appeal with an Academic Review Board (ARB). A student who is on probation remains eligible for financial aid, however, a student may remain on probation for only one semester. If a student on probation fails to achieve satisfactory academic progress at the next evaluation point, the student will be dismissed from the Institute.

A student will be removed from academic warning or probation when s/he meets the requirements for satisfactory academic progress.

Please note that a student may be dismissed for academic reasons without previous academic action. In addition, at any given evaluation point, if it is determined to be mathematically impossible for the student to meet the academic requirements for graduation, the student will be dismissed.

**Appealing an Academic Dismissal**

In order to re-establish eligibility for Financial Aid, a student must appeal the academic dismissal by requesting an Academic Review Board (ARB). The written appeal must state the mitigating circumstances that contributed to the academic determination or dismissal. The written appeal must be supported with appropriate documentation of the mitigating circumstances with explanation on how the circumstances have been remedied or changed. Mitigating circumstances are events that are outside the Student’s control and are unavoidable.

Examples of events that may be considered a mitigating circumstance and which has negatively impacted academic progress include but are not limited to: death of an immediate family member, student illness requiring
hospitalization, divorce proceedings, previously undocumented disability, work-related transfer or change in work schedule during the term, natural disaster, financial hardship such as foreclosure or eviction, and others.

The student may be asked to appear in person during the review process when deemed necessary by the Director of Education or request an ARB. The appeal process ends with the Campus President. Appeals may result in any one of the following actions:

- **Reinstatement on probation with an academic plan** where the student will be held to specific requirements which must be met by the end of the next semester. Reinstatement after dismissal will be granted only if mitigating circumstances exist.
- **Denial of reinstatement.**
- **A student may appeal an academic determination or dismissal one time.**
- **A student who is granted an appeal may be reinstated and, if otherwise eligible, receive financial aid.** The student must meet with the Financial Aid Advisor on campus to determine any changes to the student’s financial aid. The above minimum standards for satisfactory academic progress will continue to be applied to assess the student’s academic performance.

**Reentry/Readmission after Academic Dismissal**

A student who is denied an appeal is not eligible for reentry to the Institute for a period of one year. A student dismissed for violating satisfactory academic progress must appeal in writing to the Director of Education or the ARB for reentry (if within one year) or readmission (if one year or longer). If applying for readmission, the student must meet with the Director of Education at least two weeks prior to the start of the term in which the student wishes to return. Also, any student who ceased attendance and whose grades in the last term of attendance caused him or her to not meet the standards for satisfactory academic progress must go through the same appeal process. The appeal procedure described in the preceding section applies. The student must demonstrate resolution to any mitigating circumstances.

A reentry/readmission student who is granted an appeal may be reinstated and, if otherwise eligible, may receive financial aid. The student will be placed on probation at the start of the next academic term or upon reentry and may be required to meet certain additional academic conditions as specified by the Director of Education or the Academic Review Board in their decision to grant the appeal. The above minimum standards for satisfactory academic progress will continue to be applied to assess the student’s academic performance.

A student is allowed one and only one reentry/ readmission appeal after being academically dismissed.

**Veterans Administration – Requirements for Satisfactory Academic Progress**

**Academic Dismissal/Reinstatement and Veterans’ Benefits in South Carolina.** Veterans who are reinstated for benefits after academic dismissal who fail to attain a GPA of at least 2.0 during that term will be placed on academic dismissal for one semester (three terms).

**Non-degree seeking students.** Students taking an Advanced Technology Institute course in a Non-Degree status and receiving veterans educational benefits must maintain a 70% or a 2.0 grade point average (GPA) in each course to be considered making satisfactory academic progress. If a student does not make a 70% or a 2.0 GPA in any course, the student will be dismissed from enrollment and will be reported to the Department of Veterans Affairs (DVA) for unsatisfactory progress.

If a student is absent for 3 consecutive days in any course, the student will be dismissed from Advanced Technology Institute, assigned a failing grade, and will be reported to the Department of Veterans Affairs for Unsatisfactory Progress. If a student is dismissed due to Unsatisfactory Progress, the student must wait a period of 30 days to be eligible to re-enroll in a course.

**Student Appeal Process**

Students dismissed from school for disciplinary reasons may request a review board to appeal that decision. Students must initiate the process by submitting a letter to the Director of Student Services.

Students dismissed from school for academic reasons may request a review board to appeal that decision. Students must initiate the process by submitting a letter to the Director of Education.

The recommendation of the Board will be forwarded to the Campus President for disposition.

Appeals must be received within 10 days of the action being appealed.

**Student Conduct Policy**

Students are expected to conduct themselves in a mature and socially acceptable manner. The staff and faculty are to be treated with respect. The staff and faculty will observe the same standards. Abusive behavior or derogatory comments directed to the staff or faculty may result in suspension or expulsion from school.

A student is subject to disciplinary action up to and including withdrawal/ termination for:
• Acts of dishonesty, including but not limited to cheating on quizzes, tests, papers, hands-on homework documentation, or other assignments; or plagiarism.

• Fraudulent activities including but not limited to willful misrepresentation by a student concerning qualification for admission, continuing eligibility as a student, eligibility for financial aid, current enrollment information, status or position at ATI.

• Forgery, alteration or misuse of school documents, records or identification.

• The unlawful possession, use, or distribution of illicit or prescription drugs on campus.

• Possession, use, intoxication, or being under the influence of alcohol while on campus.

• Possession of firearms or other weapons on campus.

• Gambling on campus.

• Any act or threat of physical assault or intimidation directed toward any member of the school community or any other individual on campus.

• Sexual harassment or hazing as described in the Harassment Policy and Anti-Hazing Policy.

• Theft or attempted theft of ATI property, or any theft on campus.

• The defacing or destruction of ATI property.

• Use of indecent, illegal, disruptive language and/or actions

• Insubordination in carrying out instructions of faculty or staff.

• Any refusal to abide with or violation of federal, state, or local regulations.

• Smoking in unauthorized areas. Smoking is not permitted in any school vehicle.

• Continued violation of the ATI dress code.

• Furnishing false information to/for or against any student, faculty member, or ATI employee.

Advanced Technology Institute believes in the use of progressive discipline (verbal warning, written warning and dismissal). However, depending upon the circumstances (i.e., collective student history, seriousness of conduct, issues of safety, facts surrounding the conduct, etc.), Advanced Technology Institute reserves the right to use or not use progressive discipline.

Student Consumer Information

The Student Consumer Information regulations of the United States Department of Education require colleges to provide students with access to information they are entitled to as a consumer. Our goal is to provide each student with complete and easy access to this information and to inform you annually of the availability of this information. This information may also be found on the ATI website, www.auto.edu/consumers/ and other links on the website, requested from our campus staff, and provided in paper form on request.

Any requests for information under this service should be sent to info@autoATI.edu.

Transcripts, Degrees, Diplomas and Certificates

Students are provided one official academic transcript after program completion. Degrees, diplomas, and certificates are awarded after graduation.

Students and alumni may request official transcripts of the academic work completed at Advanced Technology Institute by submitting an Official Transcript Request Form or by submitting a written request. Due to federal privacy laws, a written request with the student’s signature is required to release a transcript and all requests must include the required, non-refundable processing fee.

The Official Transcript Request Form is available in the Registrar’s Office at the Main Campus. Please note that telephone and email requests for transcripts are NOT accepted.

Advanced Technology Institute official transcripts for graduates and former students will be sent to individuals specified upon written request of the student, provided the graduate/student is in good standing.

A non-refundable charge will be required for a replacement diploma or degree (and/or for each additional copy requested).

Transferability of Credits

In the U.S. higher education system, transferability of credit is always determined by the receiving institution, taking into account such factors as course content, grades, and the school’s accreditation and licensing.

Advanced Technology Institute is accredited by the Accrediting Commission of Career Schools and Colleges to award the Associate of Occupational Science (AOS) degree. However, the fact that a school is accredited is not necessarily an indication that credits earned at that school will be accepted by another school and the AOS is considered a terminal degree and not designed for transfer. Credits earned at Advanced Technology Institute should be considered non-transferable.

Credits earned at Advanced Technology Institute should be considered non-transferable.
Students considering continuing their education at or transferring to other institutions must not assume that credits earned at Advanced Technology Institute will be accepted by the receiving institution. An institution’s accreditation does not guarantee that credits earned at that institution will be accepted for transfer by any other institution. A student who is considering a future transfer is encouraged to make contact with the receiving institution, as early as possible, to determine which Advanced Technology Institute credits, if any, the institution will accept.

Advanced Technology Institute does not imply, promise, or guarantee transferability of its credits to any other institution.

**Tutoring**

Students experiencing academic difficulties may request tutorial assistance from an instructor outside of normally scheduled class time, on any regularly scheduled class day, by advance arrangement with their current instructor, or by appointment on an individual basis. If exceptions to this schedule are required, the Director of Education will attempt to provide an alternative schedule.

**Withdrawals – from Advanced Technology Institute**

The following definitions apply to the various types of withdrawals that ATI uses in its policies:

**Academic Withdrawals.** See Satisfactory Academic Progress Policy in this catalog for information on academic withdrawals.

**Administrative Withdrawals.** A student who has not attended classes for more than 14 consecutive calendar days will be administratively withdrawn.

**Student-Initiated Withdrawals.** To officially withdraw from the School, the student must contact the Registrar to provide notification of his/her intent to withdraw. New students who withdraw from the School prior to the end of the first week of class will have no attempted courses shown on their academic records. Student officially withdrawing after the first week of the term will receive a grade of F.

**Withdrawals and Veterans Benefits.** The Veterans Administration will pay through the last day of attendance for a course that the student withdraws from. Veterans should consult with the Veterans Administration for more information.
ADMISSIONS POLICIES

Training programs are open to individuals who have satisfied the admissions requirements. To apply for admission, applicants should contact Advanced Technology Institute to arrange a personal interview and tour of the school.

Admissions Requirements

To attend Advanced Technology Institute, all new applicants must:

1. Complete a Personal Admissions Interview.
2. Complete and submit an Application for Admission and an Enrollment Agreement.
3. Provide a U.S. high school diploma, a recognized equivalent of a high school diploma such as a General Education Development (GED) certificate, or completion of homeschool education as described on page 28. This requirement does not apply for the Tractor-Trailer Driving program.
4. Achieve acceptable scores on the Admissions Assessment(s).

Before beginning classes, each student must complete the required Financial Aid applications and/or complete all timely obligations of a Tuition Payment Plan.

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 undergo a preliminary background check.

Program Requirements:

- Automotive Technology
- Heavy Vehicle Technology
- Air Conditioning & Heating Technology
- Maritime Welding Technology
- Tractor-Trailer Driving
  - Be at least 19 years old. Students enrolled in Tractor-Trailer Driving must be 19 years old before starting the commercial driving portion of the program.
  - Possess a valid Virginia driver’s license
  - Pass and provide a copy of the DOT physical examination

Applicants are advised to discuss their intentions with their family and to encourage them to visit the school. In addition to meeting the academic requirements, the financial terms as specified on enrollment agreements must also be accepted. Applicants may be granted provisional acceptance until a determination is made regarding the acceptance of financial terms and credit worthiness. Applicants agree to submit all information required by Advanced Technology Institute to determine the financial acceptance of enrollment terms in a timely manner.

Applicants may be required to provide medical documentation of disability or physical limitations they have prior to beginning class.

As a condition of acceptance, Advanced Technology Institute students may be required to provide evidence of passing a current drug/alcohol screening test.

Admissions Procedures

To apply, applicants should schedule an admissions interview, achieve a passing score on the Admissions Assessment, tour the facility, and complete an enrollment agreement.

Applicants are under no obligation until they complete the admissions interview, enrollment agreement, and pay their enrollment deposit. Upon completion of the application process, applicants have three business days to request a full refund of monies paid less the $50 non-refundable registration fee.

High School Diploma – Proof of High School Completion

Applicants for all programs except the Tractor-Trailer Driving program are required to provide independent documentation such as a copy of their high school transcript, a copy of their high school diploma or other documentation of equivalency. The high school diploma or transcript must meet state standards as recognized by the issuing state. Certificates of attendance, modified or special diplomas are not acceptable. Applicants are responsible for the fees related to securing documentation.

The student must provide all required documentation prior to starting classes. If the documentation is not received, the student will not be allowed to start classes.

All applicants who have attended secondary school outside of the United States must provide a credential evaluation for all secondary (and if applicable, post-secondary) transcripts submitted to the School as part of the application process. Advanced Technology Institute will only accept credential evaluations completed by a credential evaluation organization which is a member of
the National Association of Credential Evaluation Services (NACES). For more information concerning NACES member organizations, refer to their website at www.naces.org.

If any applicable official academic records have not been prepared in English, a complete and official translation of the transcript is also required. Students who have obtained their secondary school (or postsecondary) education in any language other than English must provide evidence of English proficiency which can be demonstrated by an intermediate rating on the EFSET EXPRESS test.

Students who have attended a postsecondary education institution that is accredited by an agency recognized by the U.S. Department of Education, and who have completed a bachelor’s degree or higher, may use their official postsecondary school transcript to establish proof of high school graduation/GED.

Other forms of high school proof will be considered on a case-by-case basis, but should be approved in advance by contacting the Registrar at registrar@auto.edu.

Homeschooled Students

Advanced Technology Institute welcomes students from all types of educational backgrounds and encourages homeschooled students to apply. Due to the diverse nature of homeschool requirements from state to state, Advanced Technology Institute requires the following materials in order to evaluate a student’s academic history for acceptance:

Transcripts from a nationally recognized and accredited home school program - OR -

Detailed homeschool transcripts (course titles, brief description of each course content, a grade or performance assessment for each course, details on duration of study, and expected graduation date) and a second academic indicator such as the SAT, ACT, GED, or college GPA (where 12 or more credits were completed at a single institution).

Please keep in mind that in order to attend Advanced Technology Institute, each applicant must demonstrate completion of high school or the equivalent of high school. Homeschooled students need to submit documents indicating that they’ve followed the regulations determined by their state.

Background Check

Any applicant with a prior criminal conviction may experience denial of admission. Any student or graduate who has a prior criminal conviction may experience limitations for employment opportunities. Please speak to Admissions for requirements.

Catalog Inserts

Catalog inserts are available upon request.

Insert A: Tuition, Text, Tax, and Fees
Insert B: Academic Calendar & Class starts
Insert C: Faculty Listing

Comparable Program Information

Information about tuition charges for comparable programs may be obtained from the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Blvd. #302, Arlington, VA 22201, (703) 247-4212.

Course Materials

Textbooks, consumable materials, training aids, two uniform shirts, and a pair of safety glasses are provided by Advanced Technology Institute.

Safety

Substantial leather work shoes are required to avoid foot injury. Safety glasses are required for all activities in shop and classroom areas where danger of eye injury exists. Refusal to comply with safety rules is reason for dismissal from school. Steel-toed boots are required for Maritime Welding.

Scholarships

Advanced Technology Institute offers a variety of scholarships. Requests for specific information can be obtained in the Admissions or Financial Aid offices.

Statement of Non-discrimination

Advanced Technology Institute is in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Advanced Technology Institute is committed to providing equal opportunity in its recruitment, admissions, educational programs and employment without discrimination on the basis of race, creed, color, national origin, ancestry, gender, sexual orientation, age, religion, or disability.
Tools

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 Students’ personal tool sets.

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 Tools

- 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 workgloves

Welding Tools

- Miller performance welding helmet
- Bausch 6.0 amp grinder
- Miller welding jacket
- Pair of welding gloves
- Pair of metal working gloves

Transportation

It is highly recommended that students have their own transportation while attending Advanced Technology Institute. However, the Student Services office maintains a locator list indicating the residences of Advanced Technology Institute students who desire to participate in ride-sharing or other transportation options. Students desiring transportation assistance should contact the Student Services office immediately.

While the Student Services office will make their best effort to coordinate arrangements for ride-sharing, it is not possible to guarantee arrangements can be made or that arrangements made will be available from one module to the next.

Vehicles left on campus without an Advanced Technology Institute parking permit or without an Advanced Technology Institute work order will be subject to towing at owner’s expense.
Financial Aid Policies

Financial aid is available to help qualified students pay for their education. Advanced Technology Institute offers many financial aid options to help students and their families determine the best way to pay for an education. Advanced Technology Institute is committed to helping each student find the best solution to meet his/her needs and pursue this educational investment.

Student aid is awarded based on the applicant’s need and factors such as income, assets, and benefits. Financial aid applications and a guide to financial aid are available from the Financial Aid Department. The guide provides general information regarding eligibility, application processes, and Federal financial aid programs.

Financial aid application forms are to be completed and submitted to a Campus Financial Aid Administrator. Students receive a financial aid award letter when their application for financial aid has been processed that states the type, amount, and conditions of financial aid offered. The number of credits a student attempts each term also affects financial aid eligibility.

Students are required to apply for financial aid each academic year (two semesters). Students can see the Financial Aid Office for assistance or apply online at www.fafsa.ed.gov.

Students receiving financial aid must maintain satisfactory academic progress as indicated in this Catalog in order to retain eligibility for both Federal and Advanced Technology Institute financial assistance.

Most Advanced Technology Institute students make monthly in-school payments to the Institute. The in-school payments reduce the amount of money students borrow and must repay after they graduate or withdraw.

Definition of Financial Need

Financial need is defined as the difference between the cost of attending school and the student’s (and/or the family’s) expected family contribution (EFC). A Central Processor to whom the student’s Free Application for Federal Student Aid (FAFSA) is submitted conducts determination of the EFC, based on federal guidelines. The School’s Financial Aid Director or staff then determines the student’s Cost of Attendance, using nationally-approved living expense guidelines. The federal need formula can be stated as follows: Cost of Attendance – EFC = Financial Need.

Eligibility Requirements

In general, an applicant to Advanced Technology Institute is eligible to apply for Federal Title IV financial assistance if the following criteria are met:

- Be a United States citizen or eligible non-citizen.
- Have a valid Social Security Number.
- Have financial need, except for some loan programs.
- Have a high school diploma or General Equivalency Diploma (GED).
- Be enrolled or accepted for enrollment as a regular student working toward a diploma or certificate in an eligible program.
- Have not exceeded the aggregate loan limits for the student’s status.
- Make satisfactory academic progress as outlined in the school policies herein.
- Sign a statement on the Free Application for Federal Student Aid (FAFSA) certifying that the student will use federal student aid only for educational purposes.
- Have completed the number of hours paid by federal financial aid, if applicable, for the previous semester.
- Sign a statement on the FAFSA certifying that the student is not in default on a federal student loan and that the student does not owe money back on a federal student grant.
- Have not exceeded the aggregate loan limits for the student’s status or have not previously received the maximum aid allowed for the current award year.
- Register with the Selective Service, if required.
- For the Pell Grant program eligibility, the student may not have previously earned a bachelor’s degree.
- For the Stafford Loan program, the student must attend at least half-time.

Applicants under the age of 24 or born after the date that establishes dependency on the Free Application for Federal Student Aid (FAFSA) are considered to be
dependent by federal definition and are required to have parental participation in completing the financial aid forms and the financial aid process.

An applicant has the right to appeal all financial aid decisions. Such appeals must be in writing, made to the Director of Financial Aid within 10 calendar days of the date of the decision. The Financial Aid Director and the Campus President will review all appeals and inform the applicant of the Institute’s decision within 30 calendar days of the receipt of the appeal.

Financial Aid Received Prior to Attending Advanced Technology Institute

Federal regulations require an institution to determine all previous Federal Title IV aid received by the student prior to disbursement of funds. Therefore, Advanced Technology Institute will review all financial aid disbursed by each school at which a student was previously enrolled. Financial aid awarded at other schools could limit the amount of financial aid available at Advanced Technology Institute.

Loan Default Prevention

Students are responsible to repay, in full, all loans used to pay for their education. Repayment of student loans helps ensure the availability of loan funds for the future. Borrowers are encouraged to take the responsibility of loan repayment seriously.

Some helpful hints on avoiding delinquency are as follows:

- Send in the required payment each month even if a bill was not received.
- Send in larger or additional payments to reduce the amount of interest paid on the loan. Be sure to indicate that the extra amount should be applied to the principal or used as a future payment.
- Remember that overpaying one month does not mean that the next month’s payment can be skipped or that it will be reduced.
- Call your lender/servicer immediately if the payment will not be made on time or in cases of financial hardship. The lender/servicer may be able to work out an alternative plan.
- Know the deferment rights. After sending in the necessary forms, follow up with the lender/servicer to confirm that the appropriate loan(s) has been deferred.
- Understand the borrower’s rights and responsibilities under each loan program. Keep all paper work such as promissory notes, lender correspondence, cancelled checks, etc.
- Always call to resolve a discrepancy.
- Never ignore correspondence or requests for payment from the lender/servicer.

If a default does occur on the loan(s), in spite of all the arrangements available to prevent this from happening, one or more of the following repercussions may occur:

- The default status may be reported to a national credit bureau and have a negative effect on credit ratings for seven years.
- Deferment possibilities may be lost.
- Wages may be garnished.
- Federal and state income tax refunds may be withheld.
- Ineligibility status for any further federal or state financial aid funds.
- The entire unpaid amount of the loan, including interest and cost of collection, may become due and payable immediately.
- Students may obtain additional information about loan repayment and default prevention guidance from the Financial Aid Office.

Renewal Applications

After the initial financial aid award, students must reapply for financial aid. Students must complete all required applications and submit additional paperwork as necessary when requested to do so by the Financial Aid Department. Failure to do so could result in the student being required to make cash payments to the School or being dismissed from Advanced Technology Institute.

Note: The entire financial aid application process and verification process, if applicable, must be completed for each academic year.

Release of Federal Student Aid Data

Each student must properly complete “Step 7: College Release and Certification” on the FAFSA to ensure that the applicant gives the Secretary of Education the authority to verify information reported on this application with the Internal Revenue Service and other federal agencies and permission to send the information to the state education department and to Advanced
Technology Institute. The school code for Advanced Technology Institute is 031275.

Sources of Financial Aid - Federal Aid Programs

Advanced Technology Institute is approved by the U.S. Department of Education to participate in each of the below sources of Federal Student Aid. For information about these programs, eligibility requirements, and the application processes, the Department of Education provides Funding Your Education, The Guide to Federal Student Aid.

Federal Pell Grant – A Federal Pell Grant, unlike a loan, does not have to be repaid. The maximum award is based on award years that run July 1 through June 30 of any given year. For current year maximum award visit http://studentaid.ed.gov. Students can apply at www.auto.edu/fa. The resulting Institutional Student Information Report must be received by Advanced Technology Institute while the student is still in school.

Federal Supplemental Educational Opportunity Grant (FSEOG) – Award amounts depend upon the applicant’s need and funding availability. Priority is given to Federal Pell Grant recipients.

Iraq and Afghanistan Service Grant – Eligibility for this Federal grant is based on your parent or guardian having died as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001. Please inform your financial aid advisor if you believe you may qualify.

Federal Perkins Loan – This is a low interest (5 percent) loan. Eligibility is based on the applicant’s need and funding availability. Interest does not accrue during the period of enrollment and for a grace period of nine months after graduation, withdrawal, or dropping below half-time enrollment status.

Federal Work-Study – The Federal Work-Study Program provides on- and off-campus student employment, usually at non-profit organizations. This employment is awarded on a need basis and earnings are monitored.

Federal Direct Stafford Loan – The Federal Direct Stafford Loan is a need-based, low-interest, fixed rate loan made directly from the Department of Education.

The maximum that can be borrowed in the first year is $5,500 for dependent students and $9,500 for independent students. Additional year limits depend on the program length. Exact eligibility will be determined based on the application for aid submitted to the U.S. Department of Education. Loan repayment begins six months after graduation, withdrawal, or dropping below half-time enrollment status.

Federal Direct Parent Loan for Students (PLUS) – PLUS loans provide funds to help meet educational expenses. They are low-interest, fixed rate loans made directly from the U.S. Department of Education. Parents of dependent students may borrow up to the cost of attendance less other aid.

Sources of Financial Aid – Advanced Technology Institute Scholarships

Advanced Technology Institute offers scholarships to qualified students. Information on eligibility and the application process may be obtained by speaking with a financial aid advisor.

- Academic Scholarship – Available to high school juniors and seniors, the amount awarded is based on the results of a scholarship test
- Education Partnership
- Military Scholarships – available to spouses and children of active duty military, active reservists, active National Guard, honorably discharged retired or formerly active duty military.

Sources of Financial Aid - Other

Students who have been approved for assistance under any of the following programs must provide the documentation of eligibility to the Financial Aid Administrator.

Department of Veterans Affairs. Advanced Technology Institute has also been approved for educational benefits administered by The Department of Veterans Affairs, including the Yellow Ribbon Program, the Post-9/11 GI Bill®, the Montgomery GI Bill®, Tuition Assistance, MyCAA, and others. For more information and the application process, contact the local Advanced Technology Institute campus Veterans Benefits Coordinator.

Employer Assistance. Many employers provide tuition assistance programs to their employees to assist with education goals. Check with the human resources department or benefits manager to see if an educational assistance program is available at your place of employment.
Financial Aid Policies

Job Location and Development Program. This program is administered through the Career Services Center to assist students, with and without financial need, in securing part-time employment. Information and program requirements are available from the Career Services Center.

Private Aid. Advanced Technology Institute students may also seek private education loans from any lender of their choice. Eligibility and application processes for private education loans are provided by the private lenders.

Advanced Technology Institute also provides a private loan program serviced by Tuition Options to assist students in meeting their educational goals. Additional information and the application process may be obtained from the Campus Financial Aid Administrator.

Military Tuition Assistance. Active duty students who use Tuition Assistance should receive two copies of their class printout showing the subject breakdown. One copy is for the student, the other for the Education Office. See the section on Veteran’s Benefits in this catalog for more information

OppInc. / One-Stop Workforce. A student who may qualify for benefits funded through the U.S. Department of Labor should contact the local OppInc. /One-Stop Career Center.

State Aid. Qualified applicants may also receive educational benefits administered under the state’s Employment Commission or Vocational Rehabilitation

Assistance programs. Students must visit the local state agency branches to determine eligibility for these programs.

Supplemental Loan Programs. Advanced Technology Institute has other student loan programs available. The lenders and terms on these loan programs vary. See the Financial Aid Office for assistance.

Cancellation Policy and Refund Policy

Definitions: As used in this Refund Policy, these terms shall have the following meanings:

“Semester” is the period for which students are charged and is defined in the Enrollment Agreement. An academic year consists of two (2) Semesters.

“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 Advanced Technology Institute.

“Trial Period” – New students attending their first course are in a trial period, which is typically five weeks. If the first course is not completed during the trial period, the student may opt out and all tuition charges would be refunded less enrollment fees, otherwise they become a regular student. Title IV federal student assistance will not be disbursed during the trial period, but once completed and the student continues as a regular student, disbursements will be made to include the trial period if otherwise eligible.

Start Date Postponement: In the event a program start date is postponed by Advanced Technology Institute, Student is entitled to a full refund of all monies paid to Advanced Technology Institute if requested by Student within fifteen days of Student’s receipt of notice of such postponement.

Cancellation Policy. Student may cancel the Enrollment Agreement, without any penalty or obligation, within three (3) business days from the date Student signs the Enrollment Agreement. If Student cancels in accordance herewith, any payment made by Student under the Enrollment Agreement and any negotiable instrument executed by Student in connection herewith will be returned within 30 days following receipt by Advanced Technology Institute of such cancellation notice excluding a non-refundable registration fee and any security interest arising out of the Enrollment Agreement will be voided. If cancellation is effected under this clause, Student shall have the right to apply for reinstatement within 12 months from the date signed by Student on page one of the Enrollment Agreement, at which time a credit will be given for all monies paid but not previously returned to Student, if any. To cancel the Enrollment Agreement, Student must mail or deliver a signed and dated copy of Student’s written cancellation notice to Advanced Technology Institute at the campus location noted on page one of the Enrollment Agreement no later than midnight on the third day after Student signs his/her Enrollment Agreement.

If Student cancels before the end of the first 10 calendar days of his/her first Semester, Advanced Technology Institute will refund all money less a non-refundable administrative fee. Thereafter, the refund for each Semester will be the larger of (a) the refund, if any, required by state law, or (b) the refund, if any, required by federal law, and (c) the Advanced Technology Institute refund policy.

Refund Calculation: If withdrawal or termination occurs within the first 10% of the semester ATI will refund 90% of tuition; if termination occurs after 10% and up to 20%, ATI will refund 80% of tuition. If termination occurs after 20% and up to 30%, ATI will refund 70% of tuition; if termination occurs after 30% and up to 40%, ATI will refund 60% of tuition. If termination occurs after 40%
and up to 50%, ATI will refund 50% of tuition, if termination occurs after 50% and up to 60%, ATI will refund 40% of tuition. If termination occurs after 60% and up to 70% ATI will refund 30% of tuition; if termination occurs after 70% no refund of tuition will be made.

Refund Calculation for students that have Veteran’s benefits that paid for tuition during the semester for all programs except Tractor-Trailer driving: If withdrawal or termination occurs students will receive a tuition refund equal to the percentage of the semester remaining rounded to the nearest whole percentage.

Federal Return of Funds Requirement: The Return of Title IV calculation is delayed if Student provides written confirmation, before last date of attendance, of an expected reentry date before the end of the current semester.

The calculation for the return of Title IV aid funds is determined by Student’s last date of attendance. The number of days completed is divided by the number of days in the Semester to identify the percentage of time Student has completed. This would be the percentage of aid earned by Student. If Student withdraws at 60% or more of the current Semester, no return of the Title IV aid funds for that period is required as Student is considered to have earned 100% of the Title IV aid funds received. If Student’s last date of attendance is before completing 60%, this percentage is multiplied by the total amount of Title IV aid received or could have been received (for this period) to arrive at the amount of earned aid. The difference between the amount of earned aid and the amount of Title IV aid is the amount of unearned aid.

The amount of aid Advanced Technology Institute is responsible for returning: Institutional charges (tuition, books, and fees for the entire Semester) are multiplied by the percentage of unearned aid to determine the amount Advanced Technology Institute is responsible to return. The amount Advanced Technology Institute is responsible to return is compared to the total amount of unearned aid; the lesser amount is then returned to the applicable student aid program (see below for refund order). This refund amount is then charged to Student’s account and depending on the results of the Refund Policy, it is possible to have a balance owed to Advanced Technology Institute for the unpaid portion of tuition, books, and fees.

- Unsubsidized Direct loans (other than Direct PLUS loans)
- Subsidized Direct loans
- Federal Perkins loans
- Direct PLUS loans
- Federal Pell Grants for which a return is required

- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
- Iraq and Afghanistan Service Grant for which a return is required

The amount of unearned aid Student is responsible for returning: Student is responsible for returning any portion of the unearned aid that is not part of the required return from Advanced Technology Institute. Any unearned aid that came from Title IV loans, Student will be responsible for repaying those funds according to the terms of the promissory note.

Payment of Refunds: Any refunds due under the foregoing provisions to the Student who properly cancels, withdraws, is discontinued, or fails to return from an approved leave of absence, will be refunded within forty-five (45) days of the last date of attendance or within 45 days of the date the student failed to return from an approved leave of absence. Refunds due per the U.S. Department of Education will be made within 59 days of the last date of attendance or 45 days from the date of official withdrawal whichever is earlier. Refunds due by Student to other entities will be made within their required timeframes, but never more than 60 days after the last date of attendance.

An individual's status as a student shall be terminated by the school not later than seven consecutive instructional days after the last day on which the student actually attended the school. Termination may be effected earlier by written notice.

Special Cases. In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, Advanced Technology Institute shall make a settlement that is fair.

Students who have not visited Advanced Technology Institute prior to enrollment may withdraw without penalty within three (3) days following either their scheduled class orientation or following a tour of Advanced Technology Institute and its facilities whichever is earlier.

Credit Balance/Refund. Advanced Technology Institute will not issue a check for a credit balance or a refund that is less than $1.00.

Federal Work-Study

Federal work-study (FWS) positions may be available for financial aid recipients with FWS awards only. The positions are located on and off campus and are filled competitively.
Financial Aid Continuance

Once your aid award has been determined for the year, you have two major responsibilities:

In order to continue receiving financial aid funds, you must make satisfactory academic progress. Before financial aid funds are disbursed, the financial aid administrator must verify that you meet this requirement.

The Financial Aid Administrator can also provide information regarding the means by which a student can re-establish satisfactory progress and financial aid eligibility.

Reapplication for Financial Aid - You have the responsibility to meet all deadlines to reapply for financial aid funds.

If you are in a program longer than an academic year, (which is defined as 30 weeks), you will need to reapply for financial aid shortly before the end of each academic year. The Financial Aid Administrator will notify you when it is necessary to reapply. It is very important that you complete all required forms quickly to ensure receipt of the funds to which you are entitled. Any delays in completing financial aid paperwork could result in lost funding. Financial aid is NOT automatic for future years. You must demonstrate financial need and meet all eligibility requirements for each year.

Military Tuition Assistance

Active Duty students who use tuition assistance should receive the Tuition Assistance (TA) Cost Sheet for their first term once classes are scheduled. The Tuition Assistance Cost Sheet provides the class schedule breakdown to submit for tuition assistance approval. If Student plans to use tuition assistance benefits for additional terms, Student must request a Tuition Assistance Cost Sheet from the VA Coordinator in Financial Aid.

It is the student’s responsibility to ensure that a Tuition Assistance Authorization is received from the TA Education Office before the start of each new term and submitted to Student Services once received.

At the end of each term, the TA Education Office receives final grades as proof of completion allowing future authorizations to be processed.

Tuition Remission

Credits approved for transfer or advanced academic standing may be eligible for tuition remission. The Institute does not provide remission for fees and other services that the Institute provides.

Credits transferred or academic challenge exams passed may affect a student’s financial aid eligibility or full-time enrollment status. Advanced Technology Institute will make an effort to maintain your financial aid eligibility, but makes no guarantees in this regard. Students should be sure they understand possible adverse financial aid consequences before credits are transferred or awarded. Awarded/transfer credits are final, once accepted. Students may not audit courses for which tuition remission has been awarded.

Verification

Requirements for Verification. Federal regulations require that application data be matched against several databases: those of NSLDS, The Department of Defense, the Department of Justice, the Social Security Administration, Department of Veterans Affairs, and the Department of Homeland Security (DHS). An unsuccessful match to any of these databases will require students and/or parents provide documentation to validate their current status. For any failed database match, your Financial Aid Administrator will advise you of the documentation required and which must be provided to be eligible for financial aid.

Some student aid applications are also subject to a process called verification. This process involves documenting the information submitted on the student’s Free Application for Federal Student Aid (FAFSA) and verifying that the information is correct.

The procedures governing verification are as follows:

School Policy for Timeline in Completing Verification

The School will complete the “Notification of Verification Document Required Form” and email or meet with students in person to explain what is required.

Verification is required to be completed before start of program or within 30 days.

Under extenuating circumstances the Institution may, at their option, accept completed verification documentation after the above deadline.

Students who do not complete verification in the above time frame may have a delay or loss of subsidized financial aid and may be prevented from registering for subsequent classes.

Acceptable Documentation:

The Department of Education publishes an annual notice announcing the FAFSA information that an institution and an applicant may be required to verify for an applicant selected for verification by the Department, and
the acceptable documentation for that information. If an application is selected for verification by the Central Processing System (CPS), the resulting Student Aid Report (SAR) will indicate that verification is required. In addition to this, Advanced Technology Institute may choose to select an application for verification. In either case, students will be notified of the documentation required to complete the verification process by their Financial Aid Administrator.

**Applicant’s Rights and Responsibilities in Regard to Verification.** Each applicant has the right to be informed that s/he has been selected for verification and the responsibilities associated with verification selection. Consequences for not meeting those responsibilities, are explained in detail orally, and when deemed necessary by Advanced Technology Institute or if requested by the applicant, presented in writing.

**Correction to Information.** All conflicting data must be resolved and if, as the result of verification or another documentation process, it becomes necessary to correct any of the information on an ISIR, the student may be required to make a correction or the Financial Aid Department will note the corrections on the current ISIR and submit the corrections electronically to the U.S. Department of Education. A new ISIR, showing the corrected information is then generated. Applicants may be required to verify correctness and sign the revised ISIR.

If corrections result in a change in eligibility, students will be advised and a revised award letter will be reviewed for approval.

If ATI has reason to believe that any application has been intentionally submitted under false or fraudulent pretenses, such application will be referred to the Federal Office of the Inspector General.

Note: Failure to provide required information could result in a new student being denied admission to ATI, and a student already attending classes could be dismissed for failure to meet financial obligations to the school.

**Veterans Benefits**

Some Advanced Technology Institute students have Veterans Education benefits available to them while they are attending school. It is the student’s responsibility to file their paperwork with the VA Coordinator and to keep their educational information up to date with the Department of Veterans Affairs. Advanced Technology Institute will provide assistance to those students who need help and will answer questions that students may have with regard to the VA benefits. All VA students are required to complete an Application for Educational Benefits or Change in Place of Training form and submit it to the VA Coordinator on campus as soon as possible after enrolling with Advanced Technology Institute.

Due to the many different programs available under the VA, students should get their applicable information and apply for education benefits at www.gibill.va.gov. A copy of the DD214 needs to be included with the application. Students can also meet with the School VA Representative for information on the benefits and the application process.

Claimants may have general questions answered by a VA service representative by calling 1-888-442-4551, Monday through Friday, 8:30 a.m. - 4:30 p.m. Students are welcome to contact Advanced Technology Institute's VA Coordinator with any questions or concerns.

**Chapter 33 Post 9/11 GI Bill® Benefits**

This new benefit program is available to individuals who served in active duty after September 10, 2001 and is payable for education pursued after August 1, 2009. If a student qualifies for assistance under the Montgomery GI Bill® on or after August 1, 2009 and also qualifies for assistance under the Post 9/11 GI Bill®, Student may make an irrevocable decision to receive benefits solely under the Post 9/11 GI Bill®. Please see the VA Coordinator on campus or visit www.gibill.va.gov for more information.

Effective August 1, 2013, tuition and fee rates for private schools are currently capped at $19,198.31 annually for the 2013 academic year. Cap is subject to change and the cap can be found at http://www.gibill.va.gov/benefits/post_911_gibill/index.html.

Eligibility tiers based on length of service still apply. Only the VA can determine eligibility. Advanced Technology Institute is a Yellow Ribbon school for those students who are 100% eligible for this program.

Active duty students are limited to the net cost for tuition and fees that are prorated based on eligibility tiers (40% - 100%) previously established for veterans.

Those attending classes at the greater than ½ time rate will receive a monthly housing allowance (MHA). The MHA rate equals the Basic Housing Allowance for an E-5 with dependents based on the location of the school. (Active duty students & their spouses cannot receive the MHA.)

Students seeking advanced academic standing via credit transfer or challenge examinations (i.e., AP, Dantes, and CLEP) must do so by the end of their first semester of enrollment. VA students are expected to report all enrollment changes to the VA coordinator (for example: changing programs, falling below a full-time status, and leaving school).
Student Services /Career Services

The position of Student Services / Career Services Advisor at Advanced Technology Institute is multifaceted. 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 representatives maintain resource materials that can be used to refer students to professional organizations or counselors that can better assist students with personal issues.

Bus / Ride Share

Getting to and from school can be a problem for students without personal transportation. Students living in student housing are encouraged to ride share. If students need assistance finding a ride share, they can ask for assistance in the Student Services Office.

There is a sign up board in the Student Housing office which will assist in arranging a ride. A Student Services representative can check zip codes of active students, check student schedules, and assist in arranging a ride share between students.

Hampton Roads Transit (HRT) buses operate throughout the Hampton Roads area. Information and schedules can be found online at www.hrtransit.org or www.gohrt.com/route.

While the Student Services office will make their best effort to coordinate arrangements for ride-sharing, it is not possible to guarantee arrangements can be made or that arrangements made will be available from one mod to the next.

Employment During Enrollment

Temporary, part-time, and seasonal positions are posted for those students who seek employment while attending Advanced Technology Institute. Positions are not related to the student’s field of study; however, they do accommodate student schedules. This service is available to students after they begin their first term.

Career Services

Students choose to attend Advanced Technology Institute because they want to gain the required skills necessary for entry into fast-growing job fields. Among those necessary skills is the ability to prepare for and conduct a job search. Advanced Technology Institute works with each student every step of the way as graduation nears and students begin an employment search. Advanced Technology Institute’s dedicated Career Services Advisors are ready to work one-on-one with students to:

- Review résumé
- Assist with interviewing techniques
- Discuss career choice
- Provide help in career/job-market research
- Market the Student’s skills to potential employers
- Generate job leads

Advanced Technology Institute encourages each student to visit the Campus Career Services Department prior to enrolling and throughout their education at Advanced Technology Institute.

Career Services develops and maintains relationships with employers to determine hiring needs and to facilitate employment of students and employment of graduates in positions related to their fields of study. Career Services assists students by developing interview skills, résumé preparation, and guidance on how to conduct a successful job search.

Although graduates cannot be guaranteed employment or starting salary, Advanced Technology Institute will provide assistance in finding training-related employment for graduates and part-time jobs for students. Although Career Advisors maintain contact with several employers to identify employment opportunities, students are also expected to participate actively in their employment search campaign and to assume ultimate responsibility for their employment.

Advanced Technology Institute has long been a source of qualified applicants for employers. Advanced Technology Institute graduates are often scheduled or referred for job interviews as employment openings occur. When out-of-state opportunities are presented, graduates are encouraged to consider relocation in order to maximize their earning potential and advancement opportunities.

Students approaching graduation meet with their assigned Career Services Advisors to begin the career search
process. Career Services Advisors conduct an individual Career Planning Orientation, and following this meeting and receipt of a final résumé from the student, Career Services Advisors begin circulating the résumé to employers.

Individuals seeking work are expected to assist in the placement process by meeting the following criteria:

- Show dependability by maintaining a good school attendance record
- Talk with a Career Services Advisor at least 60 days prior to graduation about career placement assistance
- Arrive early, dressed neatly and professionally, for scheduled interviews with prospective employers.

**Housing**

Advanced Technology Institute arranges student housing for those students residing outside the greater Hampton Roads area. Contact the Student Housing Coordinator for information concerning the availability of housing and submit an application at least ten weeks prior to starting class.

The student Services office maintains a list of area apartments and can provide catalogs that indicate the type, price range, deposit requirements, and location of local area housing. Student Services will assist students seeking roommates by attempting to identify and match potential roommates.

Students relocating to the Virginia Beach area should have $750 to $1,000 available prior to the start of classes to cover living expenses and the necessary housing-related deposits.

**Orientation**

Each new student is required to attend the Orientation module on the first day of class. The orientation program is designed to facilitate the students’ transition to the Institute and to help familiarize new students with the organization and operation of the Institute. Students have the opportunity to meet faculty, staff, and/or classmates while attending the Orientation module. Policies and procedures are reviewed and students will be required to complete any outstanding documents, including financial aid forms and an Enrollment Certification document. Additionally, students are made aware of available student services and community resources.

**WellConnect by Student Resource Services**

From time to time, Advanced Technology Institute students face challenges that could interfere with their abilities to focus fully on their academic work. At no cost to the student, Advanced Technology Institute offers 24/7 counseling services for currently enrolled students and their family (defined as a “modern family”). Students access the services either through the Student Resource Services portal (www.wellconnectbysrs.com) or by calling 1-866-640-4777. Trained, master’s prepared, licensed counselors with five or more years of counseling experience are available to provide support in emotional areas, legal matters, financial guidance, or research potential resources that might be available related to childcare, transportation, housing, or medical needs. The service also provides consultations for all faculty and staff on student issues.
SCHOOL POLICIES

Anti-Hazing Policy

Per Code of Virginia § 18.2-56, “hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.”

The practice of hazing, to any degree or in any form, is strictly prohibited at ATI. Students or employees are not permitted to organize, participate in, or in any way involve themselves with any hazing activity or conduct.

Non-observance of this policy is grounds for dismissal from school or termination of employment. In addition, violations will be reported to appropriate law enforcement agencies. Hazing conduct which willfully or recklessly endangers the physical or mental health of any student or other person is punishable by fine, imprisonment or both.


Advising and Complaints

Academic concerns should be discussed with the student’s instructor first. If the matter is not satisfactorily resolved, the student may bring the matter to the attention of the Program Coordinator. Further resolution may be sought by discussing the matter with the Director of Education, but only after exhausting the matter with the instructor and/or Program Coordinator.

Non-academic concerns should be taken to the Director of Student Services who is able to draw upon a variety of resources, addressing a wide range of issues.

Student Complaint/Grievance Procedure

The Campus President is the final source of assistance on campus for issues unable to be resolved by the Director of Education or the Director of Student Services. Students desiring to file a complaint concerning sexual harassment, discrimination, policies and procedures, or any item of concern, may direct written correspondence to the Campus President.

Richard F. Daigle, President
Advanced Technology Institute
5700 Southern Blvd.
Virginia Beach, Virginia 23462
(757) 490-1241 or (800) 468-1093
Or email to: president@auto.edu

Complaints must be in writing, including signature and date of submission. Advanced Technology Institute will strive to keep all complaints confidential, but cannot guarantee confidentiality. Under some circumstances, a release may be needed in order for a complaint to be properly investigated and resolved in a timely manner.

Anonymous complaints will not be acted upon. If an issue cannot be resolved within Advanced Technology Institute, the following complaint/grievance procedure is available.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that Advanced Technology Institute has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to Advanced Technology Institute for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

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

A copy of the Commission’s Complaint Form is available at the school and may be obtained by contacting the Student Window, Registrar, or Education Director.

The State Council of Higher Education for Virginia (SCHEV) may be contacted regarding issues that are not addressed to the student’s satisfaction by the
management or the school’s accrediting body, ACCSC.

If the complaint cannot be resolved at the school level through its complaint procedure, students may file a complaint with the South Carolina Commission on Higher Education. The complaint form is available at the following link:

http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf

SCHEV - 101 N. 14th St., James Monroe Bldg. – Richmond, VA 23219. Tel: (804) 225-2600 Fax: (804) 225-2604.

Student complaint files will be maintained for five years.

Arbitration Clause for Advanced Technology Institute

ARBITRATION AGREEMENT: In an effort to resolve any dispute, claim and/or controversy between Student and Advanced Technology Institute arising out of or relating to this Enrollment Agreement and/or the breach, termination, enforcement, interpretation or validity thereof as expeditiously and economically as possible, the parties hereto agree that any such dispute, claim and/or controversy which cannot first be resolve in accordance with Advanced Technology Institute’s Student Complaint/Grievance Procedure shall be determined solely by binding arbitration pursuant to the Federal Arbitration Act. Any such arbitration shall be held before a single arbitrator, conducted in the city and state in which Student is enrolled and administered by the American Arbitration Association (the “AAA”) pursuant to its Commercial Arbitration Rules, including its Supplementary Procedures for Consumer-Related Disputes (collectively, the “Rules”). The appointment of the arbitrator and conduct of the arbitration proceedings, including without limitation the introduction of evidence, the exchange of documents and related materials by and among the parties and the use of witnesses at any hearing(s), shall be carried out in accordance with the applicable provisions of the Rules. Information about the arbitration process is available from AAA by visiting www.adr.org or by phoning 1.800.778.7879. Nothing herein is intended to preclude the parties from seeking provisional remedies in aid of arbitration from a court of appropriate jurisdiction or from filing an individual action in small claims court. The parties agree that any judgment or award of an arbitrator rendered pursuant hereto may be entered in any federal or state court having jurisdiction thereof. For purposes of this arbitration provision, “ATI” shall be deemed to mean and include all entities controlling, controlled by and/or under common control with Advanced Technology Institute as well as the respective employees, directors, agents, shareholders, predecessors, successors and assigns of the foregoing.

The parties further agree that by entering into this agreement to arbitrate, each party is waiving the right to a trial by jury or to participate in a class action.

In addition, the parties hereto agree that:

a) This agreement to arbitrate is intended to be broadly interpreted. It shall apply to all disputes, claims and/or controversies between Student and ATI of any kind or nature and whether any such dispute, claim and/or controversy arises from or relates to, without limitation, (1) a matter of contract, tort, statute, fraud, misrepresentation and/or any other legal theory or (2) any objection to arbitrability or the existence, scope, validity, construction or enforceability of this agreement to arbitrate.

b) The agreement of the parties to arbitrate as provided in this provision shall survive the termination for any reason of this Enrollment Agreement.

c) Student shall have the right to opt-out of and reject this arbitration provision by giving to ATI written notice of Student’s election of such right and rejection of this arbitration provision so long as such written notice is (1) mailed by Student to ATI at 5700 Southern Blvd, Virginia Beach, VA 23462; Attention: Legal Counsel and (2) actually received by ATI no later than thirty days following the date of Student’s execution of this Enrollment Agreement.

d) If Student initiates arbitration pursuant hereto, ATI agrees that it shall pay, on behalf of Student, one-half of the Initial Filing Fee (as defined and provided in the Rules) applicable for a claim in an amount of up to $10,000.00. The foregoing notwithstanding, Student agrees that the arbitrator may provide for a reimbursement by Student to ATI of such payment by ATI in the event it is determined that Student’s claim was frivolous as contemplated by the rules of procedure applicable thereto. If the amount of Student’s claim exceeds $10,000.00, the arbitration filing fee and the fees of the arbitrator shall be paid by the parties as
provided by the Rules or by specific ruling by the arbitrator.

e) The parties agree that this Enrollment Agreement evidences a transaction which involves interstate commerce; accordingly, the Federal Arbitration Act, and not any state law, governs the interpretation and enforcement of this arbitration provision. In the event any portion of this arbitration provision is found or held to be invalid and/or unenforceable, such finding or holding shall not affect the remaining portions of this arbitration provision, all of which shall remain in full force and effect. All aspects of the arbitration including its resolution at all times shall remain strictly confidential.

f) Any state or federal court with jurisdiction and venue may enter an order enforcing this arbitration provision, enter judgment upon the arbitrator’s award and/or take any action authorized under the AAA. For any arbitration-related proceedings in which courts are authorized to take action under the AAA, each party expressly consents to the non-exclusive jurisdiction of any court of general jurisdiction or any state court of equity that is reasonably convenient to Student, provided that the parties to any such judicial proceeding shall have the right to initiate such proceeding in a federal court or remove the proceeding to federal court if authorized to do so under applicable federal law.

IMPORTANT WAIVERS: STUDENT AND ATI AGREE THAT EACH MAY BRING CLAIMS AGAINST THE OTHER ONLY IN STUDENT’S OR ATI’S INDIVIDUAL CAPACITY AND NOT AS A PLAINITFF OR CLAss MEMBER IN ANY PURPORTED CLASS OR REPRESENTATIVE PROCEEDING. Further, unless Student and ATI agree otherwise, the arbitrator may not consolidate more than one person’s claim(s) and may not otherwise preside over any form of a representative or class proceeding.

**NOTICE**

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

Cell Phone and Portable Electronic Device Policy

Cell phones and other portable electronic devices including iPods, cameras and recording devices must be turned off during class time to minimize classroom disruptions and protect the integrity of test-taking situations.

Exceptions to this policy will be made for faculty-initiated technology and for emergency personnel who are on call, such as police, fire, EMS. These emergency personnel must notify their faculty member of their need for such devices at the beginning of the term and provide documentation verifying their occupation. In the event that a student is emergency personnel and is on-call during the test, leaves the classroom and returns to the classroom, the student may not complete the examination. In these cases, the faculty member will make arrangements for retesting.

The use of personal laptop computers and other note-taking devices are acceptable during class.

Computer / Equipment Usage

Computer users are expected to maintain standards of academic ethics and respect privacy. Users are not to access the private file of others. Using another student’s user ID, password, program, or procedure constitutes invasion of privacy and may be considered grounds for enrollment termination.

Computers and equipment are to be used only for Advanced Technology Institute applications related to training. Access to computers and equipment must be approved by appropriate academic department heads. Only Advanced Technology Institute personnel are authorized to install programs on the computers. Students are NEVER to install or use an unauthorized program on Advanced Technology Institute computers. No personal software is permitted on any Advanced Technology Institute computer. In addition, personal laptop computers and other personal communication devices may not be connected to the Advanced Technology Institute network.

Dating Violence Policy

The Higher Education Act (HEA) defines dating violence as “violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
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 the relationship; and
- The frequency of interaction between the persons involved in the relationship.”

ATI does not tolerate dating violence on campus or campus facilities, and the engagement in dating violence on ATI grounds is sufficient cause for termination of employment or student enrollment as well as referral of the case to the appropriate legal authorities.

Students are informed at orientation that the standards of conduct clearly prohibit engagement in unlawful behavior. The verbiage/definition of each offense comes directly from the VAWA amended version of the Higher Education Act (revision made in 2014).


Domestic Violence Policy
The Higher Education Act (HEA) defines domestic violence as a “felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common,
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
- 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.”

ATI does not tolerate domestic violence on campus or campus facilities, and the engagement in domestic violence on ATI grounds is sufficient cause for termination of employment or student enrollment as well as referral of the case to the appropriate legal authorities.

Drug-Free Workplace and Campus
In accordance with Public Law 101-226 (Drug-Free Schools and Communities Act Amendments of 1989), Advanced Technology Institute pursues and promotes a comprehensive program to prevent and correct the illegal use of drugs and the abuse of alcohol by students.

The use of illicit drugs and alcohol can lead to physical and psychological dependence and damage, behavioral changes, and possible death. Even low doses may significantly impair judgment and coordination.

Advanced Technology Institute does not tolerate illegal drugs or alcohol on campus, and the use or
possession of such substances on ATI grounds is sufficient cause for termination of a student’s enrollment as well as referral of the case to appropriate legal authorities.

Students are informed at orientation that the standards of conduct clearly prohibit the unlawful possession, use, or distribution of drugs and alcohol; a clear statement of the specific sanctions to be imposed on student (consistent with local, state and Federal law); and a description of these sanctions, up to and including dismissal and referral for prosecution for violations of the standards.


Hazards and Safety Policy

This policy is to inform students of the potential hazardous chemicals and the location of Material Safety Data Sheets (MSDS) in some programs in an effort to comply with the regulations of the Occupational Safety and Health Administration (OSHA).

There is a written Hazardous Communication Plan located in the classrooms where applicable.

Holidays

Advanced Technology Institute observes the following holidays: New Year’s Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (including Friday) and Christmas Day. On these days, Advanced Technology Institute will be closed for academic purposes. If the holiday falls on Saturday, the holiday will be observed on Friday. If the holiday falls on Sunday, the holiday will be observed on Monday.

Non-Discrimination

Advanced Technology Institute is committed to maintaining an educational environment which welcomes and supports a diverse student body and staff. The Institute is committed to equal opportunity regardless of race, color, religion, gender, national origin, age, disability, status as a Vietnam-era veteran, sexual orientation, or marital status for admission to the Institute, enrollment in classes, student services, financial aid, and employment in accordance with provisions of Titles VI and VII of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112).

It is important that students, staff and all others associated with the Institute understand the importance of reporting concerns about possible violations of this policy. The Institute’s commitment to equal opportunity demands full investigation of possible violations and an opportunity for a fair and impartial hearing on any matter relating to these laws and policies.

Any person seeking information concerning these laws and policies or claiming grievance because of alleged violations of the laws listed above, including any complaint of unlawful discrimination or retaliation, should contact:

Chief Compliance Officer/Title IX Coordinator
Advanced Technology Institute
5555 Greenwich Rd.
Virginia Beach, VA 23462
(757) 671-7171, ext. 55273
csalter@ATI.edu

All grievances will be reviewed in terms of Title VI, Title IX, and Section 504 law, and persons involved will be advised of the provisions of the law and their legal rights. The Director of Human Resources/Title IX Coordinator will maintain a record of all Title VI, Title IX and Section 504 grievances, and will report to the President the general nature of such grievances and progress toward their resolution. Anonymous complaints will not be acted upon.

Program / Shift Change

Students desiring a change in the program on their original enrollment agreement must complete a request for program or schedule change with the Director of Education. Program changes affect tuition, payment schedules, and benefits from outside agencies. It is important that these issues be addressed prior to making a program change. There will be a fee for approved program changes and shift changes. Please see Tuition, Books, and Fees for specific costs.

Refresher Training

Graduates of Advanced Technology Institute programs may return to the campus to repeat any course previously taken. Admittance is on a space available basis. Refresher students must be in good financial standing with Advanced Technology Institute and its Student Loan programs. Specific
classes are not offered at every start date. Please see Tuition, Books, and Fees for specific costs.

Graduates attending refresher training are responsible for any course books.

An additional fee will be charged to students retaking the driving portion of Tractor Trailer Driving to help offset fuel costs. Please see Tuition, Books, and Fees for specific costs.

**Review Boards**

Two types of review boards, comprised of faculty and administrative personnel, meet as needed to review the academic and enrollment status of students.

Academic Review Boards address concerns that affect student academic progress. Judicial Review Boards address non-academic and non-financial concerns.

Students, faculty, or administrative personnel may initiate review boards. The boards have the authority to review appropriate issues and serve as the official student appeals process. Actions recommended to the Campus President by these boards include probation, suspension, and termination. The student under review is required to attend and participate in the review board hearing.

**Software Controls Policy**

**Software Protection**

Advanced Technology Institute generally obtains the right to use computer programs written or distribute by third parties, pursuant to license agreements with the vendors, who retain ownership of the programs. These agreements usually prohibit copying of the licensed material, with very limited exception. Software programs are usually restricted to use on only one machine at a time. If the institute wishes to concurrently use a program on more than one piece of equipment, it typically must pay additional fees to obtain additional licenses. The same requirements generally apply to manuals and other printed materials that accompany such software.

Computer programs and related printed materials also are afforded copyright protection under Federal law. The Federal Copyright Act specifically prohibits copying or distributing software without the owner’s prior consent (except copying for archival purposes).

**Individual Responsibility**

Unauthorized duplication, distribution, or disclosure of software or its accompanying printed materials can be both a violation of the applicable license agreement and a violation of Federal law. Individual employees and students, as well as the School, can be held liable for violations and be required to pay substantial damages. It is the responsibility of each employee and student to respect the intellectual property rights of the owners of the software programs used by the Institute and to ensure that no breaches or violations of the Institute’s software control procedures occur.

**Compliance Policies**

It is the policy of the Institute that only properly acquired and licensed software be used on the Institute’s computer equipment. No employee or student shall install or load software on any computer at the Institute without the express authorization of the Campus President.

When a software package has been installed on a hard drive or other memory device of the Institute’s computer hardware, the original CD or any copy may not be used on any other hardware equipment unless specifically authorized by the Campus President.

Copying of software is not allowed unless such copying is authorized by the software license agreement and permission to make the copies is received from the Provost.

Employees and students are to use software and documentation only as authorized by the applicable license agreement. Unauthorized use, copying, or removal of computers, software, or documentation is prohibited and violations of these policies may result in disciplinary action, including dismissal.

**Stalking Policy**

The Higher Education Act (HEA) defines stalking as “engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Far for his or her safety or the safety of others; or
- Suffer substantial emotional distress.”

ATI does not tolerate stalking on campus or campus facilities, and the engagement in stalking on ATI grounds is sufficient cause for termination of employment or student enrollment as well as referral of the case to the appropriate legal authorities.
Students are informed at orientation that the standards of conduct clearly prohibit engagement in unlawful behavior. *The verbiage/definition of each offense comes directly from the VAWA amended version of the Higher Education Act (revision made in 2014).*

*Directions to Report a Crime or Emergency appear in this catalog in Academic Policies and Procedures, Crime Awareness.*

**Student Council**

Advanced Technology Institute sponsors a Student Council to ensure effective communication between students and school administration. Classes may elect student representatives to attend meetings with the Director of Student Services. The purpose of these meetings is to provide a forum for addressing student recommendations and concerns.

The Student Council is important to the overall training process. The participation of each class is needed to continually improve the quality of training and life at Advanced Technology Institute.

At times the student council may be asked to arbitrate general conduct and other policy infractions as deemed necessary by the Director of Student Services.

**Student Electronic Communications Policy**

*Introduction.* Advanced Technology Institute (the “Institute”) is a user of many communications and information technologies. These technologies, when properly used, support educational activities and enable closer and timelier communications within the Institute and with employers. There is a continuing evolution of associated laws and conventions governing acceptable use of electronic communication tools and careless use can have dramatic consequences, harming the Institute, our students, employers, and employees. The policies outlined below are intended to minimize the likelihood of such harm by educating our students.

These policies address the appropriate use of electronic “communications tools” at the Institute. These tools include the following:

- Institute-supplied software
  - E-mail accounts
  - Institute-supplied fax machines, modems, and servers
  - Institute-supplied computers
  - Institute-supplied network tools (like browsers and Internet access facilities)

*Use and Misuse of Communications Tools*

**Access.** Access to Institute communications tools is provided in conjunction with the Institute’s academics and your responsibilities as a student. Your use of these tools is subject to this policy and to other Institute policies and procedures. Institute communication tools also may be made available to individuals who are not Institute students (e.g., visitors). Use of these tools by such persons is subject to this policy and to applicable agreement(s). Communication tools and all messages produced, stored, or carried by such tools are Institute properties, and are subject to reasonable Institute inspection.

**Acceptable Use.** In the course of your academic study, you may use communications tools to communicate internally with Institute faculty, staff, or students or externally with students, employers, and other business acquaintances. The Institute provides you with electronic communications tools to facilitate educational communications and to enhance your learning experience. While these resources are primarily used in academics, there may be occasion to use these facilities for personal purposes. Personal use is permitted so long as it does not interfere with the academic process, consume significant resources, interfere with the activities of other students or faculty, or violate these policies. Under no circumstances shall such facilities be used for personal financial gain, or to solicit others for activities unrelated to the Institute’s academics, or in connection with political campaigns or lobbying. The Campus President may make available or otherwise authorize special-purpose bulletin boards and web pages in connection with Institute-approved social events, sporting events, and other sanctioned activities. When making use of these Institute-provided facilities for personal use, always remember that you have a very limited expectation of privacy.

In addition to other restrictions and conditions discussed here, you may not use any communications tool:

- To carry any defamatory, discriminatory, or obscene material;
- In connection with any infringement of another person’s intellectual property rights (e.g., copyrights and trademarks);
• In a manner that violates the terms of any applicable telecommunications license or any laws governing transborder data flow (e.g., laws dealing with data collection, protection, privacy, confidentiality, and security);
• In connection with any attempt to penetrate computer or network security of any Institute, company, or other system, or to gain unauthorized access (or attempted access) to any other person’s computer, e-mail or voice-mail accounts or equipment; or
• In connection with the violation or attempted violation of any other law.

The Institute understands that web “surfing” may be academic-related and serve a legitimate academic function, but the potential for abuse exists. The Internet provides access to a huge amount of information and resources that can greatly enhance our ability to deliver services efficiently to our students. Today there is no single, comprehensive directory of resources available for the Internet and users sometimes must “navigate” through much unneeded information to reach useful material.

The Institute encourages exploration of the Internet for legitimate academic-related or professional activities, but you may not “browse the web” during class (unless unauthorized), create personal “Home Pages,” or otherwise use Institute facilities to access Internet sites for reasons unrelated to the Institute’s academic requirements.

Representing the Institute in Your Postings. The information you publish electronically (sometimes called a “posting”) reflects on the Institute in general. Despite all disclaimers that you make (e.g., that your views are your own and may not reflect those of the Institute) readers elsewhere will make the association between your posting and the Institute. You should know that true anonymity is very difficult to obtain when using these tools. While internet relay chat (“IRC”), newsgroup visits, and net “surfing” sometimes appears to be done anonymously (e.g. by employing pseudonyms), accessing such services/servers through the Institute’s network facilities normally leaves an “audit trail” indicating at least the identity of the Institute proxy server (and may leave a trail pointing directly to you). Inappropriate use of Institute facilities may damage the Institute’s reputation and could give rise to Institute and individual student liabilities. Accordingly, you should make every effort to be professional in all usage of Institute communications tools.

Because readers may interpret your postings to newsgroups as official statements of the Institute, posting any article in a newsgroup related to the Institute’s academics is strictly prohibited unless approved in advance by the Campus President.

Unacceptable Content. Although the Institute does not regularly monitor e-mail or electronic messages, please be aware that even personal e-mail messages may be viewed publicly or by Institute administration without further notice. Under no circumstances may any posting, voice-mail or e-mail originating at the Institute be in violation of the letter or the spirit of the Institute’s Equal Employment Opportunity or Student Non-Harassment policies.

Examples of unacceptable content include:

• Sexually explicit messages, images, cartoons, or jokes;
• Propositions, requests for dates, or love letters;
• Profanity, obscenity, slander, or libel;
• Ethnic, religious, or racial slurs;
• Political beliefs or commentary; or
• Any other message that could be construed as harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, disability, or religious or political beliefs.

Everyone should be aware that “sexual harassment” includes unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome conduct (including comments) of a sexual nature. The standard for sexual harassment is whether the recipient could reasonably consider the message to be offensive – the sender’s intentions are irrelevant.

In addition to prohibitions on sending or uploading offensive materials, Institute communications tools (e-mail, browsers, newsreaders, etc.) also shall not be used to access or download obscene materials or other “content” that may be illegal under local law.

Electronic Forgery. Electronic forgery is defined as misrepresenting your identity in any way while using electronic communications systems (e.g., by using another’s e-mail account without permission, by so-called IP spoofing, or by modifying another’s messages without permission). For example, messages written by others should be forwarded “as is” and with no changes, except to the extent that you clearly indicate where you have edited the original message (for example, by using brackets [ ] or by using other characters * * * to flag edited text).

Electronic forgery is not allowed for any purpose. For e-mail messages, you may not take any action to misrepresent the identity of the person responsible for the message. You may send e-mail messages using
School Policies

another person’s account, but only with prior express approval from the account owner, and only when the text of the message indicates that you are the author.

For newsgroup postings, you may not misrepresent the identity of the sender, but you may (as may sometimes be appropriate) make postings on an anonymous basis. (Keep in mind that true anonymity may be quite hard to obtain, and that most such attempts at least leave an audit trail that identifies the Institute as the source of the posting.)

**Intellectual Property.** The internet offers a universe of information useful in conducting and furthering business operations. You must always respect copyrights and trademarks of third parties and their ownership claims in images, text, video and audio material, software, information and inventions. Do not copy, use, or transfer others’ materials without appropriate authorization. Be aware that downloaded software and other copyrighted material may be subject to licensing obligations or restrictions. In cases where it is possible that the software might be used by Institute administration or faculty in curriculum or service development or might be incorporated into final curriculum or services, it is critical that these licensing obligations be understood and strictly observed. Even when software is labeled “freeware” or “shareware” there may be licensing restrictions that prohibit or limit the usage or commercialization of such items. If you have any questions in this regard, contact the Institute’s Director.

**Transmitting Confidential Information.** Confidential information (whether owned by the Institute, its students, its vendors, or other persons) is not to be disclosed to unauthorized persons without prior authorization. The question of “authorization” will be a function of the type and ownership of the confidential information (e.g., different authority may be required for disclosure of Institute-owned information than for student-owned information). Also, “authorization” for disclosure may be limited to certain specific individuals within the Institute (e.g., on a need-to-know basis).

In some cases, posting or e-mailing confidential information that relates to new curriculum, teaching methods, research, or Institute services can constitute a “publication” and prevent the Institute from applying for approvals or later treating the information as “proprietary.” These consequences can follow even from postings or distributions that are not to the general public.

Generally, absent encryption or other security measures, confidential information should not be contained in e-mail sent to outsiders or posted to newsgroups, and should not be placed on Institute communications tools that are available to third-parties.

**Encryption.** Only authorized encryption tools (software and hardware) may be used in connection with any Institute communications tools. Except with the prior written consent of the appropriate IT manager, all such tools must implement key-recovery or key-escrow techniques to permit the Institute to access and recover all encrypted information.

Please remember that possession and use of encryption tools may be subject to complex laws or outright prohibitions in certain localities. Also, the export and import of computers carrying such tools may be subject to local regulation.

**Limits of Privacy**

**Retention and Security of Messages.** E-mail and voice-mail messages and computer-stored items all are Institute property and business records, and may have legal and operational effect identical to that of traditional, hardcopy documents. Accordingly, all e-mail messages should be treated as though they may later be viewed by others (while confidential information may be contained in such messages, these messages should be created with the same care you would use in creating hardcopy documents).

Remember that no electronic communications facility is completely secure. This means that information stored on or carried over Institute communications tools may be the subject of accidental or intentional interception, mis-delivery, attack, or authorized Institute review.

When stored on computers, e-mail messages and other files typically are subject to routine backup procedures. This means that copies of these files may be retained for long periods of time (in accordance with backup recycling and document retention procedures). Also, keep in mind that many site-wide backup systems do not guarantee privacy of backup copies (e.g., system administrators may have access).

**A Limited Expectation of Privacy.** The Institute respects the personal privacy of its students. However, because communications tools are provided for the Institute’s academic purposes, student rights of privacy in this content are quite limited. **Students and others should have no expectation that any information transmitted over Institute facilities or stored on Institute-owned computers is or will remain private.** These systems are owned and/or controlled by the Institute and are
School Policies

Student Non-Harassment Policy

It is the Advanced Technology Institute policy to promote an educational environment that is free of harassment, including sexual harassment, in any form. Sexual harassment (including sexual discrimination) of students occurring in the training environment or in other settings in which students may find themselves in connection with the school is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Please note that this policy sets forth our goals of promoting a training environment that is free of sexual harassment and discrimination. The policy is not designed or intended to limit our authority to discipline or take remedial action for conduct that ATI deems unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment. In addition, the school reserves the right to dismiss any student who willingly and knowingly makes false allegations of sexual harassment.

Definition of Sexual Harassment. Sexual harassment means sexual advances, sexual discrimination, requests for sexual favors, and verbal or physical conduct of a sexual nature when: submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly as a term or condition of enrollment or as a basis for education or training; or such advances, requests or conduct have the purpose or effect of unreasonably interfering with a student’s education by creating an intimidating, hostile, humiliating or sexually offensive environment.

Under these definitions, direct or implied requests by a staff or faculty member for sexual favors in exchange for actual or promised grades or status constitute sexual harassment.

No member of ATI faculty or staff, or any designated agent or third party of ATI, or student at ATI shall in any form or to any degree, engage in sexual harassment. The legal definition of sexual harassment is broad. In addition to the above examples, other sexually-oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating or humiliating to male or female students may constitute sexual harassment.

Consequences of Violating Policies. Misuse of any Institute communications tool or violation of these policies may result in disciplinary action up to and including suspension and expulsion from the Institute.

Questions/Changes to Policies. Questions about these policies may be directed to the Campus President. The Institute intends generally to observe these policies but also reserves the right to change them at any time without prior notice. The Institute will make reasonable efforts to provide notice of such changes.

Institute Access to Computers, Voicemail, and Email Systems. Institute administration may routinely examine students’ communications or files. Such examination generally may be expected to occur in the following circumstances (which are not intended to be all-inclusive):

- Ensuring that Institute systems are not being used to transmit discriminatory or offensive messages, or in connection with the infringement or violation of any other person’s rights;
- Determining the presence of illegal material or unlicensed software;
- Counteracting theft or espionage;
- Ensuring that communications tools are not being used for inappropriate purposes;
- Responding to legal proceedings that call for producing electronically stored evidence;
- Locating, accessing, and retrieving information in a student’s absence; and
- Investigating indications of impropriety.

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While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending on the totality of the circumstances and/or the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances, whether they involve physical touching or not;
- Sexual epithets or jokes; written or oral references to sexual conduct; gossip regarding one’s sex life; comment on an individual’s body; comment about an individual’s sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons, or graphic verbal commentaries about an individual’s body, dress or habits;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one’s sexual experiences; and,
- Discussion of one’s sexual activities.

**Other Forms of Harassment.** Verbal abuse, insulting comments and gestures, and other harassing conduct are also forbidden under this policy when directed at an individual because of his or her race, color, sex, sexual orientation, familial status, age, religion, ethnic origin, or disability. It is the responsibility of each employee and each student to conduct him or herself in a professional manner at all times and to refrain from such harassment.

**Complaint Procedure.** Students who feel they have been harassed should follow the Student Complaint Procedure outlined in this catalog. All complaints regarding harassment of any kind should be directed to ATI Title IX Coordinator:

Cheryl Salter, Human Resources,
csalter@auto.edu;
757-671-7171, ext. 55223

Promptly after learning of such alleged conduct, ATI will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against school-related retaliation.

In the case of allegations of sexual harassment, the School will promptly investigate to determine what has occurred and will take necessary steps to eliminate the harassment, prevent its recurrence, and correct its effects, regardless of whether the person who was harassed files a formal complaint or otherwise requests action. The investigation will be conducted in such a way as to maintain confidentiality to the extent practical under the circumstances, and will be conducted in a fair and expeditious manner. The investigation will include a private interview with the person filing the complaint and with witnesses. The school will also interview the person alleged to have committed sexual harassment. In addition, ATI will inform the person filing the complaint that federal regulation prohibits retaliation and that if s/he is afraid of reprisals from the alleged harasser, the school will take steps to prevent retaliation and will take strong responsive actions if retaliation occurs.

All allegations of sexual harassment will be investigated within 10 business days of the initial complaint. The Title IX coordinator will notify the student who has filed a complaint of sexual harassment of the findings within five (5) business days upon making a final determination by sending a written copy of the findings by certified mail to the student’s address that is on file with the School.

**Disciplinary Action.** If it is determined that inappropriate conduct has been committed by an employee or student, ATI will take such action as is appropriate under the circumstances. Such action may range from counseling to termination of employment or dismissal from school, as applicable, and may include other such forms of disciplinary action as appropriate under the circumstances.

**State and Federal Remedies.** In addition to the above, if a student believes s/he has been subjected to sexual harassment, s/he may file a formal complaint with the federal or state government agency set forth below. Using the ATI student complaint process does not prohibit a student from filing a complaint with these agencies. Each of the agencies has a six-month time limit for filing a claim.

United States Equal Opportunity Commission
Washington Field Office
131 M Street, NE
Fourth Floor, Suite 4NWO2F
Washington, DC 20507-0100
Phone: 1-800-669-4000
Fax: 202-419-0740
Students with Disabilities Policies and Procedures

Advanced Technology Institute does not discriminate against qualified individuals with disabilities in admission or in access to our programs, services and activities, in accordance with our obligations under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008.

Admission of Students with Disabilities

The University will make admission decisions using criteria which do not consider an individual's disability, but rather, the student's individual qualifications, to meet the essential elements of the program, service or activity being offered, assuming the incorporation or use of the appropriate academic adjustments/auxiliary aids and services, if necessary. Students with disabilities desiring to enroll in any program, service or activity of Advanced Technology Institute must be able to meet the minimal standards of the University and of the particular program, service or activity to which admission is sought.

Definitions

A person with a disability is someone who has a physical or mental impairment that substantially limits one or more major life activities, including, but not limited to, caring for one's self, performing manual tasks, learning, walking, seeing, hearing, breathing, and working; has a record of such an impairment; or is regarded as having such an impairment. Although disclosure of a disability may not be necessary or appropriate for some persons, those who seek academic adjustments/auxiliary aids and services from Advanced Technology Institute must follow the procedure outlined below.

Procedure for Requesting Academic Adjustments/Auxiliary Aids and Services

Students requesting academic adjustments/auxiliary aids and services must take the initiative to seek assistance, comply with deadlines and agreements, and participate in the following procedure:

1. Contact the Campus President or Campus Director of Academic Affairs (“CDAA”) Advanced Technology Institute students requesting academic adjustments/auxiliary aids and services should contact their Campus President or CDAA. The Campus President or CDAA will meet with the student to discuss the student’s disability, the impact and functional limitations of the disability in the academic setting, and the proposed academic adjustments/auxiliary aids and services.

2. Provide Medical or Other Diagnostic Documentation

The student will provide acceptable medical or other diagnostic documentation that supports the request for academic adjustments/auxiliary aids and services. Acceptable documentation includes a report from a qualified professional explaining the disability, the impact or functional limitations in an academic setting, suggested academic adjustments/auxiliary aids and services, and the expected duration of the disability and requested academic adjustments/auxiliary aids and services. The documentation provided should be current (e.g., within 3 years of the students enrollment in the University.) Individual Education Plans (IEPs) and 504Plans generally do not contain sufficient information.

In all cases, the University may request additional diagnostic information and assessment when, in its opinion, such additional information is needed to document the existence of a disability or the need for academic adjustments/auxiliary aids and services in the educational or clinical settings of Advanced Technology Institute.

Review of the Academic Adjustments/Auxiliary Aids and Services Request

All requests for academic adjustments/auxiliary aids and services (e.g. extra time and/or separate room for exams, etc.) are evaluated on a case-by-case basis, using an interactive process. This evaluation includes the review of medical or other diagnostic documentation and a determination of the reasonableness of the academic adjustments/auxiliary aids and services. Medical or other diagnostic documentation provided by the student is kept confidential and is released to a third party only with the student's written permission or as required by law. General information about a student's disability and, academic adjustments/auxiliary aids and services may, however, be shared with other Advanced Technology Institute administrators or third parties with a legitimate need to know (e.g. clinical sites, externship sites, etc.) The student's disabilities file is maintained by the Campus President and is held separately from the student's official academic record.
Students with disabilities may request academic adjustments/auxiliary aids and services at any time, however, the Campus President or CDAA must have time to review and approve the request (generally 2-3 weeks) although some requests for academic adjustments/auxiliary aids and services take more time to review than others. Therefore, students requesting academic adjustments/auxiliary aids and services requests are encouraged to contact their Campus President or CDAA as soon as possible after they have enrolled with the University. Academic adjustments/auxiliary aids and services will not be made on a retroactive basis.

Because practical training in many of our programs may take place in a variety of settings – classroom to clinical – academic adjustments/auxiliary aids and services granted on admission may not be appropriate for all settings; the Campus President or CDAA, in collaboration with other University administrators with a legitimate need to know, may review with the student, as needed, academic adjustments/auxiliary aids and services for each class or setting as the student progresses through the curriculum, to avoid compromising or fundamentally altering the essential components of a particular course or program.

Although a student's academic adjustments/auxiliary aids and services histories are important, other factors are considered as well in determining what, if any, academic adjustments/auxiliary aids and services are appropriate now at Advanced Technology Institute. The receipt of particular academic adjustments/auxiliary aids and services in a previous setting does not automatically mean that identical academic adjustments/auxiliary aids and services will be provided here.

The Campus President or CDAA has the responsibility to review each student's documentation conscientiously and diligently in carefully considering the student's request for academic adjustments/auxiliary aids and services. When the Campus President or CDAA has completed the evaluation and has determined that the student's disability has a current functional impact on his or her academic work or ability to participate in Advanced Technology Institute’s programs, the Campus President or CDAA will work the student to determine what academic adjustments/auxiliary aids and services are reasonable and appropriate.

Academic adjustments/auxiliary aids and services initially recommended for a student may be modified as directed by a change in the student's needs or the nature of course requirements. It is the student's responsibility to request the modification and to provide support for said change.

**Implementation of Academic Adjustments/Auxiliary Aids and Services Request**

The student will be provided with a Faculty Notification Form from the Campus President or CDAA at the conclusion of the review/verification process. The student, CDAA and Campus President will sign the Faculty Notification Form, acknowledging the academic adjustments/auxiliary aids and services that have been approved. The student must provide the Faculty Notification Form to faculty members at the beginning of each term to receive academic adjustments/auxiliary aids and services. A copy of the Faculty Notification Form will be retained in the student’s disabilities file.

**Appeal**

In the event that there is a disagreement between the student and the University regarding the outcome of the Campus President’s or CDAA’s evaluation (including whether the student is a qualified individual with a disability, the adequacy of the student's documentation regarding the student's disability and decisions regarding academic adjustments/auxiliary aids and services), the student can file an appeal with the University’s Equal Opportunity Officer and Title IX/504 Coordinator:

Ms. Cheryl Salter  
Director of Human Resources  
(757) 213-3523  
csalter@auto.edu.
ACC170 Accounting I
2 Semester credit hours
This course provides students with a thorough introduction to fundamental accounting concepts and procedures and includes double-entry bookkeeping, determination of proper journal entries, the accounting cycle and the preparation of financial statements according to GAAP. The sole proprietorship business form is emphasized. The course covers in detail the steps of the accounting cycle including analyzing business transactions, journalizing and posting transactions, the trial balance, and the preparation of the financial statements. A merchandising company will be studied with the suppliers and the customers. Buying and selling transactions are studied as well as the preparation of the financial statements for a retailer and their results. Working with cash and internal controls is emphasized and accounts receivables and the appropriate entries are defined. Inventories, the required entries, and the affects they have on a business are examined in detail.

AUT121 Basic Gasoline Engine
4 semester credit hours
This course covers the theory and operation of gasoline engines. Students will tear down and reassemble an automotive engine. They will learn to inspect components and measure machine tolerances.

AUT122 Vehicle Electrical & Electronics I
4 semester credit hours
This course covers the basics of electricity including Ohm’s Law, the principles of magnetism and current flow, schematics, testing of the battery and its operation, testing and repair of the charging & starting circuits and other automotive electrical systems. Students practice troubleshooting and diagnosing a variety of automotive electrical faults.

AUT123 Steering & Alignment
4 Semester credit hours
This course covers the function and service of vehicle chassis and suspension components. Emphasis is placed on diagnostics and troubleshooting. Tire safety and wear, mounting, dismounting, balancing, and repair will be covered. Additionally, this course covers the function and service of vehicle steering systems. Component removal, inspection, replacement, and adjustment will be taught. Students are taught to perform two- and four-wheel vehicle alignments and wheel balancing. Focus is placed on the theory and measurement of alignment angles.

AUT124 Brakes
4 Semester credit hours
This course covers the theory and operation of hydraulic braking systems. Also taught are the service, inspection, and repair of drum and disk-braking systems as well as power assist units and anti-lock brake systems. Course includes diagnosis, repair, and replacement of various components.

AUT125 Drivelines I
4 Semester credit hours
This course covers the basics of manual drivelines including a variety of manual transmissions, clutches, four-wheel drive transfer cases, universal joints, drive shafts, and differentials.

AUT126 Drivelines II
4 Semester credit hours
This course covers the basics of automatic transmissions including computer controlled transmissions and front wheel drive transaxles. Students will disassemble, inspect, reassemble and adjust a variety of driveline systems.

AUT227 Vehicle Electrical & Electronics II
4 Semester credit hours
Students will learn how to properly diagnose and repair advanced automotive electrical and electronic systems, including lighting, instruments, accessories, sensors, actuators, ignition, and engine controls.

AUT228 Environmental Comfort Systems
4 Semester credit hours
This class focuses on the design characteristics and principles of automotive heating and air conditioning with emphasis on theory, operation, maintenance and repair. R-134A and R-12 systems are studied. Students are taught proper refrigerant handling. EPA certification will be available through special testing.

AUT229 Automotive Diagnostics & Fuels
4 Semester credit hours
Tune-up and diagnostic procedures using a variety of analyzers and scopes are taught. Configuration theory and application will be traced through the development of feedback and throttle body systems. Emphasis is placed on the computer controlled electronic fuel injection systems found in most cars in service today. Students are taught fuel system troubleshooting and basic engine tune-up procedures. Students develop skills in testing, diagnosing, and repairing conventional and electronic ignition systems.
AUT230 Advanced Diagnostics & Emissions
4 Semester credit hours
During this course, students study automotive computer and general troubleshooting. Customer service skills and the use computerized parts and service systems are taught. Students are also taught to estimate repair times, parts required, and total cost.

CIS118 Computer Applications
2 Semester credit hours
Comprehensive coverage of contemporary operating systems and application software typically found in today's business environment. Students will demonstrate basic knowledge of computer applications to include word processing, spreadsheets, and presentation software.

COM220 Principles of Speech
2 Semester credit hours
This course teaches the fundamentals of speaking to improve one’s communication skills, speech proficiency, poise and self-confidence in public speaking situations. The course is designed to develop better interpersonal and interpersonal communication skills, teach students how to critically evaluate the quality and sufficiency of evidence and other forms of support for an argument, lead the potential speaker step-by-step from simple to relatively complex original speaking presentations, and to use writing processes to develop logical and ethical arguments, observe appropriate writing conventions, explore, think, and learn critically, and to write and speak appropriately for various tasks and audiences. Students will demonstrate an ability to use technical media to process written and spoken communications.

ENG260 Technical Writing
2 Semester credit hours
This course develops students’ ability in technical writing through extensive practice in composing technical reports and other documents. Students work on achieving voice, tone, style, and content appropriate to a specific audience and purpose. The course includes instruction in formatting, editing, and using graphics. A technical report project is required.

EPM211 High Performance Engine Block, Cylinder Head & Valve Train
4 Semester credit hours
The principles of the performance enhancements available provide the basis of instruction in the operation and application of engine components and ancillary systems. This course includes advanced discussion on the theory and design of high performance engine blocks, cylinder heads, pistons, rings, crankshafts, timing and belts, blueprinting and balancing. Other dynamics of the high performance engine covered are head and valve clearances, camshaft degreasing, and compression ratios. Engine modification and reassembly will be tested on a dynamometer.

EPM212 High Performance Fuels & Ignition
4 Semester credit hours
Various fuel induction systems and ignition fundamentals will be presented. Focus will be on carbureted fuel and fuel injection systems. Students will learn the modifications that can be made to a carburetor and other fuel mixture options. High energy ignition system components will be covered. Modifications will be tested on an engine dynamometer. Re-assembly will be tested on a dynamometer.

EPM213 Asian Engine Management
4 Semester credit hours
This course will cover computer monitoring and manipulation of critical engine performance characteristics to maximize stock/modified engines. Modifications will be tested on a dynamometer.

HVA121 Introduction to Computers, Safety, & Principles of Air Conditioning
4 Semester credit hours
This course introduces the use of the personal computer and basic software. Students are introduced to general construction and shop safety including EPA and OSHA standards and principles of air conditioning. Basic mathematics, problem solving, and familiarization with tools, gauges, blueprint reading and construction materials used in the industry are also covered.

HVA122 Basic Electricity & Circuits
4 Semester credit hours
This course will present AC and DC electricity beginning with electrical fundamentals, Ohms Law, magnetism, current flow, low voltage, and power systems. Students are taught the various components of an electrical circuit, how these components work in relationship to one another, and work with basic circuits used in the Air Conditioning and Heating industry. Student will also use the basic test and measurement tools used within the Air Conditioning and Heating industry to include analog and digital multimeters, megohmeters, voltage testers, and analog and digital amp probes. Students will construct and test basic AC circuits in a laboratory setting.

HVA123 Intermediate Electricity & Schematics
4 Semester credit hours
This course will continue the study of air conditioning and heating schematics used with AC and DC systems. Schematics covering commonly used equipment will be used for troubleshooting. Actual equipment including air conditioners, heaters, heat pumps, air handlers, and refrigerators will be used in the shop to practice diagnostic and repair skills.
HVA124 Pipe Brazing/Ducting & Air Movement  
4 Semester credit hours  
Students are taught to cut, thread, and join iron pipe for gas systems. Students will also do extensive brazing of copper tubing and they will study fans and ducting types including sizing and design, and airflow management principles. Software programs are available to simulate various systems and problems.

HVA125 Heating Systems  
4 Semester credit hours  
During this course, students are introduced to the various types of heating systems in use including boilers, gas, oil, and electric furnaces. Wood and solar heating is also discussed. Students are taught the principles of combustion theory and water treatment for closed loop liquid systems. Both O2 and CO2 testing will be covered. The shop component covers heater disassembly, inspection, and reassembly, along with the operational characteristics of the various heater types using both computer simulations and actual equipment.

HVA126 Domestic/Commercial Refrigeration  
4 Semester credit hours  
During this course, students are introduced to the basic principles of refrigeration including the principles of heat transfer and vapor compression cycles, refrigerant properties, refrigeration components, refrigeration systems, and refrigeration troubleshooting. Students will diagnose and repair a variety of domestic and commercial refrigeration equipment and prepare for EPA 608 Certification.

HVA227 Air Conditioners  
4 Semester credit hours  
Residential and commercial air conditioning systems are covered. Students study power supplies, controls, and system failures involving air, gas, or water flow. Troubleshooting and repair in realistic settings help prepare students for work in industry and prepare for the R410A Certification.

HVA228 Heat Pumps/All Weather Systems  
4 Semester credit hours  
During this course, students are taught the principles of operation of all-weather comfort systems and will operate and troubleshoot heat pump systems in a customer service environment. Students are required to work with a variety of equipment, diagnose malfunctions, make recommendations, repair systems, and demonstrate proper invoicing. The basics of programmable controllers and digital control systems are also introduced.

HVA229 Sheet Metal Fabrication  
4 Semester credit hours  
This course provides the student with the fundamentals of layout, cutting, forming, and fabrication of sheet metal.
Course Descriptions

HVT125 Diesel Fuel Systems
4 Semester credit hours
This course covers the theory of operation, repair, and calibration of major fuel systems. Line pumps, rotary pumps, nozzles, governors, and the Cummins PT system will be studied in class and shop.

HVT126 Advanced Diesel Fuel Systems
4 Semester credit hours
During this course, students continue working with fuel systems on the E Type injection pump and move on to tune-up and injection timing techniques on air and water-cooled diesel engines.

HVT227 Drivelines
4 Semester credit hours
This course covers the removal, disassembly, inspection, reassembly, and service of heavy vehicle driveline components to include automatic transmissions, single- and multi-speed differentials, clutches, manual transmissions, transfer cases, universal joints, and drive shafts.

HVT228 Brakes & Suspension
4 Semester credit hours
During this course, students are taught the diagnosis and troubleshooting of heavy vehicle brake and suspension systems. Both air and hydraulic braking systems are studied. Mechanical and air suspension components and systems will also be covered.

HVT229 Steering & Alignment
4 Semester credit hours
This course covers the diagnosis, troubleshooting, and repair of steering systems. Students are also taught procedures to properly align heavy vehicles.

HVT230 Hydraulic Systems
4 Semester credit hours
During this course the student will be instructed in the procedures and requirements for conducting a Preventative Maintenance Program (PMI). The theory and operation of hydraulic systems and components will also be covered.

MWT116 Intro to Maritime Welding Technology
4 Semester credit hours
This course is fundamental to the student in the construction and or repair of a ship or vessel. The course will provide an understanding of shipboard nomenclature, in connection with hot work requirements, confined space procedures and shipboard/shipyard safety. Students gain knowledge in welding processes, quality assurance, and the ability to read symbols and blueprints as they apply to welding.

MWT117 Shielded Metal Arc Welding (SMAW)
4 Semester credit hours
This course will provide the student with a thorough understanding of shielded metal arc welding, proper setup and basic shop level maintenance of equipment, electrode classifications and selection, safety and procedures required to produce sound welds on mild steel. The skills necessary to produce quality welds in all positions will be developed through practical hands-on application of learned topics.

MWT118 Gas Metal Arc Welding (GMAW)
4 Semester credit hours
This course will provide the student with a thorough understanding of Gas metal arc welding, proper setup and basic shop level maintenance of equipment, electrode classifications and selection, safety and procedures required to produce sound welds on mild steel. The skills necessary to produce quality welds in all positions will be developed through practical hands-on application of learned gas selection will also be covered.

MWT119 Gas Tungsten Arc Welding (GTAW)
4 Semester credit hours
This course will provide the student with a thorough understanding of gas tungsten arc welding (GTAW). The student will be introduced to the following:
- Setup and maintenance of equipment
- Types of welds
- Welding techniques and procedures for various types of metals
- Inspection and quality control
- Weld repair

MWT120 Flux Cored Arc Welding
4 Semester credit hours
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 FCAW processes. Skills will also be developed to diagnose and correct the causes of unacceptable welds. Students 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.

MWT217 Shielded Metal Arc Welding Multi-Position Structural (SMAWA)
4 Semester credit hours
This course will develop the skills necessary to complete out of position welds in the horizontal, vertical, and overhead positions to standards set by AWS using the SMAW process. Skills will also be developed to diagnose and correct the causes of unacceptable welds. Students will hone the skills used for multi-pass welds learned in earlier modules.
MWT218 Gas Metal Arc/Gas Tungsten Arc Welding, Aluminum (GMAW-AL)  
4 Semester credit hours  
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. Students will hone the skills used for multi-pass welds learned in earlier modules.

MWT219 Gas Tungsten Arc /Shielded Metal Arc Welding Pipe  
4 Semester credit hours  
This course will provide the student with a thorough understanding of Gas Tungsten Arc/Shielded Metal Arc Welding on schedule 80, carbon steel, 3-inch diameter pipe in the 2G, 5G and 6G positions, proper setup and basic shop level maintenance of equipment, electrode classifications and selection, safety and procedures required to produce sound welds on mild steel pipe. The skills necessary to produce quality welds in these three positions will be developed through practical hands-on application of learned topics. Nondestructive methods of inspection will also be covered.

MWT220 Shielded Metal Arc Welding Pipe (SMAW) 2G, 5G  
4 Semester credit hours  
This course will provide the student with a thorough understanding of shielded metal arc welding on schedule 80, carbon steel, 3-inch diameter pipe in the 2G and 5G positions, proper setup and basic shop level maintenance of equipment, electrode classifications and selection, safety and procedures required to produce sound welds on mild steel pipe. The skills necessary to produce quality welds in these two positions will be developed through practical hands-on application of learned topics. Nondestructive methods of inspection will also be covered.

MWT221 Shielded Metal Arc Welding Pipe, 6G  
4 Semester credit hours  
This course will develop the skills necessary to complete quality V-groove welds in the uphill direction on 3-inch diameter pipe in the 6G position according the American Welding Society (AWS) standards. Students will develop skills necessary for the 6-G welding certification through practical hands-on application of learned topics. This is a challenging course designed for the students to use all the necessary skills learned in the welding program.

ORN120 Fundamentals of Technology  
4 Semester credit hours  
Orientation Course 100 provides new students practical information and skills needed as s/he progresses through the Advanced Technology Institute curriculum. Students will learn basic computer skills, study habits, hand and power tool recognition and use, industrial safety, basic electrical principles, shop math, precision measuring devices, fasteners, basic refrigeration cycle, job seeking and interviewing skills, résumé and cover letter writing. Students will also be introduced to soldering techniques. Students will interact with the Advanced Technology Institute management team, instructors, and other administrative personnel.  
Prerequisite: Successful completion of this course is required for continuation in any program which it is listed in the curriculum.

PSY121 Occupational Health and Safety  
2 Semester credit hours  
This course will provide an overview of the dynamics of health and safety in the workplace, and seek to enhance students’ ability to improve safety performance through knowledge of principles and practical procedures. Students will learn to improve organizational and community safety, and increase quantity and quality of productivity in the workplace.

PSY217 Industrial Psychology  
2 Semester credit hours  
This course will provide the student with a basic understanding of psychological principles and shows them how to apply these principles personally and within the workplace. The course will emphasize the need for developing problem-solving and communications skills and learning to effectively manage stress and conflict.

SM210 Service Management I  
2 Semester credit hours  
This course provides an introduction to basic entrepreneurship and how to start a small business. Students will be introduced to different types of opportunities, including family businesses, franchises and buyouts, and how to identify them. This course provides a basic understanding on the management of a firm’s assets and how to evaluate financial performance.

SM220 Service Management II  
2 Semester credit hours  
This course discusses the purposes and objectives of the business plan and available sources of assistance in its preparation. The student will be introduced to small business marketing and the components necessary to construct a formal marketing plan. Designing and equipping a physical facility is discussed to include organizational structure and the key factors necessary in locating a brick and mortar start up. The student will be introduced to financial planning, sources of financing and the importance of having an exit strategy.
SM230 Service Management III
2 Semester credit hours
This course discusses the importance of customer service and relationships as well as psychological influences on consumer behavior. Students will be introduced to product and supply chain management, pricing and credit decisions, promotional planning to include global marketing and the importance of professional management and leadership. This course discusses hiring, training and development, employee relations and various types of compensation plans. Finally, different types of risk will be defined and the basic principles in evaluating insurance programs.

SM240 Service Management IV
2 Semester credit hours
This course will discuss the importance of promoting your products or services to the general purchasing public. Students will be introduced to the various methods of advertising, promotions through discounts, word of mouth, etc. Discussions regarding allocation of expenses to advertising, the need to advertise, the return on investment of your advertising dollars, business management skills and labor laws will be covered.

TT111 Vehicle Systems/ Documentation
3 Semester credit hours
The student will learn the administrative, safety, and maintenance sides of tractor-trailer driving. The course includes instruction on vehicle inspection and safety requirements, driver awareness, logbook record keeping requirements, trip planning, and DMV pre-trip inspection techniques. The course also includes DMV-required information on drugs and alcohol.

TT115 Range & Road Operation
5 Semester credit hours
Students learn to drive the tractor-trailer. The course includes a variety of vehicle backing procedures on the range including coupling/uncoupling, 90° and 45° backing, parallel parking, and straight backing. Students also continue to develop pre-trip inspection procedures. Students learn to shift properly on the shifting range and undergo a variety of on-the-road training in both urban and rural settings. Students will drive between 35 and 40 hours and should possess the skills necessary to pass the Commonwealth of Virginia Department of Motor Vehicles requirements for a Class A Commercial Drivers License.
Directions:

**From Peninsula:**
I-64E to Exit 284B, Newtown Road South. Take Newtown Rd. to Princess Anne Rd. Turn left on Princess Anne and stay in the left lane. Turn left on Freight Lane, just after railroad tracks. Turn right onto Southern Blvd. Advanced Technology Institute is 200 yards on left.

**From Portsmouth:**
I-264E to Newtown Road South exit. Take Newtown Rd. to Princess Anne Rd. Turn left on Princess Anne Rd. and stay in left lane. Turn left on Freight Lane, just after railroad tracks. Turn right onto Southern Blvd. Advanced Technology Institute is 200 yards on left.

**From Chesapeake, Suffolk:**
I-64W to Exit 284B, Newtown Road South exit. Take Newtown Rd. to Princess Anne Rd. Turn left onto Princess Anne Rd. and stay in left lane. Turn left on Freight Lane, just after railroad tracks. Turn right onto Southern Blvd. Advanced Technology Institute is 200 yards on left.

**From Virginia Beach:**
I-264W to Newtown Road exit. At end of exit turn left on to Newtown Rd. Take Newtown Rd. to Princess Anne Rd. Turn left onto Princess Anne Rd. and stay in left lane. Turn left on Freight Lane, just after railroad tracks. Turn right onto Southern Blvd. Advanced Technology Institute is 200 yards on left.

Advanced Technology Institute
5700 Southern Blvd., Virginia Beach, VA 23462
800.468.1093 or 757.490.1241

www.auto.edu
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