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 August 2018
(all rights reserved)
Message from the Campus Director

Welcome to Advanced Technology Institute (ATI).

If you are looking at a career in the skilled trades, you have picked the right time. HVAC, automotive and heavy vehicle technicians, welders, and truck drivers are all in demand. And with advances in technology, the skills required for specialized trades have never been greater. Like any profession, the people with the greatest skill set have the opportunity to command the highest salaries.

If you’d like to set yourself apart from the crowd, the professional faculty members at ATI can help you prepare for a bright future. So, let’s get started. Before you know it, you can become skilled, certified…and most of all…ATI Ready!

Sincerely,

Cenek Picka
Campus Director
Advanced Technology Institute
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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 workplace.

History of Advanced Technology Institute

Technical training began at this location in 1975. In 1993 Advanced Technology Institute, L.C. purchased the school. The owners of Advanced Technology Institute, L.C. are MD Investment Holdings, Inc. and Dreyfus Family Trusts. 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.

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)
- Future Farmers of America (FFA)
- 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 58,000 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

Office Hours

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday thru Thursday</td>
<td>8:00 a.m. – 8:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 a.m. – 2:00 p.m.</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.
  - AND
  - 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 Engine Repair</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>AUT122</td>
<td>Vehicle Electrical and Electronics I</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>AUT123</td>
<td>Steering and 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>Manual Drivetrain and Axles</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>AUT126</td>
<td>Automatic Transmissions and Transaxles</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>AUT227</td>
<td>Vehicle Electrical and Electronics II</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>AUT228</td>
<td>Vehicle Heating, Cooling, and Environmental Control</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>AUT229</td>
<td>Engine Performance</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>AUT230</td>
<td>Advanced Vehicle Systems</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>AUT231</td>
<td>Light Duty Diesels</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>1200</td>
<td>48</td>
</tr>
</tbody>
</table>

- Students attend class four (4) days per week on various schedules.
- Program length is approximately 15 months (including breaks and holidays) – all schedules.
- At the successful completion of the program, the student will receive a Diploma in Automotive Technology
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>HVT122</td>
<td>Heavy Vehicle Electrical and Electronics I</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>HVT134</td>
<td>Four Stroke Diesel Engines</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT137</td>
<td>Drivelines</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT138</td>
<td>Brakes</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT139</td>
<td>Steering and Alignment</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT223</td>
<td>Environmental Control 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>HVT231</td>
<td>Preventive Maintenance</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT244</td>
<td>Heavy Vehicle Electrical and Electronics II</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT266</td>
<td>Advanced Heavy Vehicle Systems</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>1200</strong></td>
<td><strong>48</strong></td>
</tr>
</tbody>
</table>

- Students attend class four (4) days per week on various schedules
- Program length is approximately 15 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 Refrigerant Safety and Handling.

<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>HVA121</td>
<td>Introduction to Safety, Science, 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>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVA231</td>
<td>Advanced Troubleshooting, Repair &amp; Installation</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>1200</td>
<td>48</td>
</tr>
</tbody>
</table>

- Students attend class four (4) days per week on various schedules.
- Program length is approximately 15 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>
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<tr>
<td>MWT117</td>
<td>Shielded Metal Arc Welding</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>MWT118</td>
<td>Gas Metal Arc Welding</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>MWT119</td>
<td>Gas Tungsten Arc Welding</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>MWT120</td>
<td>Flux Cored Arc Welding</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>MWT217</td>
<td>Shielded Metal Arc Welding, Structural</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>MWT218</td>
<td>Gas Metal Arc/Gas Tungsten Arc Welding, Aluminum</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>MWT219</td>
<td>Gas Tungsten Arc/Shielded Metal Arc Welding, 2G &amp; 5G Pipe</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>MWT220</td>
<td>Shielded Metal Arc Welding, 2G and 5G Pipe</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>MWT221</td>
<td>Shielded Metal Arc Welding, 6G Pipe</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>MWT222</td>
<td>Advanced Process Projects &amp; Certification</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>1200</td>
<td>48</td>
</tr>
</tbody>
</table>

- Students attend class four (4) days per week on various schedules.
- Program length is approximately 15 months (including breaks and holidays) – all schedules.
- At the successful completion of the program, the student will receive a Diploma in Maritime Welding Technology.
ADVANCED TECHNOLOGY INSTITUTE

Program Information

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.

Course Number | Course Requirements | Clock Hours | Credit Hours
--- | --- | --- | ---
ORN120 | Fundamentals of Technology | 100 | 4
AUT121 | Basic Engine Repair | 100 | 4
AUT122 | Vehicle Electrical and Electronics I | 100 | 4
AUT123 | Steering and Alignment | 100 | 4
AUT124 | Brakes | 100 | 4
AUT125 | Manual Drivetrain and Axles | 100 | 4
AUT126 | Automatic Transmissions and Transaxles | 100 | 4
AUT227 | Vehicle Electrical and Electronics II | 100 | 4
AUT228 | Vehicle Heating, Cooling, and Environmental Control | 100 | 4
AUT229 | Engine Performance | 100 | 4
AUT230 | Advanced Vehicle Systems | 100 | 4
AUT231 | Light Duty Diesels | 100 | 4
ACC170 | Ethics in Accounting | 50 | 2
CIS118 | Computer Applications | 50 | 2
COM220 | Principles of Speech | 50 | 2
ENG260 | Technical Writing | 50 | 2
PSY121 | Occupational Health and Safety | 50 | 2
PSY217 | Industrial Psychology | 50 | 2
SM210 | Service Industry Business Models | 50 | 2
SM220 | Business Plan Development | 50 | 2
SM230 | Marketing Strategies and Customer Relationships | 50 | 2
SM240 | Managing Growth and Human Resources | 50 | 2

**TOTAL** | **1700** | **68**

- Students attend class four (4) days per week on various schedules.
- Program length is approximately 21 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
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>
<thead>
<tr>
<th>Course Number</th>
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<tr>
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<td>Fundamentals of Technology</td>
<td>100</td>
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<tr>
<td>HVT122</td>
<td>Heavy Vehicle Electrical and Electronics I</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>HVT134</td>
<td>Four Stroke Diesel Engines</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT137</td>
<td>Drivelines</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT138</td>
<td>Brakes</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT139</td>
<td>Steering and Alignment</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT223</td>
<td>Environmental Control Systems</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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<td>HVT231</td>
<td>Preventive Maintenance</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT244</td>
<td>Heavy Vehicle Electrical and Electronics II</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVT266</td>
<td>Advanced Heavy Vehicle Systems</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>ACC170</td>
<td>Ethics in Accounting</td>
<td>50</td>
<td>2</td>
</tr>
<tr>
<td>CIS118</td>
<td>Computer Applications</td>
<td>50</td>
<td>2</td>
</tr>
<tr>
<td>COM220</td>
<td>Principles of Speech</td>
<td>50</td>
<td>2</td>
</tr>
<tr>
<td>ENG260</td>
<td>Technical Writing</td>
<td>50</td>
<td>2</td>
</tr>
<tr>
<td>PSY121</td>
<td>Occupational Health and Safety</td>
<td>50</td>
<td>2</td>
</tr>
<tr>
<td>PSY217</td>
<td>Industrial Psychology</td>
<td>50</td>
<td>2</td>
</tr>
<tr>
<td>SM210</td>
<td>Service Industry Business Models</td>
<td>50</td>
<td>2</td>
</tr>
<tr>
<td>SM220</td>
<td>Business Plan Development</td>
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<td>2</td>
</tr>
<tr>
<td>SM230</td>
<td>Marketing Strategies and Customer Relationships</td>
<td>50</td>
<td>2</td>
</tr>
<tr>
<td>SM240</td>
<td>Managing Growth and Human Resources</td>
<td>50</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>1700</strong></td>
<td><strong>68</strong></td>
</tr>
</tbody>
</table>

- Students attend class four (4) days per week on various schedules.
- Program length is approximately 21 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 Safety 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.

<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>HVA121</td>
<td>Introduction to Safety, Science, 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>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>HVA231</td>
<td>Advanced Troubleshooting, Repair &amp; Installation</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>ACC170</td>
<td>Ethics in Accounting</td>
<td>50</td>
<td>2</td>
</tr>
<tr>
<td>CIS118</td>
<td>Computer Applications</td>
<td>50</td>
<td>2</td>
</tr>
<tr>
<td>COM220</td>
<td>Principles of Speech</td>
<td>50</td>
<td>2</td>
</tr>
<tr>
<td>ENG260</td>
<td>Technical Writing</td>
<td>50</td>
<td>2</td>
</tr>
<tr>
<td>PSY121</td>
<td>Occupational Health and Safety</td>
<td>50</td>
<td>2</td>
</tr>
<tr>
<td>PSY217</td>
<td>Industrial Psychology</td>
<td>50</td>
<td>2</td>
</tr>
<tr>
<td>SM210</td>
<td>Service Industry Business Models</td>
<td>50</td>
<td>2</td>
</tr>
<tr>
<td>SM220</td>
<td>Business Plan Development</td>
<td>50</td>
<td>2</td>
</tr>
<tr>
<td>SM230</td>
<td>Marketing Strategies and Customer Relationships</td>
<td>50</td>
<td>2</td>
</tr>
<tr>
<td>SM240</td>
<td>Managing Growth and Human Resources</td>
<td>50</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>1700</strong></td>
<td><strong>68</strong></td>
</tr>
</tbody>
</table>

- Students attend class four (4) days per week on various schedules.
- Program length is approximately 21 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.

<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</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>MWT118</td>
<td>Gas Metal Arc Welding</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>MWT119</td>
<td>Gas Tungsten Arc Welding</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>MWT120</td>
<td>Flux Cored Arc Welding</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>MWT217</td>
<td>Shielded Metal Arc Welding, Structural</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>MWT218</td>
<td>Gas Metal Arc/Gas Tungsten Arc Welding, Aluminum</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>MWT219</td>
<td>Gas Tungsten Arc/Shielded Metal Arc Welding, 2G and 5G Pipe</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>MWT220</td>
<td>Shielded Metal Arc Welding, 2G and 5G Pipe</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>MWT221</td>
<td>Shielded Metal Arc Welding, 6G Pipe</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>MWT222</td>
<td>Advanced Process Projects &amp; Certification</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>ACC170</td>
<td>Ethics in Accounting</td>
<td>50</td>
<td>2</td>
</tr>
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<td>Computer Applications</td>
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<td></td>
<td><strong>1700</strong></td>
<td><strong>68</strong></td>
</tr>
</tbody>
</table>

- Students attend class four (4) days per week on various schedules.
- Program length is approximately 21 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>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>232</td>
<td>8</td>
</tr>
</tbody>
</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.

Add/Drop Period
The add/drop period refers to the period of time during which a student may add, drop or reenroll late in a given term without academic penalty. Add/drops may occur only during the first four business days of the term. Students who wish to add/drop classes must consult with the Academic Program Director prior to making any schedule changes. Depending on the class size and/or schedule, changes to an individual student’s schedule may not be possible.

Students who drop a course and do not replace it with another may have financial aid eligibility, veterans’ benefits, or other financial aid negatively impacted. Therefore, the student is responsible for consulting with Financial Aid to determine any implications of the course load changes to the financial aid package. In addition, changes may affect the student’s satisfactory academic progress.

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, at a school-sponsored activity or in school housing. Violation of these rules or criminal acts of any kind may result in prompt disciplinary action, including dismissal.
Contact / Credit Hours

A credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement for academic activities comprised of the following units: didactic learning environment; supervised laboratory setting of instruction; and out-of-class work/preparation.

Programs at Advanced Technology Institute are structured so that hours of training convert to units, and units convert to credits. One hour of didactic training equals two units; one hour of supervised lab training equals one and a half units; and one hour of preparation work equals one half-unit. Forty-five units equal one semester credit hours.

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.

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.

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 75 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 student’s 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 six-eight 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

All repeated modules will incur a course repeat charge. Please see Catalog Insert A Tuition and Fees 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 point 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>AUT132</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>SM210</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></td>
<td>19</td>
<td>Total quality points = 64.0</td>
</tr>
</tbody>
</table>

The CGPA is rounded up to the nearest hundredth if the last digit is 5 or greater. It is rounded down to the nearest hundredth if the last digit is less than 5. (For example: 1.947 = 1.95, 1.994 = 1.94)

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:
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 Reports

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/adding 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 courses due to course withdraw or failure. Grades achieved in repeated classes will replace withdrawn or failing grades. Withdrawn grades assigned for course attendance beyond the drop/add period and failing grades are included in the maximum allowable time frame and ICR. Whenever a course is repeated because of an earlier failure, credits accrue only when the student attains a passing grade in the course repeated. A pattern of course repetitions could cause a student to fall below the minimum standard for satisfactory academic progress. A course may not be repeated more than once without approval from an Academic Review Board or Director of Education. Additional tuition charges may apply when a student repeats courses during their program. It is strongly recommended that any student with a withdrawn or failing grade in a particular course register for the same course in the subsequent term to improve his/her academic performance.

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 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.
- Furnishing false information to/for or against any student, faculty member, or ATI employee
- 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, at a school-sponsored activity, or in school housing.
- Possession, use, intoxication, or being under the influence of alcohol while on campus, at a school-sponsored activity, or in school housing.
- Use of indecent, illegal, disruptive language and/or actions
- Insubordination in carrying out instructions of faculty or staff.
- Any act or threat of physical assault or intimidation directed toward any member of the school community or any other individual on campus, at a school-sponsored activity, or in school housing.
- Possession of firearms or other weapons on campus, at a school-sponsored activity, or in school housing.
- The defacing or destruction of ATI property.
• Theft or attempted theft of ATI property, or any theft on campus.
• Sexual harassment or hazing as described in the Harassment Policy and Anti-Hazing Policy.
• Continued violation of the ATI dress code.
• 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.
• Gambling on campus.

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@auto.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).

Student records are retained indefinitely.

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’s programs, all new applicants must:

1. Complete a Personal Admissions Interview.
2. Complete and submit an Application for Admission and an Enrollment Agreement. Attend Acceptance Day within 60 days of enrollment.
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 29.
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.

Applications 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 non-refundable Application Fee.

High School Diploma – Proof of High School Completion

Applicants for all programs 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 an associate’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 and Fees
- Insert B: Academic Calendar & Class starts
- Insert C: Faculty Listing
- Insert D: Discontinued Programs

**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**

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 are required to have 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. A student may opt out and acquire tools on their own. 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.

Air Conditioning and Heating Technology Tools

- 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
- Manifold Gauge Set w/Low Loss Fittings
- Digital Multimeter
- Copper Tubing Cutter
- 25’ Tape Measure
- Wire Strippers
- Hex Key Set
- Torpedo Level
- 6” & 10” adjustable wrenches
- Flashlight
- Pocket Thermometer
- Socket Set
- Light-duty work gloves

Welding Tools

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

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 mod 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, which generally consists of tuition and fees and average living expenses based on nationally published data. The federal need formula can be stated as follows: Cost of Attendance – EFC – estimated financial assistance not received under Title IV = Financial Need. Financial need determines eligibility for different sources of student aid.

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 national; U.S permanent resident or other eligible noncitizen; or a citizen of the Freely Associated States.
- Have a valid Social Security Number or, for citizens of the Freely Associated States, a pseudo SSN assigned during the FAFSA application process.
- Have financial need, for some sources of student aid.
- Have a high school diploma; a recognized equivalent of a high school diploma, such as a General Education Development (GED) or certificate; or have completed secondary education in a homeschool setting.
- Be enrolled or accepted for enrollment as a regular student at ATI for the purpose of obtaining a degree, or certificate offered by Advanced Technology Institute.
- 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 you 1) will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education, 2) are not in default on any Federal Student Aid loan and do not owe an overpayment on any Federal Student Aid grant, or have made satisfactory arrangements to repay them, 3) will notify your college if you default on a federal student loan and 4) will not receive a Federal Pell Grant from more than one college for the same period of time.
- Have not exceeded annual or aggregate loan limits.
- Males must be registered with the Selective Service, unless exempt under Selective Service guidelines.
- For the Pell Grant program eligibility, the student may not have previously earned a bachelor’s, master’s, or first professional degree.
- For Direct Subsidized/Unsubsidized and Direct PLUS Loan programs, the student must be enrolled at least half-time.
Applicants under the age of 24 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. When a FAFSA is processed, Central Process System matches students against the National Student Loan Data System (NSLDS). ATI will review all NSLDS data reported 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 ATI.

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.

Cancellation Policy and Refund Policy

Students considering withdrawing from a course/program should read the following policies: Refund Calculation, Satisfactory Academic Progress, Grade Reports, Interruption of Enrollment, and Course Withdrawals, Leave of Absence and Add/Drop Period.

If ATI Postpones the Program Start Date: If ATI postpones the Program start date, the student is entitled to a full refund of all monies paid to ATI if the request is made within fifteen (15) days of receiving notice of the Program’s postponement.

If ATI discontinues the Program: If ATI discontinues the Program and the student has not yet begun classes, they
may transfer to another program and all monies paid will be applied to the new program. If the student has completed coursework in the discontinued Program, they will be provided an opportunity to complete all outstanding coursework at ATI and earn the appropriate credential for the Program.

If the Student Cancels Within 3 Business Days: The student may cancel the Agreement, without any penalty or obligation, within three (3) business days from the date they sign the Agreement, in which event the student will be returned any payment within 30 days following receipt by ATI of the cancellation notice, excluding the non-refundable application fee, and any security interest arising out of this Agreement will be voided. The student will have the right to apply for reinstatement within twelve (12) months from the date they signed the Agreement, at which time a credit will be given for the non-refundable application fee. To cancel this Agreement, the student must mail or deliver a signed and dated copy of their written cancellation notice to ATI at the campus location noted on page one of their Agreement no later than midnight on the third business day.

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

If the Student Cancels During the Trial Period: New students attending their first course at ATI are in a “trial period,” which is typically five weeks. For courses that are longer than five weeks, the trial period ends with the 5th week. If the student cancels during the trial period, ATI will refund all money paid except for the non-refundable application fee. Title IV federal student assistance is not disbursed during the trial period. After the trial period has expired, Title IV federal student assistance is disbursed for the period including the trial period. Students who utilize the trial period, but re-apply and attend in a later semester, will be assessed $250 per previously earned credit.

If the Student Cancels During the Trial Period of the Trucking Program: New students attending the Tractor Trailer Driving Certificate program or a Re-certification program are in a trial period which is typically ten days. If students do not attend beyond ten days, the student may opt out and all tuition charges would be refunded less the non-refundable Application Fee.

If the Student Cancels After the Trial Period: A “semester” is the period for which students are charged. Each semester consists of three 5-week modules. Two semesters constitute an academic year (not applicable to students enrolled in the Trucking program).

If the student cancels after the trial period, ATI will keep the non-refundable application fee and the refund for each semester will be the larger of (a) the refund required by state law, if any, or (b) the refund required by federal law, if any, or (c) the refund provided in the chart below:

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<tr>
<th>Cancellation Occurs</th>
<th>Percentage of Tuition and Fees Refunded</th>
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<td>Within First 10%</td>
<td>90%</td>
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<td>After 10% and Up to 20%</td>
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<td>After 70% and Up to 80%</td>
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<tr>
<td>After 80%</td>
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If the Student Cancels After the Trial Period in the Trucking Program: If the student cancels after the trial period, ATI will keep the non-refundable application fee and the refund for the program will be the larger of (a) the refund required by state law, if any, or (b) the refund required by federal law, if any, or (c) the refund provided in the chart below:

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If the student received Veteran’s Administration (VA) benefits that paid for tuition during a semester, then the refund will be calculated according to ATI’s refund policy. The student understands that any remaining difference between VA billing and refund charges will be the student’s responsibility.

FEDERAL RETURN OF TITLE IV FUNDS POLICY (not applicable to students in the Trucking Program)

“Unearned” Title IV Funds: Any “unearned” Title IV funds must be returned to the applicable Federal aid program. In general, “Unearned” Title IV funds is the
Financial Aid Policies

amount of disbursed funds that exceeds the amount that is earned based on my attendance in the semester. If the student withdraws after completing 60% of a semester, then all Title IV funds for that semester are considered earned; however, if the student withdraws before completing 60% of a semester, “unearned” Title IV funds must be returned to the applicable Federal aid program.

Calculating the Amount of “Unearned” Title IV Funds: The percentage of “unearned” Title IV funds is found by dividing the number of days remaining to be completed after the student withdraws by the total number of days in the semester. The calculation of “unearned” Title IV funds is delayed if the student notifies ATI of an expected re-entry date before the end of the current semester.

Pell Grant awards will be recalculated to the eligible amount based on any changes to the enrollment status before being pro-rated as required by the U.S. Department of Education, which often results in a significant reduction in Pell Grant eligibility.

How Much “Unearned” Title IV Funds ATI Must Return: ATI multiplies the cost of tuition, fees, room and board (if the student contracts with the institution for the room and board) and other educationally-related expenses for the entire semester by the percentage of “unearned” Title IV funds to determine the amount that ATI must return to the applicable Federal aid program. The amount ATI is responsible to return is compared to the total amount of unearned aid; the lesser amount is then returned to the applicable Federal aid program, in the order of programs listed below.*

*Unsubsidized Direct Loans (other than Direct PLUS Loans)
*Subsidized Direct 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.

ATI will bill the student’s account the full amount of Title IV funds that ATI has returned. After application of ATI’s Refund Policy, it is possible that the student will owe ATI for tuition, books, and fees.

How Much “Unearned” Title IV Funds the Student Must Return: The student is responsible for returning any portion of the “unearned” aid that is not part of the required return from ATI. The student will be responsible for repaying any “unearned” Title IV aid according to the terms of the promissory note or other agreement, whether or not they graduate or get a job.

Payment of Refunds: ATI will pay refunds due under the Refund Policy within 60 days of the last date of attendance or, if applicable, within 60 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 student’s last date of attendance or 45 days from the date of official withdrawal, whichever is earlier. The student will pay all refunds when due according to the appropriate policy (ATI, U.S. Department of Education, etc.), but never more than 60 days after the last date of attendance.

Renewal Applications

Students must reapply for financial aid in each new academic year. In some cases, this may require the completion of a Renewal FAFSA. Renewal-eligible students automatically receive a renewal reminder by e-mail if they provided an e-mail address in the previous application year. Students must complete all required applications and submit additional paperwork as necessary five weeks before the start a new academic year. Failure to do so could result in the student being required to make cash payments to the University or being dismissed from ATI.

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

Sources of Financial Aid

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 Education Beyond High School, The Guide to Federal Student Aid.

Federal Pell Grant — A Federal Pell Grant, unlike a loan, does not have to be repaid. Federal Pell Grants usually are awarded only to undergraduate students who have not earned a bachelor’s or professional degree. The maximum award is based on award years that run July 1 through June 30 each year. For the current year maximum award, visit http://studentaid.ed.gov/types/grants-scholarships/pell . Effective July 1, 2012 students can receive the Federal Pell Grant for no more than 12 semesters. Students can apply at www.ecpi.edu/fa . The resulting Institutional Student Information Report, with an official EFC, must be received by ATI while the student is enrolled and eligible, but not
later than applicable deadlines established and published by the Department of Education.

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

**Iraq and Afghanistan Service Grant** – You may be eligible for this grant if your parent or guardian was a member of the U.S. armed forces and died as a result of military service in Iraq or Afghanistan after the events of 9/11 and you were under 24 years of age or enrolled in college at least part-time at the time of your parent’s or guardian’s death. Please inform your financial aid advisor if you believe you may qualify. The grant award is equal to the amount of a maximum Federal Pell Grant for the award year but cannot exceed your cost of attendance for that award year. For the current year maximum award please visit [http://studentaid.ed.gov/types/grants-scholarships/pell](http://studentaid.ed.gov/types/grants-scholarships/pell).

**Federal Work-Study** – The Federal Work-Study Program provides on- and off-campus part-time employment, while enrolled in school to undergraduate, graduate, and professional students. Students earn at least current-federal minimum wages and this employment is awarded based on financial need and funding availability.

**Federal Direct Subsidized Loan** – The Federal Direct Subsidized Loan is a financial need-based, low-interest, fixed rate loan available to undergraduate students directly from the Department of Education.

To apply for Federal Direct Loans, you must first complete the FAFSA application, be enrolled at least half time, and your school determines the actual loan amount you may be eligible to receive each academic year. The maximum that can be borrowed in the first year is $3,500. Annual loan limits depend on what year the student is in school and whether you are a dependent or independent student. There are also limits to the total amounts that you may borrow for undergraduate studies and the program length.

The U.S. Department of Education pays the interest while you’re in school at least half-time, for the first six months after you leave school (grace period), and during a period of enrollment status.

**Federal Direct Unsubsidized Loan** – Federal Direct Unsubsidized Loans are available to undergraduate and graduate students. The annual loan limit is $2,000 for dependent undergrad students, $6,000 for independent undergrad students, and $20,500 for graduate/professional students. If you are a dependent student whose parents are ineligible for a Direct PLUS Loan, you may be able to receive additional Direct Unsubsidized Loan funds. Other limits also apply to the annual and total amounts you may receive. Your school determines the actual loan amount you may be eligible to receive each academic year.

You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods. If you choose not to pay interest while you are in school and during grace, deferment, or forbearance periods, interest accrues and is capitalized (added to the principal amount of your loan). Loan repayment begins six months after graduation, withdrawal, or dropping below half-time enrollment status.

**Federal Direct PLUS Loan – for Parents of Dependent Undergraduate 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. Borrowers must not have an adverse credit history. The maximum loan amount is the student’s cost of attendance determined by the school minus any other financial aid received. Repayment begins once your loan is fully disbursed.

**Gaining Early Awareness and Readiness for Undergrad Programs (GEAR UP)** – The GEAR UP program is a federal grant program funded by the U.S. Department of Education and administered by the state. Applicants must be eligible for Pell Grants and demonstrate financial need in addition to other eligibility requirements. Maximum award amounts are determined each year by the state and are contingent upon available funding.

**Sources of Financial Aid**

**Advanced Technology Institute Scholarships**

Advanced Technology Institute offers scholarships to qualified students. These are funds to help you pay for your education that you do not have to pay back, and reward you for your commitment to earn your degree. Information on eligibility and the application process may be obtained by speaking with a financial aid advisor.

- Applicants must have applied and been accepted for admissions to Advanced Technology Institute
- Applicants must meet the Advanced Technology Institute entrance requirements.
- 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.
Each scholarship has its own unique qualifying criteria. Students should review the different types of scholarships they can qualify for. Our financial aid advisors can assist you in identifying and applying for these scholarship opportunities.

**ATI Scholarships for Active Duty Military**

*Helping Military Active Duty overcome financial hurdles.* Advanced Technology Institute has provided educational opportunities to service members and their families since 1975. We believe that every active duty service member should have the opportunity to pursue the college of their choice. In honor of the men and women who serve in every branch of the United States Armed Forces, Advanced Technology Institute offers the following scholarship for eligible programs of study* with our thanks and gratitude.

**ATI Scholarship for Active Duty Service Members.** To help relieve the financial challenges associated with pursuing your education, Advanced Technology Institute offers an Active Duty Military Scholarship Program. This scholarship for service members is open to active duty, reservists, National Guard members, other service members.

If you are eligible for Tuition Assistance, you may be eligible for Advanced Technology Institute’s Active Duty Military Scholarship. Reservists eligible for TA may also be eligible for the scholarship.

Through the program, qualifying service members and spouses are provided a scholarship which will effectively reduce tuition to $250.00 per semester credit for undergraduate course work.

*Eligible programs include all Advanced Technology Institute programs.


Army: [https://www.goarmyed.com/](https://www.goarmyed.com/)


USCG: [http://www.navycrlnavy.mil/tuition-assistance/index.htm](http://www.navycrlnavy.mil/tuition-assistance/index.htm)

Spouses: Click Here  (https://aiportal.acc.af.mil/mycaa/)

**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.

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

**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.

**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.** Students that will be using TA must request a TA cost sheet from the Financial Aid Office and/or VA Coordinator for each term and are responsible for submitting all TA cost sheets to their TA Education office before the term begins in order for TA approval.

**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.
Financial Aid Policies

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.

Sources of Financial Aid

Veterans Benefits

Some ATI students have Veterans Education benefits available to them while they are attending school. The Department of Veteran Affairs is now taking online applications. To apply for veteran’s educational benefits online, log onto www.gibill.va.gov, click on “Electronic Application Form” and start “VONAPP” to complete VA Form 22-1990 or 22-1995. Each student must forward a copy to the application to the Campus Veterans Certifying Official.

Students who are discharged veterans should forward a copy of the DD214, copy 4, along with the Application for Admission. It is the student’s responsibility to submit the application for benefits to the Veterans Administration and to keep their educational information up to date with the Veterans Administration. ECPI will provide assistance to those students who need help and will answer questions that students may have with regard to the VA benefits.

Students seeking advanced academic standing via credit transfer or challenge examinations 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 concentrations, falling below a full-time status, and leaving school).

ATI must have an academic transcript from each post-secondary school previously attended by a veteran. Consent to Release School Records forms must be completed in full (complete address) for each school attended.

Chapter 33 Post 9/11 GI Bill® Benefits. This 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 your Campus Veterans Certifying Official on campus or visit www.gibill.va.gov for more information.

Tuition and fee rates for private schools are currently capped by the Veterans Administration annually. Please check with your campus V.A. representative for the current year’s cap.

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.)

Student Cost of Attendance

An average cost of attendance for a student attending Advanced Technology Institute consists of tuition and fees, room and board allowance, transportation allowance, personal and miscellaneous allowance, and books/supplies allowance. Tuition and direct academic costs are assessed for one academic year. Living expenses are estimated using nationally approved living expense guidelines. These components of the cost of attendance are estimates and will vary from student to student depending on the program, course load, and the student’s living arrangements (students living with parents or living on their own).

For specific details on calculating cost of attendance, contact the Financial Aid Department.

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. Other Federal deadlines may apply.

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, with acceptable documentation will 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.
Student Services /Career Services

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

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:

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• 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.

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.

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.

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. Application documentation is here https://www.auto.edu/student-services/student-housing/.

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 for those students who do not wish to utilize ATI Housing.

Students relocating to the Virginia Beach area should have $1,200-1,500 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, addiction issues, domestic violence, 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 Director 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.

Cenek Picka, Campus Director
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. Students will not be subject to unfair treatment or adverse actions by the school as a result of initiating complaint proceedings.

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 Agreement and Waiver of Jury Trial**

Any dispute the student may bring against Advanced Technology Institute (“ATI”), or any of its parents, subsidiaries, officers, directors, or employees, without limitation, or which ATI may bring against the student, shall if it cannot be resolved by mediation, be then resolved by binding arbitration conducted by the American Arbitration Association (the “AAA”), under its Consumer Arbitration Rules (“Consumer Rules”), and decided by a single Arbitrator. The mediation shall be administered by the AAA. Neither party may file an arbitration until there has first been a mediation. The mediation and any arbitration hearing will be conducted in Virginia Beach, VA, unless the student resides outside of Virginia, in which case the mediation or hearing will be conducted in the city nearest the student’s residence that has an AAA office location.

The Federal Arbitration Act (“FAA”) shall govern the interpretation, scope, and enforcement of this Agreement. Any and all disputes concerning the interpretation, scope, and enforcement of this Agreement shall be decided exclusively by a court of competent jurisdiction, and not by the Arbitrator.

Both ATI and the student explicitly waive any right to a jury trial. The student understands that the decision of the Arbitrator will be binding, and not merely advisory. The award of the Arbitrator may be entered as a judgement in any court having jurisdiction.

This Agreement does not affect either party’s right to seek relief in small claims court for disputes or claims within the scope of the small claims court’s jurisdiction. The costs of the arbitration filing fee, the Arbitrator’s compensation, and facilities fees that exceed the applicable court filing fee will be paid by ATI.

The student agrees that any dispute or claim they may bring shall be brought solely in the student’s individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action, consolidated or joint action.

Any remedy available from a court under the law shall be available in the arbitration.

The student may, but need not, be represented by an attorney at arbitration.

Except as specifically required by the laws of the Commonwealth of Virginia or of the venue alternatively required outside of Virginia under Paragraph 1 of this Agreement, the fact of an all aspects of this arbitration and the underlying dispute shall remain strictly confidential by the parties, their representatives, and the AAA. The student agrees that any actual or threatened violation of this provision would result in irreparable harm, and will be subject to being immediately enjoined.

The student understands the information about the AAA arbitration process and the AAA Consumer Rules can be obtained at [www.adr.org](http://www.adr.org). The student shall disclose this document to the AAA if they file an arbitration.

If any part of this Agreement is declared unenforceable or invalid, it shall be severable and the remainder of this Agreement shall continue to be valid and enforceable.

**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.

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).


Dress Code

Advanced Technology Institute maintains a dress code that encourages both safety and professionalism. Faddish attire is not acceptable.

All students are required to wear Advanced Technology Institute uniform shirts, winter uniform when appropriate (with Advanced Technology Institute emblem specific to the student’s current
program) neatly tucked in. Two shirts are issued on the first day of class and are also available through the campus bookstore.

Trousers/pants should be clean and presentable with no holes or tears and should not be worn in a manner that would prevent freedom of movement. Shorts and sweatpants are not acceptable.

All students must wear industrial grade, substantial leather work shoes and safety glasses in designated areas. Welding students are required to wear steel toed boots.

Length of hair is not only a professional issue but also a safety concern. Hair worn long enough to present a safety hazard must be worn tucked inside the shirt collar, tied up, or put under a ball cap.

Only ear studs less than ¼” are permitted. Earrings that dangle are not allowed.

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:
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).


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 trans-border 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 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 an official statement 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 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 accessible at all times by the Institute for maintenance, upgrades, or any other business or legal purposes. Students who use Institute communications tools should be aware that our firewall (and other security tools) creates an audit log detailing every request for access in either direction by each user. Also, in the course of their duties, system operators and managers may monitor student use of the internet or review the contents of stored or transmitted data.

The Institute permits personal use of all these communication tools on the express understanding that it reserves the right (for its business purposes or as may be required by law) to review student use of, and to inspect all material created by or stored on, these communications tools. Use of these tools constitutes each student’s permission for the Institute to monitor communications and to access files that are made on or with these communications tools.

**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.

**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.

**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.

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 student’s 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.
COURSE DESCRIPTIONS

ACC170 Ethics in Accounting
2 Semester credit hours
This course is for occupational leaders who will gain knowledge in accounting. Students will gain knowledge of accounting and occupational data for more effective and profitable decisions. Students will learn the information necessary to interpret and evaluate the financial effects of day-to-day business management decisions and ethical decision making. This course emphasizes the interpretation of accounting concepts that underlie basic financial statements without focusing on detailed mechanics. The sole proprietorship business form is emphasized. 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 the retailer and their results. A review of accounts receivables and the appropriate entries are analyzed.

AUT121 Basic Engine Repair
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 and 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 and 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 Manual Drivetrain and Axles
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 Automatic Transmissions and Transaxles
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 and 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 Vehicle Heating, Cooling, and Environmental Control
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 Engine Performance
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 Vehicle Systems
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.

AUT231 Light Duty Diesels
4 semester credit hours
This course is a thorough and detailed study of automotive and light truck diesel engines. It gives the student a conceptual grounding in diesel engine technology and major engine subsystems. Students will learn line pump systems and have a detailed look into the operation and diagnostics of electronic common rail diesel injection systems. A significant amount of lab time will involve shop exercises on engine testing and maintenance practices.

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 intrapersonal 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 in the Heavy Vehicle, Automotive, Maritime Welding, and Heating and Ventilation technical fields. 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.

HVA121 Introduction to Safety, Science and Principles of Air Conditioning
4 Semester credit hours
This course introduces the principles and scientific theory of air conditioning and heat transfer. 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 HVAC systems. Students will study and work with the motors used as prime movers in the industry. Course study will emphasize controls and safety used in typical HVAC and refrigeration systems. Students will practice diagnostic and repair skills on equipment commonly used in the HVAC and refrigeration industries.

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.

**HVA26 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 Refrigerant Safety and Handling 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. Students will be provided classroom lecture blended with laboratory exercises, using contemporary tools and equipment to complete assigned projects. Students will also learn to measure and calculate amounts of materials required to complete a project.

**HVA230 Direct Digital Controls**  
*4 Semester credit hours*  
This course provides the student with an introduction to direct digital controls (DDC). It will cover the fundamentals of control systems, interfacing digital controllers with conventional control devices, interoperable control systems, and direct digital control application strategies. Other lessons will cover the design of DDC systems. Students will learn the advantages of DDC over conventional control applications. Students will use software simulators to view the operation of a DDC system.

**HVA231 Advanced Troubleshooting Repair & Installation**  
*4 semester credit hours*  
Building on theory and techniques learned in previous courses, this course explores more advanced scenarios for troubleshooting and repairing HVAC equipment. Students will use their knowledge of schematics and electrical/electronic diagnostics as well as mechanical systems operation and component replacement to correctly identify and correct common problems with residential and commercial HVAC equipment. Customer service and other soft-skill applications will be discussed and analyzed to prepare students for employment.

**HVT122 Heavy Vehicle Electrical and Electronics I**  
*4 Semester credit hours*  
This course will provide information on the electrical systems on diesel powered heavy vehicles. Students will learn the fundamentals of electricity, which includes Ohm’s Law, principles of magnetism, current flow. Students will learn the electrical components used in 12-volt and 24-volt heavy vehicle electrical systems, as well as multiple-battery series and parallel configurations. Students diagnose and replace large alternating current generators and cranking motors used in commercial Diesel engine applications. On-Highway, construction, marine, and stationary equipment electrical system applications are covered.

**HVT125 Diesel Fuel Systems**  
*4 Semester credit hours*  
This course covers the diagnosis and repair of diesel engine fuel systems. Subjects include modern diesel fuel subsystems as well as detailed study of the many distinct types of fuel systems with a primary focus on electronically controlled fueling. Students will test, repair, and replace fuel injection components and adjust injection control systems.

**HVT134 Four Stroke Diesel Engines**  
*4 Semester credit hours*  
The theory of diesel engine technology is introduced, and students are taught the operation and construction of the modern diesel engine. Engine block, internal components, cylinder head, lubrication, and engine breathing will be covered. Students learn service and troubleshooting procedures. Students will disassemble, inspect, reassemble, and service running four-cycle diesel engines. The use of precision measuring instruments will be emphasized.

**HVT137 Drivelines**  
*4 Semester credit hours*  
This course covers the removal, disassembly, inspection, reassembly, and service of heavy vehicle driveline components to include single- and multi-speed differentials, manual transmissions, transfer cases,
universal joints, and drive shafts. Students will adjust, replace, and set-up manual and self-adjusting clutches of various designs. Operation and servicing of automated transmissions is also covered.

HVT138 Brakes
4 Semester credit hours
During this course the student will be instructed in the diagnosis and troubleshooting of heavy vehicle brake systems. The theory and operation of air and hydraulic braking systems are studied. Anti-lock braking and traction-control systems are also covered. Students will replace, adjust, and diagnose mechanical, pneumatic, and hydraulic system components on a modern heavy vehicle braking system.

HVT139 Steering and Alignment
4 Semester credit hours
Upon completion of this course the student will be able to diagnose and troubleshoot the components of the heavy vehicle steering and suspension system. Also covered are the air suspension and mechanical suspension systems. The student will learn the theory and principles of steering and alignment and perform extensive repair and alignment exercises. Vehicle frame, fifth wheel and wheel and tire maintenance will be covered.

HVT223 Environmental Control Systems
4 Semester credit hours
During this course, students learn to test and service heavy truck and other mobile heating and air conditioning systems. Diesel engine temperature control systems are studied, including cooling system circulation and air operated cooling fans. Students learn the operation, diagnosis, and repair of diesel powered transport refrigeration units and auxiliary power units. Students are taught proper refrigerant handling; EPA certification SECTION 608 and 609 will be available through special testing.

HVT230 Hydraulic Systems
4 Semester credit hours
Students shall learn fundamental principles as well as operating, maintenance and troubleshooting techniques of hydraulic systems. The course explores hydraulic theory, servicing of cylinders, hose fabrication, and schematic reading. Electro-hydraulic system controls will also be covered, as well as torque converters and hydraulic transmissions. Students will use computer simulation software and Lab-Volt training units to build and diagnose hydraulic and electro-hydraulic circuits. Students will diagnose and repair a variety of hydraulic components on commercial on-highway, construction, and agriculture equipment types.

HVT231 Preventive Maintenance
4 Semester credit hours
During this course the student will be instructed in the procedures and learn the requirements for conducting a complete vehicle Preventive Maintenance Inspection (PMI). The student will also be introduced to Fleet Management software. Emphasis will be placed on Commercial Vehicle Safety Alliance and Federal Department of Transportation safety inspection requirements.

HVT244 Heavy Vehicle Electrical and Electronics II
4 semester credit hours
This course will provide information on the electronic systems on diesel powered heavy vehicles. Students will learn the fundamentals of electronic components and computer control. Students will troubleshoot and repair electronically controlled systems using a variety of diagnostic tools. Approximately 50 hours of this course will involve laboratory or shop exercises.

HVT266 Advanced Heavy Vehicle Systems
4 Semester credit hours
During this course, the student will work with electrical diagnosis and electronically controlled diesel fuel injection systems. The course will include an introduction to electronic and computerized engine management components, including sensors, actuators, and engine control units. Students will learn troubleshooting techniques using schematics and service literature. Students will use OEM computer based engine diagnostic software. Special emphasis is placed on modern diesel engine emission control systems, including operation, troubleshooting, diagnosis, and repair.

MWT116 Intro to Maritime Welding Technology
4 Semester credit hours
This course is fundamental to the student in the construction and/or repair of welded structures or vessel. The course will provide an understanding of welding nomenclature, wet work requirements, confined space procedures and industrial safety. Students gain knowledge in welding processes and theory, quality assurance, and the ability to read blueprints and weld symbols.

MWT117 Shielded Metal Arc Welding
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 groove and fillet welds in all positions will be developed through practical hands-on application of learned topics and destructive bend testing. Students will have the opportunity to earn their
AWS D1.1 Structural Welding Code-Steel Tack Welder Qualification.

MWT118 Gas Metal Arc Welding
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, shielding gases, electrode classifications and selection, safety and procedures to produce sound welds on mild steel. The skills necessary to produce quality groove and fillet welds in all positions will be developed through practical hands-on application of learned topics and destructive bend testing.

MWT119 Gas Tungsten Arc Welding
4 Semester credit hours
This course will provide the student with a thorough understanding of Gas Tungsten Arc Welding, proper setup and basic shop level maintenance of equipment, shielding gases, electrode classifications and selection, safety and procedures to produce sound welds on mild steel. The skills necessary to produce quality groove and fillet welds in all positions will be developed through practical hands-on application of learned topics and destructive bend testing.

MWT120 Flux Core Arc Welding
4 Semester credit hours
This course will provide the student with a thorough understanding of Flux Core Arc Welding, proper setup and basic shop level maintenance of equipment, shielding gases, electrode classifications and selection, safety and procedures to produce sound welds on mild steel. The skills necessary to produce quality groove and fillet welds in all positions will be developed through practical hands-on application of learned topics and destructive bend testing.

MWT217 Shielded Metal Arc Welding Structural
4 Semester credit hours
This course develops the skills necessary to produce welds on plate up to 1” thickness. Welds will be performed in all positions to AWS D1.1 Structural Steel Code standards. Ability to diagnose and correct the causes of unacceptable welds will be learned through nondestructive and destructive test methods.

MWT218 Gas Metal Arc/Gas Tungsten Arc Welding, Aluminum
4 Semester credit hours
This course will introduce the student to the intricacies and special skill set required to weld aluminum. AC TIG welds and Spoolgun MIG welds will be performed in all positions on fillet and groove weld joint assemblies. Proper material prep and procedures will be reinforced through nondestructive and destructive test methods.

MWT219 Gas Tungsten Arc/Shielded Metal Arc Welding 2G & 5G Pipe
4 Semester credit hours
This course will provide the student with a thorough understanding of Gas Tungsten Arc and Shielded Metal Arc Welding on open root groove welds on pipe. Students will develop their pipe welding skill set in the 2G and 5G positions using 3” schedule 80 steel pipe. The skills necessary to produce quality GTAW root welds followed by SMAW fill and cover welds will be developed through practical hands-on application of learned topics and destructive bend testing.

MWT220 Shielded Metal Arc Welding, 2G & 5G Pipe
4 Semester credit hours
This course will provide the student with a thorough understanding of Shielded Metal Arc Welding on open root groove welds on pipe. Students will develop their pipe welding skill set in the 2G and 5G positions using 3” schedule 80 steel pipe. The skills necessary to produce quality root, fill and cover welds through proper electrode selection will be developed through practical hands-on application of learned topics and destructive bend testing.

MWT221 Shielded Metal Arc Welding, 6G Pipe
4 Semester credit hours
This course will provide the student with a thorough understanding of Shielded Metal Arc Welding on V-groove welds with backing on pipe. Students will develop their pipe welding skill set while learning to fit and utilize backing rings in the 6G position using 3” schedule 80 steel pipe. Students will have the opportunity to earn their AWS D1.1 Structural Welding Code – 6G Pipe Welder Certification.

MWT222 Advanced Process Projects & Certification
4 semester credit hours
This course will serve to exercise all previously learned skills through hands-on application of Blueprint Reading, Weld Symbol identification, Measurements, Thermal Cutting processes and multiple arc welding processes. Students will demonstrate their understanding and proficiency through multi-process fabrication and welding projects realized from engineered drawings. Students will have the opportunity to earn an AWS D1.1 Structural Welding Code – Steel Certification in FCAW and GTAW processes.

ORN120 Fundamentals of Technology
4 Semester credit hours
Orientation Course 120 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 Industry Business Models**  
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 Business Plan Development**  
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 Marketing Strategies and Customer Relationships**  
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 Managing Growth and Human Resources**  
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 Driver’s 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 to Princess Anne Rd. and stay in left lane. Turn left on Freight Lane, just after railroad tracks. Turn right on to 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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<thead>
<tr>
<th>Description of Services and Materials</th>
<th>Min. Mths. of Instruc.</th>
<th>Sem. Cr. Hr.</th>
<th>1st Semester Tuition</th>
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<td>$80</td>
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Two school uniform shirts with ATI patches, and one pair of safety glasses will be provided to all students at no additional charge. In addition to the tuition and fee costs, the approximate cost of student-supplied tools, safety shoes, and extra uniform shirts is $120-645 for all programs. A basic list of tools is provided in the ATI School Catalog for applicable programs. Cap and Gown charges for commencement are not included in this Enrollment Agreement.

Veterans and Active Duty

Students who are receiving benefits under the Veteran’s Administration or Military Tuition Assistance programs are charged per credit hour. The credit hour charge is the total cost divided by the number of semester credit hours.

OTHER FEES (all students - required)

- Application Fee, one-time non-refundable fee: $50 (waived for vets and active duty)
- Application Fee, one-time non-refundable fee (Tractor Trailer students): $100 (waived for vets and active duty)
- High School, GED or College Transcript Request: Fee Varies
- Textbooks: $0 when required, use of textbooks and electronic textbooks for the time needed to complete your courses is provided at no cost. If you wish to permanently own your textbooks, you may purchase them from ATI bookstore, or any other retailer you choose
- Technology Fee: $240 (or $80/module for those programs scheduled for only a portion of a semester). Includes use of mobile computing devices with damage insurance, learning platforms, technology support, and other technology equipment necessary to complete courses
OTHER FEES (all students - optional)

Change of Shift $50
Course Challenge Fee, per subject area $275 ($200 refunded if credit is not awarded)
Course Repeat $550/credit
Credit Reinstatement Fee $250/credit
Downgrade / Change of Program Fee $75
Driver Portion of Tractor Trailer Driving $250
Re-entry Fee $100
Tool Kit – HVAC/Air conditioning programs $550
Tool Kit – Welding programs $450
Refresher Training processing $50
Transcript Fee, per copy $10 for urgent handling and $5 for normal processing
Welding Fee for Refresher Training $250
Work shoes one pair (less than $100)

¹ As a result of Advanced Technology Institute’s GREEN commitment and to provide the best value in education resources, ATI has implemented textbook recycling and extensive use of electronic textbooks. Arrangements have been made with publishers to access their content at heavily discounted rates and make it available to you at the start of each term. You will have extended access to core course textbooks. A STUDENT MAY OPT OUT AND ACQUIRE TEXTBOOKS ON THEIR OWN. If you prefer to own your textbook, they are available for purchase from the ATI bookstore, or other retailers. Federal regulations require that you be allowed to acquire books and supplies from other sources. Please notify the financial assistance department if you wish to acquire your own textbooks, and your account will be credited $50/semester. You will be responsible for obtaining all required textbooks.

² Most courses have online resources available, and many courses utilize mobile computing devices such as tablets and notebook PCs. If a mobile device is unintentionally damaged and not lost/stolen, it may be repaired one time while enrolled at ATI without additional charge. Additional incidents or loss will incur actual repair or replacement cost. Students will be charged for any resources not returned within two weeks of when a return is required and this fee will be pro-rated for persons scheduled for only a portion of a semester.
### DIPLOMA AND DEGREE PROGRAMS TERM DATES

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### COMMERCIAL DRIVING PROGRAM TERM DATES

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### GRADUATION DATES

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ACADEMIC POLICIES AND PROCEDURES

Replace a portion of the Repeated Courses policy.

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 courses due to course withdraw or failure. A course may not be repeated more than once without approval of the Campus Director of Academic Affairs or designated academic official. Grades achieved in courses that are repeated due to course withdrawal (W, WP) or failure (F, WF) will replace previous withdrawal or failing grades in the CGPA calculation. A pattern of course repetitions could cause a student to fall below the minimum standard for satisfactory academic progress. A student who is approved to repeat a course due to a failing grade (F, WF) must successfully pass the course by the third attempt. After three failed attempts the student will be academically dismissed. When a course is repeated due to a failure, credits accrue only when the student attains a passing grade for that course. Additional tuition charges apply when a student repeats courses. Students who withdraw or earn a failing grade in a course should register for the same course in the subsequent term to improve his/her academic performance.

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.
FINANCIAL AID POLICIES
Revise the ATI Scholarships for Active Duty Military only. All other portions of the policy remain the same.

ATI Scholarships for Active Duty Military

Helping Military Active Duty overcome financial hurdles. Advanced Technology Institute has provided educational opportunities to service members and their families since 1975. We believe that every active duty service member should have the opportunity to pursue the college of their choice. In honor of the men and women who serve in every branch of the United States Armed Forces, Advanced Technology Institute offers the following scholarship for eligible programs of study* with our thanks and gratitude.

ATI Scholarship for Active Duty Service Members

To help relieve the financial challenges associated with pursuing your education, Advanced Technology Institute offers an Active Duty Military Scholarship Program. This scholarship for service members is open to active duty, reservists, National Guardsmen, other service members.

If you are eligible for Tuition Assistance, you may be eligible for Advanced Technology Institute’s Active Duty Military Scholarship. Reservists eligible for TA may also be eligible for the scholarship. The Active Duty Military Scholarships will cover the costs of tuition and Technology Fee remaining after eligible TA has been applied.

Through the program, qualifying service members are provided a scholarship which will effectively reduce tuition to $250.00 per semester credit for undergraduate course work, and $595.00 per semester credit for graduate course work.

*Eligible programs include all Advanced Technology Institute programs.

To Learn More about Active Duty Tuition Assistance see:
Army: https://www.goarmyed.com/
USCG: http://www.navycollege.navy.mil/tuition-assistance/index.htm
Spouses: Click Here https://aiportal.acc.af.mil/mycaa/

ECPI Armed Services Scholarship for Active Duty Service Members and Spouses

The Armed Services Scholarship was designed to help lessen the financial challenges associated with pursuing your undergraduate education. Advanced Technology Institute’s scholarship for armed service members is open to Active Duty, Reservists, National Guardsmen, and other service members, as well as their spouses, who may not be eligible for our Active Duty Scholarship. Qualifying service members or spouses pursuing their undergraduate degree receive a scholarship for $500.00 per semester/$1000.00 per academic year. Available at the Campus (Active Duty Members and their Spouses, undergraduate programs only), ask your admissions advisor for more information.