ata COLLEGE

LEARN WELL. LIVE WELL.

COURSE CATALOG

FORT MYERS CAMPUS

Volume 5: September 2025

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2025-2026 ACADEMIC CALENDAR

QUARTER TERMS*

Term ID	Class Start Date	Class End Date
2025		
Winter	Jan. 6, 2025	Mar. 28, 2025
Spring	Apr. 7, 2025	June 27, 2025
Summer	July 7, 2025	Sep. 26, 2025
Fall	Sep. 29, 2025	Dec. 19, 2025
2026		
Winter	Jan. 5, 2026	Mar. 27, 2026
Spring	Apr. 6, 2026	June 26, 2026
Summer	July 6, 2026	Sep. 25, 2026
Fall	Sep. 28, 2026	Dec. 18, 2026

MODULAR TERMS*

Term ID	Class Start Date	Class End Date
2025		
Winter A	Jan. 6, 2025	Jan. 30, 2025
Winter B	Feb. 3, 2025	Feb. 27, 2025
Winter C	Mar. 3, 2025	Mar. 27, 2025
Spring A	Apr. 7, 2025	May 1, 2025
Spring B	May 5, 2025	May 29, 2025
Spring C	June 2, 2025	June 26, 2025
Summer A	July 7, 2025	Jul. 31, 2025
Summer B	Aug. 4, 2025	Aug. 28, 2025
Summer C	Sep. 2, 2025	Sep. 25, 2025
Fall A	Sep. 29, 2025	Oct. 23, 2025
Fall B	Oct. 27, 2025	Nov. 20, 2025
Fall C	Nov. 24, 2025	Dec. 18, 2025
2026		
Winter A	Jan. 5, 2026	Jan. 29, 2026
Winter B	Feb. 2, 2026	Feb. 26, 2026
Winter C	Mar. 2, 2026	Mar. 26, 2026
Spring A	Apr. 6, 2026	Apr. 30, 2026
Spring B	May 4, 2026	May 28, 2026
Spring C	June 1, 2026	June 25, 2026
Summer A	July 6, 2026	July 30, 2026
Summer B	Aug. 3, 2026	Aug. 27, 2026
Summer C	Aug. 31, 2026	Sep. 24, 2026
Fall A	Sep. 28, 2026	Oct. 22, 2026
Fall B	Oct. 26, 2026	Nov. 19, 2026
Fall C	Nov. 23, 2026	Dec. 17, 2026

HOLIDAYS/BREAKS

2025

January 20, 2025 - Martin Luther King Jr. Day, No Classes
March 29, 2025 - April 6, 2025 - Spring Break, No Classes
May 26, 2025 - Memorial Day, College Closed
June 19, 2025 - Juneteenth Day, College Closed
June 28, 2025 - July 6, 2025 - Summer Break, No Classes
July 4, 2025 - Independence Day, College Closed
September 1, 2025 - Labor Day, College Closed
November 27-28, 2025 - Thanksgiving, College Closed
December 19, 2025 - January 4, 2026 - Winter Break, No Classes
December 24-25, 2025 - Christmas, College Closed

2026

January 19, 2026 - Martin Luther King Jr. Day, No Classes
March 27, 2026 - April 5, 2025 - Spring Break, No Classes
May 25, 2026 - Memorial Day, College Closed
June 19, 2026 - Juneteenth Day, College Closed
June 26, 2026 - July 5, 2026 - Summer Break, No Classes
July 4, 2026 - Independence Day, College Closed
September 7, 2026 - Labor Day, College Closed
November 26-27, 2026 - Thanksgiving, College Closed
December 18, 2026 - January 3, 2027 - Winter Break, No Classes
December 24-25, 2026 - Christmas, College Closed

*All dates are subject to change without notice.

ABOUT ATA COLLEGE

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ABOUT ATA COLLEGE

HISTORY

ATA has its roots in the information technology field having offered programs of study since 1994 in various aspects of computer technology. In the fall of 2003, the decision was made to focus on allied health programming and to seek accreditation for the school. Two-and-one-half years later in the fall of 2005, the school gained accreditation status with the Accrediting Bureau of Health Education Schools (ABHES).

In February 2024, ATA acquired the Ft. Myers, Florida campus of Southern Technical College and was renamed ATA College. ATA continues to offer the same quality programs at this campus.

MISSION

ATA College is committed to providing quality instruction, hands-on training and effective career preparation in a comfortable environment that facilitates the learning experience.

OWNERSHIP

A Technological Advantage, DBA, ATA College and ATA Career Education, is wholly owned by A Technological Advantage, Inc., a Kentucky Corporation
502-371-8330

LICENSURE

ATA College is licensed by the Commission for Independent Education (CIE) Lic.#1829, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the CIE at:

325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
(850) 245-3200

ACCREDITATION

ATA College is accredited by the Accrediting Bureau of Health Education Schools (ABHES) to award associate degrees and diplomas.

Institutional - Non-Main (I-039-04)
Accrediting Bureau of Health Education Schools (ABHES)
6116 Executive Blvd., Suite 730
North Bethesda, MD 20852
(301) 291-7550
www.abhes.org

The Associate Degree in Nursing at the Fort Myers campus is also accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326. 404-975-5000. For more information visit www.acenursing.org.

NOTICE

The school, through appropriate action, reserves the right to change any provision or requirement at any time within the student's term of attendance. ATA reserves the right to change fees, policies, regulations and calendar or to revise programs of study as deemed necessary and desirable. Any such changes would only occur provided they are within the terms and conditions of the enrollment agreement between ATA and the student. Additionally, no undue hardship or disruption to the program of study would be placed upon the student. ATA will inform students of any administrative changes. ATA also reserves the right to delay and/or cancel a program start when the number of students scheduled to start is too small economically to start the class. A student may elect to accept the new start date or have all monies refunded, if applicable. ATA offers equal opportunity without distinction or discrimination on the basis of race, color, gender, religion, age, marital status, national origin, sexual orientation or disability in any of its activities or employment practices.

STAFF

The staff of ATA is a small team of dedicated professionals who, together, have over two decades of professional and managerial experience in delivering education to adult learners. The principal staff members and faculty for all locations are:

BOARD OF DIRECTORS

Brent L. Mills, President & CEO, Board Chair
10200 Linn Station Road, Suite 125
Louisville, KY 40223

Sutton Mills, Vice Chair
10200 Linn Station Road, Suite 125
Louisville, KY 40223

Brett Weber, Vice President & COO, Corporate Secretary
10200 Linn Station Road, Suite 125
Louisville, KY 40223

CORPORATE DIRECTORS

Brent L. Mills..... President & CEO, Board Chair
Brett Weber..... Vice President
Chad Bertelkamp ..... Vice President of Financial Aid
Kyle Riggs..... Vice President of Marketing & Admissions
Jeremy Wright ..... Chief Financial Officer
Ellie Mikel. .....Chief Operations Officer

Fort Myers Administrative and Support Staff

Mark Gutmann ..... Executive Director
Jessica Schmitt..... Director of Admissions
Kimberly Ames..... Director of Education
Angela Fleming.....Director of Distance Education
Neesha Nicklaus ..... Director of Nursing
Andrea Niles ..... Director of Financial Aid
Cassandra Sanchez ..... Director of Career Services
Fernando Torres ..... Safety Officer
Quillan Toler ..... Career Services Advisor
Clarissa Chun ..... Student Services Coordinator
Elisse Amstutz ..... Librarian
Nina Yutong Zhang..... Registrar
Emilee Devine..... Nursing Program Manager
Rachel Kimmons Olson..... Surgical Technician Program Manager
Sarah Hilton..... Medical Assisting Program Manager
Kim Booth..... Electrical Technology Lead
Christie Stringfellow ..... Veterinary Assisting Lead

FACULTY

A complete faculty listing is included in Addendum A.

ABOUT ATA COLLEGE

LOCATION

ATA College
Fort Myers (Non-Main)
1685 Medical Lane
Ft. Myers, Florida 33907
(239) 939-4766
www.ata.edu

FACILITY

The campus includes a large conference room, four computer labs, electrical labs, medical and nursing labs, surgical technician lab, veterinary assisting labs, and a Learning Resource Center. Public transportation is readily available. ATA Ft. Myers is located at 1685 Medical Lane, Ft. Myers, Florida, 33907. The telephone number for the campus is (239) 939-4766.

MAXIMUM NUMBER OF STUDENTS IN CLASS

The maximum number of students in a typical classroom or laboratory setting at ATA is 20. The maximum student to faculty ratio for lab classes is 10:1, for the Surgical Technician degree program.

ADMISSIONS POLICIES

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ADMISSIONS POLICIES

ADMISSION PHILOSOPHY

The Office of Admission supports the mission of ATA College. Consistent with the school's mission of providing quality instruction, hands on training and effective career preparation, the Office of Admission seeks to enroll and retain an academically talented student body who show promise of success in school and who enrich the learning community and represent the diverse society they serve.

ADMISSIONS CRITERIA

To be admitted to ATA College, a prospective student must complete an interview with an ATA College Admissions Representative and submit a completed enrollment agreement. All applicants must have proof of standard high school graduation or completion of a General Equivalency Diploma (GED). Only students who possess a standard high school diploma or have completed equivalent coursework as certified by the applicable state department of education shall be eligible for admission to ATA College. Proof of high school graduation must be provided prior to the student's first day of attendance. The following documents are valid proof of graduation:

- copy of high school diploma or GED certificate;
- official or unofficial high school or GED transcripts;
- signed affidavit of successful home school completion and copy of home school transcript;
- letter from Board of Education stating student graduated (for home school students);
- official academic transcript that indicates the student successfully completed at least an associate degree program at an accredited institution;
- signed letter from the high school on school letterhead or a letter from the state records office including the graduation date and the type of diploma granted or credential earned;
- copy of form DD 214 (Certificate of Release or Discharge from Active Duty) indicating high school completion;
- high school credentials from foreign institutions must be translated and evaluated by a third-party agency.

All applicants to ATA College must authorize ATA to perform a background check. Background checks include, but are not limited to: criminal record check, social security number validation, and sex offender registry check. All information collected in the background check is considered in the selective admission process. Applicants with felony convictions will not be accepted to ATA College. Additionally, ATA may decline admission to applicants who, in ATA's sole opinion, may have difficulty finding employment in their field of application as a result of issues disclosed on their background check. ATA may deny admission to an otherwise qualified candidate.

GENERAL ENTRANCE REQUIREMENTS

Applicants who seek to enroll at ATA College must:

- Complete the application/enrollment agreement.
- Provide proof of high school graduation or equivalent.
- Meet with an Admissions Representative.
- Complete the necessary entrance test for the program of study.
- Meet programmatic entry requirements.
- International students are required to take the TOEFL exam to demonstrate English proficiency. The Registrar will evaluate for a passing score.
- Applicants under the age of 17 are not eligible for enrollment.

REGISTRATION/ORIENTATION

Registration is ongoing and orientation for new students is conducted the week before each class start. Please contact the Registrar for class start schedules and dates.

PROGRAMMATIC ENTRY REQUIREMENTS:

Associate Degree Programs:

In addition to the general admission requirements criteria described above, applicants seeking admission into the Associate in

Science and Associate of Applied Science degree programs for Nursing and Surgical Technician (ST) programs must also meet the following admissions requirements:

Nursing

- Interview with the Director of Nursing and/or the Nursing Program Manager.
- Score a minimum of a composite 80 on the English section and a minimum of 78 on the Math section of the Health Education Systems Incorporated (HESI) content exams.
- Current physical examination performed (within a year) by an MD, DO or ARNP.
- Proof of immunity via documentation of immunization or titers for the following:
  - Hepatitis B series
  - MMR (Measles, Mumps and Rubella)
  - VZV (Varicella) vaccine
  - Negative PPD skin test within the last 6 months (2-step PPD or single step PPD as part of an annual series) or a negative chest x-ray
- A tetanus (Td) booster within the last ten years.
- Results of a Level II criminal background check are required before acceptance. Please also refer to the Level II Background Check Procedure in the Nursing Handbook.
- Students re-entering into the Nursing program will be required to complete another background investigation, drug test, and titer test if it has been longer than 12 months since their original background/testing date.

HESI ENTRANCE EXAM

The exams have four sections, each of which has a recommended maximum time limit:

- Math: 55-item exam. Recommended Time: 75 minutes.
- Reading Comprehension: 55-item exam. Recommended Time: 60 - 70 minutes.
- Vocabulary and General Knowledge: 55-item exam. Recommended Time: 50 – 60 minutes.
- Grammar: 55-item exam. Recommended Time: 50 – 60 minutes.

If an applicant does not successfully meet the requirements for the minimum required scores for entry into the College, he or she may re-take the exam.

- The second attempt (first re-take) must be taken within 15 days of the first attempt and after completing two hours of documented remediation.
- The third attempt (Math only second re-take) must be taken within 30 days of taking the first attempt and after completing four hours of documented remediation in Math. This may only be taken if the prospect achieves the minimum composite score on the English section. HESI scores are acceptable for up to one year from test date.

NOTE: Applicants may bypass the Math and/or English section(s) of the HESI, if the applicant has successfully completed College Algebra and/or English Composition I with a grade of “C” or better within the last five (5) years. The five (5) years is calculated from the day the course was completed as shown on the applicant’s college transcript to the start date of nursing program.

Surgical Technician

- Score of 250 or above on the Verbal (English) portion of the Wonderlic Basic Skills Assessment.
- Results of a Level II criminal background check are required before acceptance.

WONDERLIC ENTRANCE EXAM

- If an applicant does not successfully meet the requirements for the minimum required scores for entry into the College, he or she may re-take the Wonderlic Assessment.
- The second attempt (first re-take) may be taken after a minimum of 2 hours of tutoring has been completed and documented.
- The third attempt (second re-take) may be taken after an additional 4 hours of tutoring has been completed and documented.
- The fourth attempt (third re-take) may be taken after 12 months have passed since the third attempt.

ADMISSIONS POLICIES

ADVANCED STANDING

A student's time to complete the program of study may be shortened through transfer of credit, credit from standardized placement assessment, or challenge examinations. The maximum amount for a degree program of advanced standing credit cannot exceed 50% of the total program length, for credits earned at an outside institution. Academic credit that is awarded through one of these methods is not calculated in the student's cumulative grade point average (CGPA) but is factored into the determination of the maximum time in which a program must be completed as published in the section entitled Satisfactory Academic Progress. Advanced standing through transfer credit, credit from standardized placement assessment or challenge examinations does not apply to students pursuing a diploma program.

Transfer of Credit into the College

ATA College evaluates credits for transfer from nationally or regionally accredited colleges, universities, technical or business schools, recognized by the U.S. Department of Education. Official transcripts from all colleges attended must be received no later than thirty (30) days after the start of the student's first term at ATA to receive transfer credit. The College will accept no more than 50% of transfer credits earned at an outside institution into a given degree program. Any such courses which are accepted for transfer will be included in the credits attempted and the credits earned. Transfer credits are not included when calculating the CGPA. Advanced standing through transfer credit does not apply to students pursuing a diploma program.

Criteria for acceptance for transfer of credit are as follows:

- The courses for transfer are similar in objectives and content to those offered by ATA.
- The courses for transfer can be applied toward graduation requirements.
- The letter grade (or equivalent) in the course for transfer is a "C" or better (provided the "C" grade is defined as average or better).
- Core skill or technical courses may be accepted if those credits have been taken within the last than 5 years prior to enrollment date.
- General Education courses may be accepted if those credits were earned no more than 10 years prior to the enrollment date.
- If the student has earned a degree at another institution, the Director of Education may make a determination to award general education credit that was earned more than 10 years prior.
- Credits transferred from institutions operating on quarters of ten (10) to twelve (12) weeks are accepted as direct equivalent credits. Semester credits are multiplied by one and one-half to convert them into quarter credits. Fractional portions of credits are rounded on a course-to-course basis.

The decision of the Director of Education is final on questions of transfer credits. No official evaluation of transfer of credit is made until the student has been accepted by the College, and an official transcript from the institution awarding the credits is received by the Registrar and approved by the Director of Education.

Financial aid awards, if applicable, will be affected by such transfer of credit. The student should arrange a meeting with the Financial Aid Department to discuss their requirements.

College transcripts from foreign institutions must be translated and evaluated by an agency recognized by the Ameri- can Association of Collegiate Registrars and Admissions Officers (AACRAO), National Association of Credential Evaluation Services, Inc. (www.naces. org), or Association of International Credential Evaluators (AICE). The appropriate academic department personnel will perform the evaluation of credits.

Standardized Placement Assessment and Challenge Exams

Students may achieve advanced standing in a degree program through credit by examination. This may be accomplished in one of two methods: institutional challenge examinations or third-party testing.

The College awards credit for the successful completion of College Level Examination Program (CLEP) or the Defense Activity for Nontraditional Education Support (DANTES) subject testing, as well as for other professional certification examinations that are recognized by the American Council of Education. Official test scores must be sent to the Registrar prior to enrollment in the course.

Students enrolled in a degree program may request to take a challenge examination for several selected courses in their program of study. Students must pay a fee of $100 for each challenge examination. The fee must be paid prior to taking the examination and is non-refundable. The examination must be requested no less than five (5) days prior to the first day of the corresponding course and must be approved and scheduled by the Director of Education. Challenge examinations may only be taken once and may not be requested after a course has been attempted. A mini- mum grade of "C" must be earned to successfully complete a challenge exam. If an exam is successfully completed, tuition is not charged for that course. The grade reflected on the transcript from a successful challenge examination shall be recorded as a "CX" grade for the class.

If the exam is not successfully completed, the student must take the course and pay the tuition associated therewith. The sum of credits obtained by challenge examinations and transfer credit earned at an outside institution may not exceed 50% of the degree program course requirements. Students pursuing a diploma program are not eligible to challenge ATA courses via examinations or third-party testing.

TERMINAL DEGREE

In designing its programs, the College attempts to provide its students with a solid foundation of coursework to prepare them for entry into a career field. The College does not design its programs to facilitate transfer to other institutions but rather to facilitate the employment of its graduates. As such, all programs offered by the College are intended to be terminal in nature. Individuals who intend to further their education elsewhere may do so at their own risk and assume all responsibility for consequences that may arise as it pertains to the transfer of their academic credit or admission into another institution.

TRANSFER OF CREDIT TO OTHER SCHOOLS

No representation is made concerning the transferability of credits earned at ATA to any other institution. Acceptance of transfer credits is at the sole discretion of the receiving institution. It is a student's responsibility to confirm whether another institution accepts ATA credits.

LICENSING AND CERTIFICATION

Many occupations require individuals to be licensed, registered, and/or certified to work in the field. Students and graduates may be eligible to sit for certain state licensure or registration exams and/or national certifications following completion of their program of study. Program completion does not guarantee eligibility or a passing score on any certification, licensure, or registration examination, nor does it guarantee employment. The actual requirements for employment vary from state to state and the requirements of licensure/ registration and certification examinations are dictated by agencies outside the College. These requirements may change during a student's enrollment.

Individuals are encouraged to research the requirements of the state in which they reside or intend to seek employment prior to enrolling into the College. ATA College does not promise, guarantee, or imply that graduation from the College's programs will satisfy specific state licensure or registration requirements and/or guarantee students will pass these examinations. The College prepares graduates to obtain entry-level employment in the State of Florida.

BACKGROUND CHECKS AND DRUG TESTING

The State of Florida, regulatory or certification agencies, or employers may require a criminal background check and/ or a drug test before a student can be placed into an externship, employment, or before taking professional licensing, certification or registration examinations. Students may be denied licensure, certification or registration based on criminal history or drug use, even if the examination is taken and successfully completed. Individuals are encouraged to research the requirements of the state in which they reside or intend to seek employment, as well as research eligibility requirements for certification, licensure, and registration exams. Admission to the College's programs and/or successful completion of the programs do not ensure eligibility for future employment. Employers may deny employment to a graduate with a criminal history prior to, during or after enrollment at the College.

Medical Assisting:

Prior to commencing the externship courses, students may be required to provide results of any of the following:

- Proof of current immunization
- Current physical examination performed by an MD, DO or ARNP
- Proof of personal health insurance
- Clear background check
- A negative urinary drug screen indicating a 10-panel drug screen
- Proof of immunity via documentation of immunization or titers for the following:
  - Hepatitis B series
  - MMR (Measles, Mumps and Rubella)
  - VZV (Varicella) vaccine
  - Negative PPD skin test within the last 6 months (2-step PPD or single step PPD as part of an annual series) or negative chest x-ray
- A tetanus (Td) booster within the last ten years
- Basic Life Support for Health Care Providers (BLS) certification

Nursing:

Prior to commencing the first clinical course, students may be required to provide results of any of the following:

- A negative urinary drug screen indicating a 10-panel drug screen
- Results of a criminal background check
- Basic Life Support for Health Care Providers (BLS) certification

Surgical Technician:

Prior to commencing the externship courses, students may be required to provide results of any of the following:

- A negative urinary drug screen indicating a 10-panel drug screen
- Clear background check
- Proof of current immunization
- Proof of personal health insurance
- Proof of immunity via documentation of immunization or titers for the following:
  - Hepatitis B series
  - MMR (Measles, Mumps and Rubella)
  - VZV (Varicella) vaccine
  - Negative PPD skin test within the last 6 months (2-step PPD or single step PPD as part of an annual series) or negative chest x-ray
- A tetanus (Td) booster within the last ten years
- Basic Life Support for Health Care Providers (BLS) certification

DROP/ADD PERIOD

The first week of a twelve (12) week quarter or payment period, ending on Sunday of the first week, is drop/add period for all students. Students may officially withdraw from class during drop/add period without punitive grades or financial obligations for the classes dropped. Schedule changes other than as described above may incur both financial and academic penalties. A student who stops attending a course after the drop/add period will receive a “W.” A student who stops attending a course after the mid-term, and is failing such course, will receive a grade of “WF.”

COURSE CANCELLATIONS

ATA College reserves the right to cancel any course for which there is insufficient enrollment. All tuition and fees related to the course will be returned to the student if there is a cancellation.

ADMISSIONS POLICIES

RE-ENTRY STUDENTS

A student who withdraws or is terminated from the College may, in most cases, apply for re-admission as a re-entry. Students will be permitted to re-enter twice with the approval of the Director of Education. If a student attempts to re-enter a third time, an approval of the designated main office official will be required. Any student who is applying for re-admission must complete the entire application process. Re-entering students are required to sign a new enrollment agreement, and both their financial aid and satisfactory academic progress statuses will be reviewed and considered as part of the approval or denial process of the re-entry application. In addition, the student will be asked to satisfy all financial obligations from the previous enrollment periods to be considered for re-admission. A student that re-enters the College after 90 days from their last day of attendance will be re-enrolled as a new student through the Admissions department. All fees and adjustments are allocated on the enrollment agreement. Students who were dismissed from the College because of Code of Conduct violations may not be eligible for re-admission.

For programs with admissions tests (NUR and ST):
If an applicant passes the admissions test and becomes an active student in his/her program, the admissions test does not need to be retaken if the student drops and wishes to reenter into the same program at a later date. In the event that Admissions test standards change, the reentering student must meet the new standard regardless of how long he/ she has been out.

All students currently enrolled on a Southern Technical College enrollment agreement will be permitted to continue their program without interruption. However, if the student drops or is withdrawn from the program and chooses to re-enter ATA to complete their program, the student will re-enter on an ATA enrollment agreement and be held to the rules and regulations provided in this catalog.

ADMISSIONS PROCEDURES FOR STUDENTS WITH DISABILITIES OR SPECIAL NEEDS

In accordance with the Americans with Disabilities Act (ADA) the College has made appropriate accommodations such as designated parking facilities, ramped entrances, and accessible water fountains and restrooms.

Pursuant to the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504), the satisfy all financial obligations from the previous enrollment periods to be considered for re-admission. A student that re-enters the College after 90 days from their last day of attendance will be re-enrolled as a new student through the College provides equal opportunity for qualified persons with disabilities. As appropriate, the College will make reasonable accommodations to offer persons with disabilities the opportunity to participate fully in its programs, activities and services.

A reasonable accommodation is defined as an adjustment that allows a student with a disability to participate fully in the College educational experience.

It is the responsibility of the student to inform the College of any disability or special needs that might affect the student's academic progress and require a reasonable accommodation. All requests for accommodation must be made in writing to the Director of Education using the Accommodation Request Form. The Accommodation Request Form may be obtained from the Director of Education.

STUDENT'S PHYSICAL LOCATION

The address provided by the student on the enrollment agreement is the basis for initially determining a student's physical location. A student must notify the Student Services office immediately of any change to their physical location. A change to a student's physical location may impact a student's ability to complete a program or gain employment in the field, including eligibility for credentialing requirements for employment.

ACADEMIC POLICIES

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ACADEMIC POLICIES

CONCURRENT ENROLLMENT

Students attending ATA College may not be concurrently enrolled at another college or university.

FULL-TIME AND PART-TIME STATUS

For purposes of tuition billing and financial aid eligibility, full-time status is determined each quarter and is defined as 12 or more quarter credits per term. Students carrying at least nine (9) and less than 12 quarter credits are considered three-quarter time, and those who carry at least six (6) and less than nine (9) quarter credits are considered halftime. Students carrying less than six (6) quarter credits are considered less than half-time. A quarter term is defined as 12 weeks of instruction. A mini-term is defined as 6 weeks of instruction.

ACADEMIC RECORDS

The Office of the Registrar maintains a permanent academic record for all students. Students requiring an official transcript may submit a transcript request form to the Registrar with payment as per the Tuition and Fees Supplement. Each student is entitled to one official copy of his/her official transcript and a diploma upon graduation. Students must be cur- rent with all financial obligations to the College in order to receive an official transcript and their diploma.

Transcripts will only be released to a student or graduate of the College unless a surrogate (another designated person) is identified on a student's FERPA form. All requests for official transcripts to be sent to a third party must include the mailing address of the intended recipient. FERPA Waiver Forms may be retrieved from the Office of the Registrar.

Students requiring enrollment verifications should submit the necessary form(s) to the Office of the Registrar for completion.

CONSUMER INFORMATION AND OTHER DISCLOSURES

Detailed information regarding ATA College and its consumer information is located at https://www.ata.edu/disclosures/. On the College's Consumer Information webpage, individuals will have the opportunity to review ADA Guidelines; view Campus Safety and Security (CSS) Surveys as well as visit the CSS website, https://ope.ed.gov/campussafety/#/institution/ search; review Gainful Employment Program Disclosures; inquire about individual Title IV loans and/or grant data via the National Student Loan Data System (NSLDS); explore ways to pay for tuition with the Net Price Calculator; view current Student Achievement Data per campus.

ATTENDANCE POLICY

ATA College is an attendance taking institution. Students are expected to attend each class session unless prevented by illness or other unavoidable circumstances. Attendance is taken for each class session. Attendance, timeliness, class participation, in class assignments, and other assigned activities by the instructor count as 15% of the total grade. In Nursing courses, attendance, timeliness, class participation, in class assignments, and other assigned activities by the instructor may count for less than 15% of the total grade.

Any student who does not attend classes for fourteen (14) consecutive calendar days may be removed from enrollment. Students who are removed from enrollment within the first half of the course will earn a W on their transcript. A student who is removed from enrollment for the term for failure to attend classes for fourteen (14) consecutive days may be permitted to apply for re-entry in the subsequent term, provided that the student is in good academic standing. Students removed from enrollment who seek re-entry in a subsequent term will be required to follow all re-entry guidelines.

Absences

Accrued absences will count from the first scheduled day of classes each term. Attendance for scheduled examinations is required. An absence for an examination may result in a grade of F for the examination unless prior arrangements are made with the instructor. Absences for a scheduled clinical or lab session may result in a grade of F for the session unless prior arrangements are made with the instructor.

Make-up Work

Students may be permitted to make up work for absences. Any make up work must be comparable to the content, time, and delivery of the class session missed. All make-up work must be completed by the last day of the term and must be approved by the instructor. Make-up work can be applied to the student's grade but does not factor as make-up time for absences.

COURSE NUMBERING SYSTEM

ATA College course numbers consist of a three-letter alpha prefix followed by a three-digit course number. The three- letter alpha prefix identifies the academic discipline (see Course Descriptions). Lower-level courses are designated by 100 and 200 course numbers. Prerequisite(s) for any course may be waived with the written permission of the Director of Education or his/her designee and the designated main office official. Course substitution requests must be ap- proved by the Director of Education or his/ her designee and the designated main office official.

GRADING SYSTEM

Numeric values called "Quality Points" are assigned to course grades in the following manner:

GRADE	Percentage	Credits Earned	Credits Attempted	Quality Points	CGPA	SAP
A - Superior	90-100	Y	Y	4	Y	Y
B - Above Average	80-89	Y	Y	3	Y	Y
C - Average	70-79	Y	Y	2	Y	Y
D - Below Average	60-69	Y	Y	1	Y	Y
F - Failure	Below 60	N	Y	0	Y	Y
I - Incomplete		N	Y	0	N	Y
P - Pass	60-100	Y	Y		N	Y
T - Transfer Credit		Y	Y		N	Y
W - Withdraw		N	Y		N	Y
WF - Withdraw Fail		N	Y	0	Y	Y
CE - Continuing Externship		N	Y		N	Y
CV - LOA COVID		N	N		N	N
CX - Challenge Exam/ Third Party Testing		Y	Y		N	Y
NC - Not Calculated		N	N		N	N

Nursing Program Grading System

The Nursing program follows a modified college grading system for its core courses with a NUR prefix.

Theory Courses	Skills Lab and Clinical Lab Courses
A = 90-100	Pass (P) = 100 - 80
B = 80-89	Fail (F) = below 80
F = below 80	

Surgical Technician AAS Program Grading System

The Surgical Technician AAS program follows a modified college grading system. A minimum of grade of a C (70%) must be earned in each course (includes SRT and STS prefix, and all general education courses) to advance to the next course in the sequence.

GRADE	Standard Numeric	Quality Points
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
F	Below 70	0.0

Grading Definitions

CE - Continuing Externship - the student has partially completed the required numbers of externship/practicum hours and has received a satisfactory evaluation from the site. A "CE" not completed within the specified timeframe may convert to an "F" grade in the course. The final grade/credits attempted will be included in the maximum time frame for program completion.

CX - Challenge Exam Credit/Third Party Testing – the student met the expectations of the course. A "CX" grade is not calculated into the CGPA but is considered in the determination of Satisfactory Academic Progress.

F - Failure - the student was unable to satisfy the minimum expectations of the course. When the course is retaken, the new grade replaces the "F" and the cumulative grade point average (CGPA) will be adjusted accordingly.

I - Incomplete - work is past due or outstanding. An "I" or incomplete grade is given when a student has not completed the work necessary for one of the above grades. Any "I" not completed within the specified timeframe converts to the grade earned in the course. The final grade/credits attempted will be included in the maximum time frame for program completion.

NC - Not Calculated – no credit awarded and not calculated in to the CGPA or Standards or Satisfactory Academic Progress.

P - Pass - the student met the minimum expectations of the course. A "P" grade is not calculated into the CGPA but is considered in the determination of satisfactory academic progress (SAP).

T - Transfer credit is not calculated into the CGPA but is considered in the determination of satisfactory academic progress.

W - Withdrawal - indicates that the student withdrew from the course. A student who stops attending a course will receive a "W." A "W" grade is not calculated into the CGPA but is considered in the determination of SAP. Students may not withdraw from a course after the drop/add period without financial penalty.

WF - Withdraw Fail - indicates that the student withdrew from the institution after the midpoint of the term. A student who stops attending a course after the mid-term, and is failing such course, will receive a grade of "WF" and the grade is calculated into the CGPA and is considered in the determination of satisfactory academic progress (SAP).

When the course is retaken, the new grade will replace the "WF" and the CGPA will be adjusted accordingly. Students may not withdraw from a course after the drop/add period without financial penalty.

Cumulative Grade Point Average

The cumulative grade point average (CGPA) is a weighted average of quality grade points earned. To compute the CGPA, each grade is assigned an appropriate number of quality grade points. Grade points are then multiplied by credits attempted to create quality grade points. The CGPA is then calculated as the total number of credits attempted divided into the total of all quality grade points earned. "T," "CX," "NC," "W," "P," "I," and "CE" grades are not included in the computation. Credits for all courses attempted are counted when computing the CGPA except for when a student re-takes a course, only the highest grade earned in that course is used to compute the CGPA. Only passing grades count toward program completion requirements.

Unit of Credit - Award of Academic Credit

ATA College operates on a quarter credit system. Credits are calculated on the following basis: 10 lecture hours = 1 credit; 20 lab hours = 1 credit; 30 clinical hours = 1 credit. All students are required to complete out of class work. Requirements for out of class work are outlined in the course syllabi.

Course Repetitions

A student may repeat any course in which a grade has been earned. Financial aid may be available for a course repeat when a passing grade has been earned in a course, but it is not guaranteed. Credits for all courses attempted are counted when computing satisfactory academic progress. Both grades shall remain on the student's academic record, but only the highest grade earned is used in the calculation of the CGPA. It is not recommended to repeat courses where a grade of "C" or better has been earned. Additional policies apply to students who wish to repeat the same course more than once. See the Director of Education for guidelines.

SATISFACTORY ACADEMIC PROGRESS

All students must meet the following minimum standards of satisfactory academic progress (SAP) with regard to achievement and successful course completion while enrolled at ATA College.

Maximum Time Frame

The College's standard academic year for credit hour students is defined as 36 quarter credit hours. The maximum time frame (MTF) is defined as 150% of the normal program length in credit/clock hours in which the educational objective must be successfully completed. Program length is defined as the number of credit/clock hours required to complete a program. To calculate the course completion percentage, divide the number of cumulative hours success- fully completed by the number of cumulative hours attempted/attended. If the student has not satisfactorily completed the program at the 150% checkpoint, the student may be terminated and may lose any further Federal Student Aid (FSA) eligibility for that program. The student must request in writing to remain enrolled to complete the program.

The maximum credits that may be attempted to complete each academic program are as follows:

Program	Quarter Credit/Clock Hour Graduation Requirement	Maximum Time Frame
Medical Assisting - AS	96	144
Nursing - AS	108	162
Surgical Technician - AAS	96	144
Electrical Technology - D	49.5/600	74.25
Medical Assisting - D	51/720	76.5
Veterinary Assisting - D	52.5/720	78.75

Evaluation Points

SAP will be monitored at the end of each term/payment period. At the end of each term/payment period, students will be evaluated for the minimum CGPA and the rate of progress according to the standards defined in this catalog.

Minimum CGPA Achievement

Each student must achieve the following minimum grade point averages based upon the number of credits attempted at the time of the evaluation to remain as a regular student:

Degree Students

Credits Attempted	Minimum CGPA
0 - 23.9	1.00
24 - 47.9	1.25
48 - 71.9	1.50
72 - 89.9	1.75
90 and up	2.00

Diploma Students

Credits Attempted	Minimum CGPA
0 - 23.9	1.25
24 - 42.9	1.75
43 and up	2.00

Successful Rate of Completion

Each student must meet minimum successful rate of completion at the evaluation periods specified above to remain as a regular student. The minimum acceptable completion rates are as follows:

Degree Students

Credits Attempted	Minimum Completion Rate
0 - 23.9	30%
24 - 47.9	45%
48 - 71.9	60%
72 - 89.9	67%
90 and up	67%

Diploma Students

Credits Attempted	Minimum Completion Rate
0 - 23.9	30%
24 - 42.9	60%
43 and up	67%

Impact of Grades on Satisfactory Academic Progress

Impact of Grades on Satisfactory Academic Progress is addressed in the section above, grading system.

Impact of Course Repeats on Satisfactory Academic Progress

Credits for all courses attempted are counted when computing satisfactory academic progress. Both grades shall re- main on the student's academic record, but only the highest grade earned is used in the calculation of the CGPA. It is not recommended to repeat courses where a grade of "C" or better has been earned.

FAILURE TO MEET SAP

Warning

A student's progress is evaluated each quarter using the "Minimum Standards of Satisfactory Progress" in the catalog. Students who fail to earn the required cumulative grade point averages and/or earn the required number of credit hours will be placed on warning status. A student on warning status may receive financial aid for one term/payment period despite the determination the student is not maintaining SAP. No appeal is necessary. At the end of the probationary quarter the student's cumulative grade point average and credits earned are again reviewed. If the student's average and credits earned equal or exceed the minimum, the student is removed from warning. If the student's average and credits earned are below the required minimum SAP, the student will be deemed not making satisfactory academic progress, and the student will be academically dismissed.

Dismissal

Students who have not achieved SAP during their warning status period are dismissed and notified of dismissal in writing. Students who have been dismissed may file an appeal as outlined in the SAP Appeal Process. If the appeal is approved, an academic plan will be put in place and the student will be placed on probation status until the student is able to meet SAP standards according to the timeline indicated by the student's academic plan. A student on probation status is eligible to receive financial aid.

SAP Appeal Process

Students who have not achieved SAP during their warning status period are dismissed in writing. Students who wish to reestablish FSA eligibility may file an appeal. If the appeal is approved, an academic plan will be put in place, and the student will be placed on probation status until the student is able to meet SAP standards according to the timeline indicated by the student's academic plan. A student on probation status is eligible to receive financial aid.

A student who wishes to appeal must be able to provide documentation of extenuating circumstances which led to the failure of maintaining satisfactory academic progress. Extenuating circumstances may include injury or illness, the death of a relative, or other special circumstances. The student must submit a written appeal, including this documentation, to the Director of Education prior to the first day of the term in which the student wants to return. This appeal must include details as to why the student failed and what has changed in the student's situation that will allow him or her to meet SAP at the next evaluation point.

The Director of Education and the Executive Director will conduct the review of the appeal before it is submitted to the designated main office staff for final approval or denial. Should the appeal be granted by the main office, the student will regain FSA Eligibility and must meet the requirements as specified in the academic plan. If the student fails to meet the terms of the academic plan at any time, the student will be dismissed. Any decision resulting from the review of an appeal is final and may not be further appealed. The result of the appeal (approved or denied) will be provided no later than the end

of the first week of the start of the applicable payment period to the student in writing. A student may be granted more than one probation period.

When the College grants a student's appeal for extenuating circumstances, it is not eliminating or disregarding any grades or credits attempted in the calculation of a student's SAP standing. The student's credits attempted, CGPA, and SAP standing will remain the same. When an appeal is granted, the College is acknowledging the extenuating circumstances identified in the appeal, which allows the student to continue to receive FSA provided the student remains in compliance with the plan.

Probation

If a student is granted an appeal, the student will be placed on probation status until he or she is able to meet SAP standards as outlined in the student's academic plan. A student on probation status is eligible to receive FSA. Failure to comply with the academic plan will result in the student's dismissal from the College.

Academic Plan

Once a student is placed on probation, an academic plan will be put into place. The academic plan will serve as a student guide toward meeting SAP within a specified time frame. The plan is designed by the Director of Education and communicated to the student in writing. The plan will be evaluated and refined, regularly, as internal and external developments warrant. While on an academic plan, the student is required to attend academic advising sessions. An academic plan may span multiple quarters, as long as the student can meet SAP and graduate within maximum time frame (MTF), and the student stays in compliance with the terms of the academic plan.

Extended Enrollment Status

Students not achieving the minimum standards of satisfactory academic progress or who fail to meet the minimum standards at the end of the probationary period will be terminated from the College. Students may continue their studies on an extended enrollment status to attempt to earn eligibility for reentry. Students on an extended enrollment status will be charged the appropriate tuition and fees and will not be eligible for any Title IV financial aid. While on this extended enrollment status, students must attempt to correct their academic deficiencies. The extended enrollment status must be completed within the required maximum time frame. The conditions for extended enrollment status will be agreed upon in writing by the student and the academic department. The designated main office official reviews and approves requests for extended enrollment.

NURSING PROGRAM ACADEMIC PROGRESSION REQUIREMENTS

The Nursing program is a rigorous program with high academic standards. Students in the program must meet all institutional satisfactory academic progress requirements, as outlined in the college catalog. In addition to the institutional requirements, students in the Nursing program must also meet the following academic standards:

All nursing courses designated by the NUR prefix must be taken in sequence. In rare instances, a prerequisite waiver may be granted by the instructor, the Director of Nursing and the Director of Education.

A passing grade must be earned in each course to advance to the next course in the sequence. A passing grade in all NUR prefixed courses is 80%.

In addition to all institutional Satisfactory Academic Progress (SAP) policies stated in the catalog, nursing students must comply with the following program specific academic progression requirements for completion.

- A minimum of a B (80%) is required to pass all courses with a NUR prefix.
- A minimum of a C (70%) is required to pass BSC109 Anatomy and Physiology I, BSC111 Anatomy and Physiology II, HUN120 Nutrition and MCB102 Microbiology with Lab courses.
- A minimum of a C (70%) is required to pass all general education courses.
- A student is allowed one F or WF grade in NUR prefixed courses and nursing core courses. A student who fails or is assigned a WF in a second NUR prefixed course and/or nursing core course, or who fails or receives a WF a second time in the same NUR prefixed course and/or nursing core course will be dropped from the program.
  - An exception to this is the NUR 280 Seminar for Beginning Nursing Practice course. A student may be allowed a second attempt at this course even if the student has failed or been assigned a WF in another NUR prefixed course.
  - Students who fail the NUR 280 course a second time as a result of not achieving the required score on the predictor exam may be allowed a third attempt for the course. The student must submit an appeal to the Director of Nursing detailing the circumstances that contributed to the failure, and outlining a plan of action to ensure success in the third attempt. The appeal must be approved by both the Executive Director and Main Office Designee.
- In extenuating circumstances, a student who is dismissed for a reason listed above may submit an appeal for re-admittance into the program in the subsequent quarter. The appeal must be submitted and approved prior to the start date of the subsequent quarter. It must include a thorough explanation, with supporting documentation when applicable, of what caused the academic deficiencies and what remedies have been put into place to address the deficiencies. The appeal must be approved by both the Director of Nursing (DON) and the Executive Director. Appeals will be granted only if there is overwhelming evidence provided by the student that leads the DON and Executive Director to believe that the student has more than a reasonable chance of success.
- Students may be granted approval for only one appeal during their enrollment in the program.

Notification

A student who receives a failing grade in a course with an NUR prefix will be advised by the Director of Nursing or designee. The advising session will include a review of the academic progression requirements, notification that continued unsatisfactory academic progress including a second course failure will result in withdrawal from the program, and information on strategies and resources available to the student to help achieve success. This advisement will be documented on the Academic Advising Form and will be signed by the student and by the designated advisor.

A student who is withdrawn from the program for not meeting nursing academic progression standards is advised in writing of the withdrawal. Additionally, the student is encouraged to meet with the Director of Nursing or designee to discuss the reasons for the withdrawal and to discuss the appeal process, if that is available to the student.

A student who submits an appeal after failing to meet nursing academic progression requirements is notified of the results of the appeal both in writing and verbally. Prior to sending the written notification, the campus will contact the student following the review of the appeal to schedule a meeting. If the appeal is approved, the re-entry process and timeline will be explained, and a plan for success will be created. If the appeal is denied, the rationale will be provided.

INDEPENDENT STUDY

Independent study courses are designed to be the exception and not the rule to fulfill the student's academic objectives. Thus, the number of courses that a student may be allowed to take is limited. The availability of independent study courses is limited:

- A student must submit a request for independent study.
- No more than 10% of any program may be offered via independent study.
- A student may not register for an independent study course if the proposed independent study course's pre-requisite(s) was also fulfilled through an approved independent study course, unless this situation approved by the designated official.
- Only general education or program core courses may be approved as independent study courses.
- Courses with a clinical lab or externship component cannot be completed as an independent study course.
- Rare exceptions to these policies may be approved by the designated main office personnel in the event of a teach-out.

Approval for independent study courses occurs during the continuing student registration process, and it may be acceptable under the following circumstances:

- The independent study course must be requested by the student.
- The course will better fulfill the student's educational needs.
- The course will help the student fulfill graduation requirements within the time limit.

ADDITIONAL DEGREES

Students who wish to earn another degree must apply for admission to the College and must meet all admissions requirements at the time of reapplication. Upon acceptance to the College, courses which count toward the new degree program completion requirements will be transferred. A student may only transfer courses with a final grade of "D" or higher. The College does not offer dual majors.

PROGRAM CHANGES

A student wishing to change from one program to another program at the College must meet the admissions requirements for the program the student is transferring into. All previously attempted and earned credits with grades of D or higher, "T," "CX," and "S," which count towards the new program completion requirements, will be transferred.
Any courses transferred from one program to another will be counted toward program completion and in CGPA calculations. Because a change of program resets a student's CGPA and MTF, students may only request one change of program.

CLASS SCHEDULES

Full-time students should maintain a course load of twelve credits per term and work closely with the Director of Education to ensure proper scheduling and the timely completion of their program.

EXTERNSHIPS AND CLINICAL COURSES

Some ATA programs include an externship or clinical as part of the academic curriculum. The College does not guarantee or imply a specific site or a specific schedule for the externship or clinical requirement. Modular Externships are generally scheduled during daytime hours, while clinicals and degree externships may take place during day, evening, or weekend hours.

If students require emergency treatment for illness or injury due to needle punctures, lacerations, or contact with infectious diseases while carrying out their assignments, they will be responsible for payment of any emergency treatment rendered

and all costs that may result from injury and/or illness. The College recommends that all students carry personal health/medical insurance. If the clinic/externship site requires that the student carry personal health/medical insurance, the student is responsible for the cost of insurance.

GRADUATION REQUIREMENTS

A student must meet the following requirements to qualify for graduation from any program of study:

- Successfully complete all courses in their program of study with a cumulative grade point average of 2.00 or higher, depending on programmatic requirements.
- Meet or exceed the minimum standards of satisfactory academic progress.
- Satisfy all applicable programmatic requirements.
- Satisfy all financial obligations to the College.
- Nursing students must achieve VATI predictor "greenlight."
- Surgical Technician students must attempt an approved surgical technology exam upon completion of all courses and prior to graduation. Additional information is available through the Program Manager.

DISTANCE EDUCATION

Students enrolled in programs offered in a Blended format complete a portion of their program of study through on-line courses. Distance education courses are supported through services provided by a third-party. These distance education courses are specifically designed for the student who will be accessing online courses from a standard home or personal computer. For more information, contact the academic department for additional policies and recommended technology specifications to ensure an optimal learning experience in distance education courses. Residential students are limited to taking no more than 50% of their total program credits via distance education.

A distance education course is a course in which:

- More than half of the course content is delivered electronically using the Internet or other computer-based method;
- Teaching is conducted from a remote location;
- Students have access to the instructor remotely, in-person, or both; and
- Learning is achieved through an integrated learning experience.

ATA College – Ft. Myers (home) has engaged in an Education Provider Agreement - Consortium with ATA College-Louisville (host) to offer select courses via distance education.

Privacy

Students receive a unique Student ID Number during the enrollment process. Students also receive a unique and secure user account and password that is linked to the Student ID Number. The user account is used to authenticate and gain access into Canvas, which is the Learning Management System used by ATA - Ft. Myers. Students also use this to access other major applications, including ATA student email. To verify the identity of students and to protect their privacy, students are required to authenticate each time they log into the Learning Management System to access their course(s).

TECHNICAL REQUIREMENTS FOR ONLINE COURSES

Sufficient technology is required to complete online courses at ATA College. While tablets, smartphones and other mobile devices may allow for some completion of coursework, they are not guaranteed to work in all areas.

Hardware

- Windows or Macintosh based computer
- Screen resolution (size) set at minimum to 1024 x 768 or higher
- Intel Core 2 Duo — or AMD — 3 GHz processor

- 4 GB of RAM
- CD-RW/DVD-ROM drive
- Hard drive: 160 GB minimum
- Graphics card and monitor capable of 1024x768 display
- Stereo sound card, speakers and/or headset, microphone
- Webcam (Recommended)

Operating Systems
- Windows 8.x, Windows 10. Please note Windows RT and Windows RT 8.1 are typically not supported
- Macintosh OS X 10.8 (Mavericks)

Software
- Microsoft Office 2019 (Windows) or Microsoft Office 2019 (Macintosh)
- Anti-virus package and a firewall (Recommended)
- Security software (Recommended)

Internet Access
- ISP account for Internet access
- A valid email address

Internet Browsers
- Chrome 101 and 102
- Firefox 100 and 101 (Extended Releases are not supported)
- Edge 101 and 102
- Respondus Lockdown Browser (supporting the latest system requirements)
- Safari 14 and 15 (Macintosh only)

Internet Browser Settings
- Pop-Up Blocker should be disabled
- Java Script should be enabled
- Java should be enabled
- Cookies should be enabled

Plug-ins
- Java 12 or higher

COLLEGE POLICIES

4

NON-DISCRIMINATION AND NON-HARRASSMENT

ATA College is committed to both equal employment and equal educational opportunities. No person shall be subject to discrimination based on age, race, color, national origin, sex, or disability in the administration of any educational program or activity, including participation in, receiving the benefits of, admission to, or employment in such programs and activities. The Title IX coordinator is the Chief Operating Officer. The coordinator's office is located at 10200 Linn Station Rd., Suite 125, Louisville, KY 40223, (502) 371-8330.

The College's grievance procedures are to be used for complaints of discrimination based on sex as required by Title IX of the Education Amendments of 1972 (34 C.F.R. ß106.8(b). These grievance procedures are also to be used for complaints of discrimination based on disability filed under Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. ß104.7 (b), and based on age filed under the Age Discrimination Act of 1975 (34 C.F.R. ß110.25 (b).

Students of the College have the right to file complaints of discrimination and harassment. Complaint investigations will be conducted in a fair, respectful, and consistent manner. All students of ATA College are expected to comply with the terms and conditions of this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Disciplinary action, up to and including dismissal from the College with no opportunity for re-entry, will be taken against any student who violates this policy.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. Sexual harassment refers to behavior that is unwelcome, whether those involved stand in a subordinate-supervisory relation- ship, faculty-student relationship, employee-student relationship, student-student relationship, employee-employee relationship or vendors doing business with the College. Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- Submission to the conduct is made either implicitly or explicitly as a condition to receiving a passing grade or favoritism in class or the student's continued attendance in class or enrollment in the College;
- The harassment has the purpose or effect of interfering with the student's school performance or creating an environment which is intimidating, hostile, or offensive to the student.

No employee or student shall threaten or suggest, either directly or indirectly, that a student's refusal to submit to sexual advances will adversely affect the student's grades, progress, evaluation, advancement, or any other aspect of academics.

The College remains watchful for inappropriate behavior or conduct; however, the nature of harassment or discrimination is such that it is often difficult for the College to detect. Therefore, if students believe that they are being subjected to, or witness any form of harassment or discrimination, it is their responsibility to immediately bring this to the attention of their Director of Education. If a faculty member is the person who is responsible for the harassment or discrimination, or if a student has reported such conduct to their Director of Education and no action appears to have been taken, then they are to report this situation to the Executive Director immediately.

SEXUAL ASSAULT

The issue of sexual assault is a concern to all administrators, faculty, staff and students at ATA. The institution strives for the prevention of all forms of sex-based abuse and to provide a safe, abuse-free educational environment. Coercive sexual contact undermines the safety, security and dignity of all members of the College community.

In the absence of consent, sexual intercourse and/or sexual contact are crimes. ATA employees or students must report to the Executive Director or Director of Education all known instances of student sexual assault, though they are not required to identify the victim. Campus investigation and disciplinary action in cases of alleged sexual assault involving campus students and occurring on any ATA campus will adhere to disciplinary procedures. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary appeal proceeding and shall be informed of the outcome of any campus disciplinary proceeding alleging sexual assault. Sanctions imposed following a termination of

on-campus disciplinary procedure regarding sexual assault range from disciplinary institutional probation to suspension or expulsion.

It is the victim's decision to report the assault. Reports can be made to campus Executive Director, Director of Education, or the local law enforcement agency in the jurisdiction where incident took place. Filing an informational report does not obligate the victim to press charges. Should the victim choose to press charges later, a report will significantly increase the possibility of successful prosecution. Campus staff members are available to assist victims in notifying campus or city law enforcement authorities.

A victim of sexual assault can file a confidential or anonymous report with the Executive Director or Director of Education. The College cannot take disciplinary action solely on this report. However, the report would provide a record of the incident which may be useful if the victim decides later to pursue charges.

STUDENT GRIEVANCE PROCESS

For all other grievances, students are advised that they are required to follow the grievance procedure steps outlined below. The College seriously considers all student complaints concerning any aspect of the programs, campus, or other related services at the College. This grievance procedure has been provided to create a framework within which complaints may be resolved. This procedure is not meant as a substitute for other, more informal, means of resolving complaints or other problems. Students are encouraged to communicate any concerns to members of the College faculty and administration as needed.

ALL FORMAL STUDENT COMPLAINTS SHALL BE HANDLED AS FOLLOWS:

Step One: A student should attempt to resolve the issue in question with the campus instructor or employee with whom they have experienced a problem. If the matter cannot be resolved one on one in this manner, the student should schedule a meeting with the supervisor of the involved department.

Step Two: If the supervisor is unable to resolve the issue, the student should arrange to meet with the Director of Education to resolve academic related issues or with the Executive Director to resolve non-academic issues.

Step Three: If the matter is not resolved to the student's satisfaction, the student must present a written complaint to the Executive Director. The Executive Director will respond to the student as soon as possible, pending any required investigation. Generally, the Executive Director shall respond within no more than ten (10) days from the date the written complaint was received. The Executive Director's reply shall include what, if any, corrective action has been proposed or accomplished. The Executive Director will take the necessary steps to ensure that any agreed-upon solution or other appropriate action is taken.

S**tep Four:** If the complaint is not resolved by the Executive Director, the student may submit the complaint in writing to the College's designated officer at 10200 Linn Station Rd., Suite 125, Louisville, KY 40223. The designated official will respond to the student's complaint, generally within ten (10) days, specifying what action, if any, will be taken by the College to address the complaint.

Step Five: Students who feel a grievance is unresolved by the College after exhausting these steps may send their grievance in writing to the Executive Director, Commission for Independent Education, 325 W. Gaines Street, #1414, Tallahassee, FL 32399-0400. The phone number is (888) 224-6684. Additionally, a student may contact the Accrediting Bureau of Health Education Schools, located at 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852. The telephone number is (301) 291-7550.

DRUG FREE COLLEGE

In compliance with the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989, the College requires all students to read and sign the Drug Free Schools statement presented during the application process. In addition to this statement, students will receive a description of the applicable legal sanctions under local, state and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol; a description of health risks associated with the use of illicit drugs and the abuse of alcohol; and a description of any drug and alcohol counseling, treatment, or rehabilitation programs that are available to students.

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies. As a matter of policy, ATA College prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students and any other parties on its property or at any College activity. Any violation of this policy will result in appropriate disciplinary actions up to and including dismissal (in the case of students), even for a first offense. Where it is apparent that a violation of the law has occurred; the appropriate law enforcement authorities will be notified. Information regarding drug and alcohol treatment, prevention and legal penalties can be found online at https://www.ata.edu/ disclosures/.

In certain cases, students may be referred to counseling sources or substance abuse help centers to take part, at their own expense, in an appropriate counseling or treatment program. If such a referral is made, continued enrollment will be subject to successful completion of any prescribed counseling or treatment program.

CAMPUS SAFETY AND SECURITY REPORT

Providing a safe campus environment for students and employees is important to ATA College. With the cooperation of the administration, faculty, and student body, a safe campus environment can be maintained. Staff, faculty and students are required to adhere to all local, state, and federal laws, statutes and ordinances, and College policy. Firearms of any type are not permitted on ATA College property. This policy applies to all students, staff, faculty, employees, as well as anyone visiting the College. The only exception to the policy is for “on duty” Florida law enforcement officers. The College is responsible for enforcing these laws and the rules of the College.

The Student Right-To-Know and Campus Security Act of 1990 requires all postsecondary institutions participating in federal student aid programs to disclose campus security policies and certain crime statistics. Each year the respective campuses publish statistics relating to campus crimes during the previous year. The College’s Crime Awareness and Campus Security policy statement can be found online at https://www.ata.edu/disclosures/.

CAMPUS SAFETY AND SECURITY REPORT SEX OFFENDER REGISTRIES

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends The Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, The Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, the ATA College Office of Campus Safety is providing the following links: https://offender.fdle.state.fl.us/offender/sops/home.jsf. The Florida Department of Law Enforcement and Investigative Support can be contacted by phone at 1- 888-357-7332.

The “Campus Sex Crimes Prevention Act” requires sex offenders who are enrolled in or work at institutions of higher education to register with the state’s sex offender registration program. The state in turn is obligated to notify the school’s law enforcement unit as soon as possible.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

In conformance with Section 438 of the General Education Provisions Act (Title IV of the Public Law 90-247 as amended), added by Section 513 P.L. 93380 (enacted on August 21, 1974) and amended by Senate Joint Resolution 40, the Family Educational Rights and Privacy Act of 1974 allows students to restrict access to their education records including requests for information from parents and other third parties. Without a student's written consent, the College cannot disclose information to any third party (exceptions noted below). Students may, however, provide the College with a release allowing selected individuals to have access to their educational records or portions thereof.

The school maintains two types of record files: academic and financial. Students may examine either sets of records at any given time during normal school hours. For academic records, the student should contact the Registrar; for financial records a school official in the financial aid department should be contacted. As an exemption to this law providing availability of personal records to the student, the following information will be kept confidential and will not be made available to the student:

• Confidential financial records of the parents, unless written permission has been given by the parents to divulge such information to the student.

The College will not permit access to or release of confidential information to any individual or agency without written consent of the student, except for the following reasons:

• Records are required by ATA officials in the proper performance of duties,
• Organizations conducting studies for educational and governmental agencies,
• U.S. Government agencies as listed in Public Law 93-380,
• Accrediting agencies,
• Parents of dependent children as defined in the Internal Revenue Code of 1954,
• Appropriate persons about an emergency,
• Other educational institutions upon request of transcripts for students seeking enrollment in that institution,
• In connection with the award of financial aid, and
• In response to legal court orders.

In addition to the reasons listed above, ATA College may also release any information which it has designated as "directory information," unless the student specifically objects in writing to such disclosure (as further described below). ATA College has designated the following categories of student information as "directory information":

• Student's name;
• Student's address;
• Student's telephone numbers (including cellular phone numbers, home phone numbers, or any other numbers pro- vided to ATA College by the student);
• Date and place of birth;
• Programs undertaken by student;
• Dates of attendance;
• Degree awarded.

ATA College may disclose any of the above listed directory information, to any party, without the prior written consent of the student, unless the student provides written notice to the Registrar objecting to the disclosure of all or part of the directory information no later than thirty (30) days after enrollment. Any written notice from a student objecting to the disclosure of directory information will be effective as of the date the written request is received by the Campus Registrar unless and until rescinded in writing by the student.

Material considered to be objectionable may be expunged from the student's record under any one of the following conditions:

• The student furnishes the school with factual data, which satisfactorily proves to an official of the school that the information originally placed in the file is incorrect.

- The student corrects the situation which caused the objectionable entry to be made in the file, provided that such correction is to the complete satisfaction of the school official who made the original entry.
- The student may appeal any decision made by a school official by requesting a hearing.

Additional details on the College's FERPA policy may be found online at https://www.ata.edu/disclosures/.

EMERGENCY REPORTING

In case of an emergency, or to report an accident or the observation of a crime or accident, students and employees should notify the Executive Director or Director of Education. In certain emergencies, it may be appropriate to call 911.

Pre-Dispute Arbitration and Class Action Waiver Disclosure

DISPUTE RESOLUTION BY BINDING ARBITRATION AND WAIVER OF JURY TRIAL PLEASE READ THIS SECTION CAREFULLY; IT AFFECTS YOUR RIGHTS. The Student and ATA College ("the College") agree that any dispute or claim (as "claim" is defined below) between the Student and the College (or any company affiliated with the College, or any of its officers, directors, trustees, employees or agents), shall be submitted to and resolved by mandatory, individual binding arbitration conducted by the American Arbitration Association ("AAA"), or in the alternative in Small Claims Court, if the claim is within the scope of the Small Claims Court's jurisdiction. The Student and the College agree that any claim pursued in Small Claims Court shall be filed in the Small Claims Court within the municipality where the campus attended by the Student is located. This binding arbitration agreement precludes the Student or the College from pursuing a claim in a court other than Small Claims Court, or in any manner other than by arbitration. Any arbitration brought between the Student and the College will take place on an individual basis; the parties expressly agree that class arbitration and class actions are not permitted. This policy, however, is not intended to modify the Student's right, if any, to file a grievance with any state educational regulatory body or accreditor. The Student and the College agree that the term "claim" is intended to be broadly interpreted to mean any and all disputes of claims between them of any nature whatsoever. The Student and the College expressly agree that the agreement to arbitrate set forth in this section is intended to be broadly interpreted. The term "claim" shall be interpreted to include, but is not limited to: any claim, dispute, or controversy, whether in contract, tort, or otherwise, whether pre-existing, present or future, and including or arising from or relating to any of the following: (i) the Student's execution of this Enrollment Agreement and the obligations of the Student or the College hereunder, or the validity, enforceability, or scope of this Enrollment Agreement; (ii) the Student's recruitment and application for admittance, including but not limited to any advertisement, promotions, or oral or written statements relied upon by the Student in deciding to attend the College; (iii) the Student's attendance at the College and the quality of the instruction or education provided to the student; (iv) any financial obligations incurred by the Student as a result of the Student's enrollment and/or attendance at the College, or matters related to the Student's financial aid or other federal assistance or the provision or performance of Career Services, and (v) any discrimination, civil rights, or sexual harassment claims. The term "claim" shall further be interpreted to include, without limitation, any and all claims, disputes, or controversies of any nature which arose before this or any prior Agreement, and any and all claims, disputes, or controversies that may arise after the termination of this Enrollment Agreement. The arbitrator may award injunctive relief to either the Student or College in any dispute, but only may award such injunctive relief in favor of the individual party seeking relief and only to the extent necessary to provide relief warranted by that party's own individual claims. The Student and the College agree that each may bring claims against the other only in their individual capacities, and not as a plaintiff or class member in any purported class or representative proceeding. Further, unless both the Student and the College agree otherwise in writing, the arbitrator may not consolidate more than one person's claims, and may not otherwise preside over any form of a representative or class proceeding. **The school cannot require a student loan borrower to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 CFR 685.206(e); the school cannot, in any way, require students to limit, relinquish, or waive their ability to pursue filing a borrower defense claim, pursuant to 34 CFR 685.206(e) at any time; and any arbitration, required by a pre-dispute arbitration agreement, tolls the limitations period for filing a borrower defense to repayment application pursuant to 34 CFR 685.206(e)(6)(ii).**

Procedure for Filing Arbitration.
1. The Student is strongly encouraged, but not required, to utilize the Grievance Policy described in the Catalog, prior to filing arbitration.
2. A Student desiring to file arbitration should first contact the Executive Director, who will provide the Student with a copy of the AAA Commercial Rules. A Student desiring to file arbitration should then contact the American Arbitration Association in the city and county in which the College campus attended is located, which will provide the appropriate forms and detailed instructions. The Student should return this form to the AAA.
3. The Student may, but need not, be represented by an attorney at the arbitration.

The Student acknowledges that he or she may at any time, before or after admission, obtain a copy of the Rules of the American Arbitration Association, at no cost, from the AAA. The website for the AAA is www.adr.org. If any provision of this arbitration provision is found to be invalid or enforceable, then such specific part or parts shall be of no force and effect and shall be severed, but the remainder of the arbitration provisions shall continue in full force. This arbitration provision shall survive the termination of a student's relationship with the College.

STUDENT CODE OF CONDUCT

The College recognizes its students as responsible and capable adults and citizens preparing for a career. Students are expected to conduct themselves appropriately during their education process according to professional community standards that will be expected of them upon graduation and entering the workforce. The Student Code of Conduct applies to all students and student organizations endorsed by ATA. It shall apply to all student conduct that occurs on a campus and/or an event sponsored by the College, inclusive of externships and clinical sites. At the discretion of the Executive Director and/or the Director of Education or his or her designee, the policy shall also apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial college interest and potentially violates a campus policy.

Any student found to have committed the following misconduct may be subject to disciplinary sanctions as outlined in this policy. This list is not all-inclusive but does include categories of misconduct as defined by the College.
- All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through alteration or falsification, and misuse of College documents;
- Furnishing false information to any College official, faculty member or office;
- Theft, deliberate destruction, damage, misuse, or abuse of College property or the property of private individuals associated with the College;
- Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other College activities;
- The use of alcoholic beverages or controlled substances on College property or clinical/ externship sites, including the purchase, consumption or possession or sale of such items;
- The use of any tobacco products or electronic nicotine delivery services (vaping devices);
- Eating or drinking in unauthorized areas;
- Failure to comply with College officials acting within the scope of their employment responsibilities;
- Bringing animals onto College property. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as classroom subjects;
- Bringing children into College teaching areas and leaving children unattended on campus. The College does not provide childcare facilities and cannot be responsible for their health, safety or security;
- Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations;
- Failure to comply with any regulation not contained within official College publications but announced as administrative policy by a College official or other person authorized by the Executive Director of the campus;
- Bringing dangerous items such as explosives, firearms, chemical or biological agents, other weapons, whether concealed or exposed onto College property;

- Violence or threats of violence towards persons or property of students, faculty, staff or the College;
- Inappropriate use of social media that negatively impacts the College, its staff or students;
- Improper use of e-mail and internet access;
- Failure to comply with federal software and piracy statutes forbidding the copying of licensed computer programs;
- Failure to comply with the student dress code.

Students are subject to federal, state, and local laws as well as the regulations of the College. The breach or violation of any of these College regulations may result in a written warning and may produce disciplinary action up to and including suspension or dismissal from the College. Students who are dismissed for violations of the student code of conduct may not be eligible for re-admission.

ACADEMIC DISHONESTY

Students must realize that success in their studies depends entirely upon their own efforts and that any form of academic dishonesty is not tolerated and is a violation of the Student Code of Conduct. Academic dishonesty is defined as any type of cheating that occurs in an academic setting. Examples of academic dishonesty are plagiarism, cheating on an exam or assignment or helping others cheat on an exam or assignment, assuming a student's identity, falsification of data, or providing false information. Plagiarism is the conscious or unintentional use of documents, words, phrasing or ideas of another person without acknowledging the source, and thereby attempting to receive undeserved credit. First time violators of the plagiarism policy will be issued a zero on the assignment, second time violators will be issued a zero for the course, and third time violators will be dismissed from the institution. This policy applies to all courses whether taught in residence or online and all sources whether electronic or hardcopy.

COPYRIGHT POLICY

It is the intention of ATA to strictly enforce a policy of zero tolerance for copyright violations and to comply with all applicable laws and regulations. Any student who engages in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to disciplinary actions by the school, or any applicable actions in conjunction with federal and state law. First time violators of the copyright policy will be issued a zero on the assignment, second time violators will be issued a zero for the course, and third time violators will be dismissed from the institution. This policy applies to all courses whether taught in residence or online and all sources whether electronic or hardcopy.

ANTI-HAZING

The College strictly prohibits any form of hazing. Hazing shall include but not be limited to any brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance or any other forced physical activity which could adversely affect the physical health or safety of the individual and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment or any other forced activity which could adversely affect the mental health or infringe on the rights of an individual. Any allegations of hazing will result in an investigation by the administration. Any student found guilty of hazing will be disciplined by the administration in a manner consistent with the severity of the activity up to and including termination of enrollment. If any hazing activity appears to have violated any federal, state, or local laws, the results of the investigation will be provided to the appropriate legal authority.

SAFETY IN PRIVATE SPACES ACT

In accordance with the Safety in Private Spaces Act, Florida Statute 553.865, a student who willfully enters a restroom designated for the opposite sex on the premise of the educational institution, and refuses to depart when asked by any administrative personnel, faculty member, security personnel, or law enforcement personnel, may result in disciplinary action up to and including suspension or dismissal from the College.

In the event a student believes that the institution has failed to meet the minimum requirements for restrooms and changing facilities under Sections 553.865(4) and (5), F.S. he/she has the right to file a complaint with the Attorney General.

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STUDENT SERVICES

STUDENT SERVICES

The College offers a wide range of support services with the objective of aiding students in persisting through to graduation and in ultimately securing employment in their career field. The student services offered take into consideration the needs of students who attend our colleges and are, therefore, appropriate in their scope. The services support the academic programs and seek to enhance the student experience. The campuses strive to foster an environment where students can focus on their courses and develop academically and personally.

ORIENTATION

A student orientation program is conducted prior to each start date to acquaint new students with the College's facilities, policies, and procedures, to meet the staff, and take care of administrative matters. The orientation also provides new students with the opportunity to meet in a less formal environment prior to the beginning of classes. In addition to the College's general student orientation, students may be required to attend a separate programmatic orientation. Students enrolled in fully online programs generally attend an orientation that addresses their specific needs and the resources dedicated to students in those programs.

ACADEMIC SUPPORT

Each ATA campus offers tutoring and other academic assistance to students. All services are free of charge. If a student needs assistance in any course, the student should notify the faculty member, the Director of Education or the Executive Director. Tutoring takes place outside of class time, and at a time that is mutually convenient to the student and the relevant faculty member.

Open labs are often available for students in technical programs who seek extra practice in the lab environment. Open labs are scheduled through the Education department at each campus. Computer labs are open to students whenever classes are not in session.

Students who take online courses have access to a campus-based facilitator who provides support on technical issues, online navigation challenges, some content questions, and who can point the student in the appropriate direction should any other questions arise.

Each campus has an academic manager who remains available to students who have questions or concerns related to academic issues such as, make up work, course challenges, grade changes and course incompletes. This individual or individuals are also responsible for ensuring that appropriate academic advising is conducted for students who require it.

STUDENT RECORDS

Permanent student records are maintained electronically on a server with back-up copies stored off-site. Student records maintained on campus are maintained in secure areas and locked when not in use.

LEARNING RESOURCE CENTER (LRC)

The Learning Resource Center is available to provide students and faculty with the resources and services necessary to support the mission of the College. The Learning Resource Center is staffed by a qualified individual who assists students in navigating all the resources available both in the LRC and electronically through the LRC. The LRC also provides a quiet space for students to study, or just relax. Some campus LRCs support clubs and other extra-curricular activities.

CAREER SERVICES ASSISTANCE

Each campus has a Career Services department that provides assistance to students while they are in school and after graduation. The department, while primarily focused on assisting with career employment, begins to work with students as soon as they start school so that they are better equipped to help students find the right fit in the workforce. Career Services conducts workshops and classroom visits on career-related topics, and is also available for one-on-one assistance for students. Career Services provides opportunities for mock interviews, provides guidance on professional

dress, and aids in resume preparation. All students are encouraged to meet with the Career Services staff to conduct an exit interview and to ensure that they have a resume on file with the staff prior to graduation. The College does not guarantee employment opportunities for students or graduates.

Career Services also works with graduates to arrange enhancement training, when necessary. Provided that that courses are available, and space permits, graduates may participate in refresher training in their program area. Graduates preparing for new employment may find this a valuable opportunity to update and refine their skills if they did not enter the workforce immediately after graduation. Students must adhere to all classroom policies when in refresher training.

FINANCIAL AID

Information on financial aid, including information on grants, loans and scholarships can be found in the Catalog and Catalog supplements. Each campus also has a financial aid department staffed by trained individuals who can provide assistance to students on this topic. The office provides students support on identifying financial literacy training opportunities. Other support afforded by the financial aid department includes:

• Prior to beginning school, prospective students are given financial aid booklets that explain the borrower's rights and responsibilities, types of loans, enrollment requirements, repayment options, and that also introduces the language associated with loans, such as servicer, promissory note and principal. At the time of enrollment, students are also introduced to the College's contracted default management servicer.

• While students are in school, they have access to the financial aid department if they have questions about anything related to financial aid. The campus team is trained to address or refer student questions so that students are always aware of their loan situation. The campus team also guides students to extensive resources provided by the Federal Government on the federal student aid website.

• When students graduate, they are provided exit counseling. Exit counseling focuses again on repayment options but also discusses credit and the impact of default, consolidation, forbearance, and touches on financial planning and debt management. The same exit counseling is provided to students who withdraw from the school. To reduce the overall repayment burden, exit counseling talks about not only repayment but timely repayment as well.

PARKING

ATA College provides free parking for all students. Unauthorized automobiles and those not properly parked may be ticketed and towed. The College assumes no liability for property damage, loss of articles, or bodily injury resulting from the use of the parking facilities. Designated handicapped parking spaces are available.

HOUSING

Housing is not provided by ATA College.

OTHER SUPPORT

The campuses maintain binders of local community support services for students who may need assistance beyond that provided by the campus. Referrals include transportation, childcare, counseling, and shelter. At some campuses, additional support with transportation can be provided through the sale of discounted bus passes. Students should check with their education or financial aid department for additional information.

FINANCIAL POLICIES

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FINANCIAL POLICIES

REFUND POLICY

If a new student cancels before or any time during the applicable activation period, there will be no charges. The activation period shall be the first four (4) days of the first quarter for new students. Any monies paid by the student will be refunded in full excluding non-refundable fees and books, supplies, materials and/or kits. Cancellation may be submitted in writing or in person.

If a student withdraws for any reason, all refunds will be made according to the refund policy specified below:

1. Prior to the start of the quarter, 100% of any paid tuition and/or fees will be refunded;
2. Withdrawal after attendance has begun, through 60% completion of the quarter, will result in a Pro Rata refund computed on the number of calendar days completed to the total calendar days in the quarter. Thereafter, there will be no tuition refund and the College will have earned 100% of the tuition and/or fees charged for the quarter.

- Withdrawal date: The withdrawal date is the date that either of the following occur, whichever is earlier:
  - The date the student notifies the College of the student's withdrawal
  - The date the College terminates the student's' enrollment
- Refunds for students receiving federal financial assistance will be made within forty-five (45) days of termination or notification of cancellation. All other refunds will be made within thirty (30) days following determination of termination or receipt of cancellation notice.

Optional Student Service and/or Non-refundable Fees:
The fees charged by the College are as follows:

- Additional Official Transcript Fee	$10.00
- Bad Check Fee	$30.00
- Challenge Examination Fee - per exam	$10.00
- Replacement Diploma Fee	$30.00

- Each student is entitled to one official copy of his/her official transcript and a diploma upon graduation.
- The additional transcript fee applies to any additional copies of official transcripts.
- Students must be current with all financial obligations to the College in order to receive an official transcript and their diploma.
- Students may obtain unofficial transcripts at any time at no cost.
- The bad check fee is charged for any check that is returned unpaid.

ACADEMIC YEAR DEFINITION

For financial aid purposes, the student's academic year is defined as at least 36 weeks of instructional time. The College defines a term as a quarter. A quarter is 12 weeks of instruction. A payment period is defined as a quarter.

RETURN OF TITLE IV FUNDS

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out or are dismissed prior to completing 60% of a payment period or term. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

- Percentage of payment period or term completed = the number of days completed up to the withdrawal date di- vided by the total days in the payment period or term. (Any break of five (5) days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

- Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. When Title IV funds are returned, the student borrower may owe a debit balance to the institution. If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within one hundred and twenty (120) days of the student's withdrawal.

ORDER OF RETURN OF FEDERAL STUDENT AID (FSA) PROGRAM FUNDS

Title IV funds credited to outstanding loan balances for the payment period or period of enrollment for which a return of funds is required must be returned in the following order:

1. Unsubsidized Direct loans
2. Subsidized Direct loans
3. Federal Direct PLUS loans (Parent PLUS)

If funds remain after repaying all loan amounts, those remaining funds must be credited in the following order:

1. Federal Pell Grants for the payment period for which a return of funds is required
2. Other assistance under this Title for which a return is required

Students will be notified of any refunds due to a lender on their behalf through the mailed exit interview material.

Refunds to any of the Title IV or state programs will be paid within forty-five (45) days from the date determination.

RETURN OF WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) FUNDS AND OTHER NON-TITLE IV FUNDS

The College, as the Workforce Training Provider, shall, in accordance with its stated refund policy, refund monies that are paid for by the designated Workforce sponsoring agency for individuals who enroll in and begin training, but drop out of courses. Refunds due for tuition and fees paid under the Training Provider Agreement will be made directly to the designated Workforce sponsoring agency and shall not be refunded to the student.

If a credit balance is created on a student's account as a result of any other agency funding, not including Title IV funds, that amount will be refunded to the agency where the funds originated at the time the student is withdrawn. These funds will not be provided as a refund directly to the student.

WITHDRAWAL OR TERMINATION

When a student withdraws, or is terminated from the College after beginning classes, tuition refunds may be made for the student leaving prior to completion of his/her course of study and are based on the tuition amount for the academic period in which the student withdraws and any prior period completed.

When a student withdraws, refunds are based on the total charges incurred, not the amount paid. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be calculated within thirty (30) days of the withdrawal date if verifiable written notification of the decision to withdraw was given to the College by the student. If the student failed to provide any notification of the decision to withdraw, the refund will be calculated within thirty (30) days of the date that the College determines the student withdrew. In either case, the refund will be made no later than thirty (30) days after the date of determination to the appropriate FSA program.

NOTE: Dissatisfaction with, or non-receipt of, the educational services being offered by the College does not excuse

the borrower from repayment of any loans made to the borrower for enrollment at the College.

ENTRANCE AND EXIT INTERVIEW/LOAN ADVISING

The Department of Education requires that any student receiving a Direct Student Loan be notified concerning his/her loan. The College advises each student regarding loan indebtedness and gives each student an entrance test and an exit interview regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the Financial Aid Department prior to withdrawal or graduation for loan advising. The purpose of this session is to inform the student of his/her tentative total loans received while in attendance at the College, refunds that may be made, and to provide the student with an estimated payment schedule. If the student is un- able to meet with the Financial Aid Department, a letter regarding the need for an exit interview will be delivered via regular mail to the physical address on file for the student. The exit interview packet mailed out will provide detailed information regarding any refunds that have been made and an estimated payment schedule.

FINANCIAL AID

U.S. citizens and eligible non-citizens must file the Free Application for Federal Student Aid (FAFSA) to be considered for federal financial aid. The FAFSA is used to determine eligibility for Pell Grants and Federal Stafford Loans. When students and parents sign the FAFSA, they agree to provide a certified copy of their latest federal income tax return, plus any other documentation that may be required. To verify or clarify information for the aid application(s) it is com- mon practice for the College to request a copy of the federal tax return (Form 1040, 1040EZ or 1040A) as well as W-2 Form and Verification Worksheet forms. Submission of these forms is required within two weeks of the request or
the student may lose eligibility for federal financial aid programs. The College will refer all cases of purposeful submission of inaccurate information on any application to the Office of the Inspector General, United States Department of Education for resolution. Students must meet all eligibility requirements to receive (and to continue to receive) federal financial aid, including citizenship, income, and academic progress requirements. Male students born after December 31, 1959, who are not currently a member of the United States Armed Forces and who have attained the age of 18 years, must be registered for selective service to qualify for federal financial aid.

FEDERAL STUDENT AID (FSA) – GENERAL CONSUMER INFORMATION

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

To be eligible for financial aid, a student must:

- Be enrolled as a regular student in an eligible program of study on at least a half-time basis (except for Pell and);
- Have a high school diploma or the equivalent;
- Be a U.S. citizen or national or an eligible non-citizen (verification of eligible non-citizen status may be required);
- Have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
- Maintain satisfactory academic progress;
- Provide required documentation for the verification process and determination of dependency status;
- Have a valid social security number;
- Have borrowed less than the annual aggregate loan limits for the Title IV financial aid programs;
- Be registered for the Selective Service, if required; and
- Sign an updated Statement of Educational Purpose/Certification Statement on refunds and default.

BORROWER RIGHTS AND BORROWER RESPONSIBILITIES

When a student takes on a student loan, he/she has certain rights and responsibilities.
The borrower has the right to receive the following information before the first loan disbursement:

- The full amount of the loan;
- The interest rate;
- When the student must start repaying the loan;
- The effect borrowing will have on the student's eligibility for other types of financial aid;
- A complete list of any charges the student must pay (loan fees) and information on how the charges are collected;
- The yearly and total amounts the student can borrow;
- The maximum repayment periods and the minimum repayment amount;
- An explanation of default and its consequences;
- An explanation of available options for consolidating or refinancing the student loan; and
- A statement that the student can prepay the loan at any time without penalty

The borrower has the right to receive the following information before leaving college:

- The amount of the student's total debt (principal and estimated interest), what the student's interest rate is, and the total interest charges on the loan(s);
- A loan repayment schedule that lets the student know when his/her first payment is due, the number and frequency of payments, and the amount of each payment;
- If the student has FFELP loans, the name of the lender or agency that holds the student's loan(s), where to send the student's payments, and where to write or call if the student has questions;
- The fees the student should expect during the repayment period, such as late charges and collection or litigation costs if delinquent or in default;
- An explanation of available options for consolidating or refinancing the student's loan; and
- A statement that the student can repay his/her loan without penalty at any time.

POLICIES AND PROCEDURES FOR VERIFICATION

- All selected applicants will be verified.
- Selected applicants must submit required verification.
- If the student fails to provide the required documentation within the established time frame, then the student will be treated as a cash-paying student until the documents are provided.
- The Financial Aid department reserves the right to make exceptions to the above stated policies due to extenuating circumstances on a case-by-case basis.
- Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
- The College will inform students in a timely manner of the consequences for failing to complete the verification requirements.
- Students will be informed of their responsibilities regarding the verification of application information, including the College's deadline for completion of any actions required.
- Students will be notified if the results of verification change the student's scheduled award.
- The College will assist the student in correcting erroneous information.
- Any suspected case of fraud will be reported to the Regional Office of the Inspector General; or, if more appropriate, to a state or local law enforcement agency having jurisdiction to investigate the matter. Referrals too local or state agencies will be reported on an annual basis to the Inspector General.
- No interim disbursements of Title IV funds will be made prior to the completion of verification.

FINANCIAL AID HISTORY

Students who have previously attended other colleges may have a financial aid history that affects their current eligibility for FSA funds. The College can review a student's financial aid history by using the National Student Loan Data

System (NSLDS). When the FAFSA is processed, the Central Processing System (CPS) matches the student against the NSLDS to see if the student is in default or is owed an overpayment. NSLDS will also indicate whether a student has exceeded the loan limits.

FINANCIAL AID PROGRAMS

General

All Title IV financial aid funds received by the institution will be credited to the student's account (excluding Federal Work Study) except for requirements set forth in Section 682.604 of current federal guidelines. The different types of financial aid programs available to those who qualify are discussed in detail below.

Selection of Eligible Applicants

In accordance with Federal Regulation 668.43 (b) (3) the following procedures describe how aid recipients are selected from the pool of eligible applicants.

Federal Pell Grant

This grant is designed to assist needy students who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a bachelor degree and students who are enrolled in an eligible post- baccalaureate teacher certification program if they meet certain requirements. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will de- pend on the Expected Family Contribution (EFC) and the cost of attendance. For many students, the Federal Pell Grant provides a "foundation" of financial aid to which other aid may be added to defray the cost of college education.
Students or prospective students may secure an application to participate in the Federal Pell Grant program from the Financial Aid department at the College or from a high school counselor. The application will be transmitted electronically through a federally approved need analysis system, which will determine the applicant's Expected Family Contribution.

As part of the recently enacted Consolidations Act of 2012, all students are subject to a Pell Lifetime Eligibility Limit. Students are not eligible to receive more than 600% of Pell Grants over their lifetime. For additional information, visit the Financial Aid office.

Veterans Benefits

The College is approved for veterans training. Applications for veteran's benefits are available at the College or by contracting the Department of Veteran Affairs. Approval of training benefits to be awarded is the responsibility of the Department of Veteran Affairs. For more detailed information, refer to the section of this catalog entitled: Military Student Information and Policies.

William D. Ford Federal Direct Loan Program

Loans made through this program are referred to as Direct Loans. Eligible students and parents borrow directly from the U.S. Department of Education at participating schools. Direct Loans include subsidized and unsubsidized, (also known as Direct Subsidized Loans and Direct Unsubsidized Loans), Direct PLUS Loans, and Direct Consolidation Loans. The Direct Loan is deferred while the student is enrolled in college for at least half-time status and for a period of six
(6) months beyond the student's last date of attendance. Deferments after students drop below half-time status are not automatic, and students must contact the lender concerning their loan. For additional information on deferment, contact the Financial Aid department.

Direct Subsidized Loans

Direct Subsidized Loans are low-interest loans made to eligible students who demonstrate financial need. The U.S. Department of Education pays the interest on a Direct Subsidized Loan while you are in school at least half-time, for the first six (6) months after you leave school, and during certain other periods.

Direct Unsubsidized Loans

Direct Unsubsidized Loans are low-interest loans for undergraduate and graduate students. There is no requirement to demonstrate financial need. Students are responsible for the interest over the life of the loan, including time when they are in school.

A dependent undergraduate student may borrow up to:

- $5,500 if he/she is a first-year student enrolled in a program of study that is at least a full academic year: at least $2,000 of this amount must be in unsubsidized loans.
- $6,500 if he/she has completed the first year of study, and the remainder of their program is at least a full academic year: at least $2,000 of this amount must be in unsubsidized loans.

If the student is an independent undergraduate student or a dependent student whose parents are unable to borrow the PLUS loan, he/she may borrow up to:

- $9,500 if he/she is a first-year student enrolled in a program of study that is at least a full academic year: at least $6,000 of this amount must be in unsubsidized loans.
- $10,500 if he/she has completed the first year of study, and the remainder of his/her program is at least a full academic year: at least $6,000 of this amount must be in unsubsidized loans.

Direct PLUS Loan

Direct PLUS Loans are loans that parents of dependent students can use to help pay education expenses that are not covered by other aid. Parents may borrow up to the cost of attendance minus other aid received by the student. Direct Subsidized and Unsubsidized Loans have a six-month grace period that starts the day after the student graduates, leaves school, or drops below halftime enrollment. There is no grace period for a Direct PLUS Loan, and repayment begins sixty (60) days after the last installment of the loan for that school year is received.

FIRST TIME BORROWERS

If a student is in the first year of an undergraduate program and is a first-time Direct Loan borrower, the College may not disburse the first installment of the Direct Loan until thirty (30) calendar days after the student's actual attendance in the program of study begins.

NON-FEDERAL GRANTS AND SCHOLARSHIPS

ATA College is an approved provider for Workforce Development Florida tuition scholarships. Students should contact Workforce Central Florida directly to inquire about use of scholarships at ATA College. The College also participates in the following Florida scholarship and grant programs: Bright Futures, Florida Student Assistance Grant, and Children and Spouses of Deceased and Disabled Veterans. The College also accepts Florida Prepaid college funds.

COMMUNITY FUNDING SOURCES

There are many other local sources of financial assistance for students, including community agencies, foundations, corporations, unions, religious organizations, business and professional clubs, and civic groups. It is recommended that students contact their high school guidance office or the College's Financial Aid department or more information on the programs offered.

FINANCIAL POLICIES

TRANSCRIPT AND DIPLOMA

All requests for transcripts may be made through the College's website. Graduates must be current with payments to the College in order to receive official transcripts and a diploma. Unofficial transcripts are available at any time upon request.

COLLECTIONS

In the event a student's account becomes thirty (30) days past due, it may be turned over to a third-party collection agency or referred for legal action. If an account is turned over for collections, the student debtor will be responsible for all collection costs and legal fees associated with the collection of the debt.

By accepting enrollment with ATA College and by providing ATA College with their phone number(s), students agree that ATA College has the students' consent to provide the phone number(s) to third party debt collectors in the event of delinquency on a student's account. Students acknowledge that phone numbers provided to ATA College will be used by third party debt collectors to contact students who become delinquent on their accounts, for discussing the delinquency and attempting to collect on the debt. If a student does not wish for ATA College to provide his/ her phone number to third party debt collectors, the student should indicate that he/she does not consent to his/her number being provided by advising their Executive Director, in writing, that they do not consent to their number(s) being provided for purposes of debt collection.

PAYMENT OF CHARGES

Tuition and fees are billed on a term-by-term basis. Students with payment plans are expected to make payments monthly on the 15th of each month of the quarter. All account balances must be paid and cleared prior to registration for the upcoming quarter. Payments may be made by cash, check, money order, MasterCard, VISA, American Express, or Discover Card. Checks must be made payable to ATA College.

To be in good financial standing students must satisfy all their financial obligations to the College. Failure to do so may prevent a student from registering for classes, receiving transcripts, and/or diplomas.

MILITARY STUDENT INFORMATION AND POLICIES (VETERANS BENEFITS)

The College is approved to offer designated programs for veterans training. Veterans may apply for benefits at the College or by contacting the Department of Veterans Affairs. Approval of training benefits to be awarded is the responsibility of the Department of Veterans Affairs. All students applying for veteran's benefits through the College must supply verification of high school graduation or GED certificate. All postsecondary education from an accredited institution must be verified with an official college transcript. The Department of Veterans Affairs defines an award year as the period from August 1 to July 31.

Attendance Policy for Student Receiving VA Educational Benefits

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, after eligibility is established and while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:
- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

G.I. Bill® is a registered trademark for the U.S. Department of Veterans Affairs (VA).

ATA College is an attendance taking institution. Students are expected to attend each class session unless prevented by illness or other unavoidable circumstances. Attendance is taken for each class session. All students who do not at- tend or interact with any scheduled class for 14 consecutive calendar days will be administratively dropped from the College and will be terminated from their VA benefits for unsatisfactory attendance. Special accommodations can be made for military personnel who are called to active duty or reserve training. Service members should see the Director of Education prior to the first date the student will be absent. A copy of military orders must be provided. Upon approval, the Director of Education will grant an extension of time based on the days of required military service and for necessary travel time to and from military duty.

The College will not take any of the following actions when a service member receives an order for a period of service (i.e., active duty, inactive duty training, or state service):
- Assigning the member a failing grade,
- Reducing the member's grade point average,
- Characterizing any member's absence(s) as unexcused, or
- Assessing a financial penalty on a member because of a withdraw or leave of absence due to receiving orders for service.

The College will take the following actions when a member withdraws from a course(s) due to receiving orders for a period of service:
- Refunding all tuition and fees paid for the academic term to the appropriate party,
- Assigning a grade of incomplete (or equivalent) for the course(s) during the term, and
- Providing the opportunity to complete the term after the period of service.

Once a student is administratively dropped, the College will promptly notify VA that the individual's VA education benefits are being terminated due to unsatisfactory attendance. The student's attendance record will be retained in the veteran's file for United States Department of Veterans Affairs (USDVA) and State Approving Agency (SAA) audit purposes. Students who are administratively dropped from the College due to attendance and are interested in re- entering, can apply for re-enrollment with the Registrar Office for the next term.

A VA student can miss no more than 20% of the scheduled classes in any individual course. Should a student miss more than 20% of the scheduled classes in any course, the student's enrollment for VA education benefits must be terminated effective the last date that student attended class prior to exceeding 20% absenteeism.

Standards of Satisfactory Progress for Students Receiving VA Educational Benefits

Students must meet the Standards of Satisfactory Academic Progress (SAP), published in this Catalog, to continue receiving Veteran's educational benefits to remain in good academic standing at the College. Satisfactory academic progress is determined by applying the cumulative grade point average requirement, progression towards completion requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in this catalog. For a complete explanation, refer to the section entitled Standards of Satisfactory Academic Progress in the catalog.

A VA student whose CGPA falls below the minimum requirements at the end of each quarter will be placed on Warning for the subsequent term of enrollment. If the VA student's CGPA falls below the required CGPA at the end of the second quarter, the student's VA educational benefits will have terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress can petition re-entry into the college through the SAP appeal process. If an appeal is granted, a VA student terminated from VA educational benefits due to unsatisfactory academic progress may petition the school to be recertified after attaining a 2.0 CGPA.

Course Repetitions for Students Receiving VA Educational Benefits

Classes that are successfully completed may not be certified for again for VA purposes, if they are repeated. How- ever, if a student fails a class, or if a program requires a higher grade than the one achieved in a class for successful completion, that course class may be repeated and certified to VA again.

Veteran's Credit for Previous Education or Training

VA students must report all education and training. The College will evaluate credits for transfer into one of its programs when they were earned at other nationally or regionally accredited postsecondary institutions. For transfer credits to be awarded for a course in the program of study being enrolled in, the following criteria must be met:

- The course being transferred must match a course currently offered in the corresponding program as listed in the catalog;
- Major elective and technical courses may not be considered for transfer if the completion date of the course exceeds 5 years prior to the enrollment date;
- General education courses may be accepted if those credits were earned no more than 10 years prior to the enrollment date;
- Student must have earned a grade of "C" or better in a course to be considered for transfer credit;
- Total amount of transfer credits earned at an outside institution cannot exceed 50% of the degree or diploma program.

VA students must submit a signed, written request for transfer of academic credits to the Registrar's Office for consideration prior to the first day of class. An official transcript should accompany this request to expedite final approval. Unofficial transcripts can be evaluated; however, final approval of transfer credits will not be determined until an official transcript is received. Official transcripts from all colleges attended must be received no later than thirty (30) days after the start of the student's first term at ATA to receive transfer credit. For a complete explanation, refer to the section in the catalog entitled Advanced Standing.

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PROGRAMS OF STUDY

PROGRAMS

ATA offers programs leading to a Diploma and/or Degree. Programs are delivered in a blended format with some coursework being completed by distance education.

Diploma Level

This level generally requires completion of thirty-six (36) but less than ninety (90) quarter credits and is designed to be completed in three to six academic quarters. This level develops skills that may enhance employment possibilities at the entry level.

Associate Degree Level

This level requires completion of at least ninety (90) quarter credits with appropriate general education courses designed to be completed in 6 or more quarters. All students entering ATA will enroll in the program of their choice. Students will benefit most from their selected program by uninterrupted progress toward completion of the full program; however, there may be some valid reason for a student to complete something less than the full program of study. Should the student later complete the full program, the regular academic credential will be awarded to the student.

ACADEMIC PROGRAMS

Associate in Science Degree Programs

Medical Assisting - Completer ..... 36 Weeks
Nursing ..... 84 Weeks

Associate of Applied Science Degree Program

Surgical Technician ..... 96 Weeks

Diploma Programs

Electrical Technology ..... 40 weeks
Medical Assisting ..... 40 weeks
Veterinary Assisting ..... 40 weeks

ATA College – Ft. Myers (home) has engaged in an Education Provider Agreement - Consortium with ATA College - Louisville (host) to offer select courses via distance education. The courses listed below which have an * next to them are the courses to be delivered by ATA College - Louisville (host). Delivery of these courses in this mode will have no impact on employment or licensure of the graduate. There are no additional costs to the student as a result of a portion of the program being offered via the consortium agreement.

MEDICAL ASSISTING
Associate of Science – Completer Program

The Associate of Science degree completer program in Medical Assisting is designed to provide students with the skills and knowledge needed to pursue employment as entry-level Medical Assistants. Applicants must have successfully completed ATA College - Ft. Myers Medical Assisting diploma program. The curriculum includes coursework in the basic skills of medical assisting, in both the administrative and clinical components of a health care facility. Graduates of this program should also have the skills necessary to function as phlebotomists, EKG technicians, hospital ward clerks, insurance coders, hospital admissions assistants and chiropractic assistants.

Educational Objectives: Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Credit Hours: **96** **Total Hours:** **480**
Length: **36 Weeks**
Delivery Mode: **Blended**

***Courses approved for online delivery

Course Code	Core Courses	Credits
COC100	Computer Concepts*	4.5
GEN102	Professional Development and Success*	6
MOS224	Medical Office Administrative Procedures	4.5
SLS110	Career Preparation*	6
BLKTRNS	Block Transfer Credit	51
	Total Core Credits	**72**
COM101	Communications*	6
ENG101	English Composition I*	6
MAT105	College Mathematics*	6
PSY107	Introduction to Psychology*	6
	Total General Education Credits	**24**
	REQUIRED FOR GRADUATION	**96**

NOTE: Qualified graduates from this program may be eligible to sit for the following certification: Certified Clinical Medical Assistant (CCMA). The College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida. Prospective and current students, as well as graduates, are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

NURSING
Associate in Science

The Nursing Program is a seven (7) term program that is approved by and meets the requirements of the Florida Board of Nursing. The program focuses on both general education requirements and the introductory technical skills necessary to providing and managing patient care and participating in the profession of nursing. Upon graduation, the student is eligible to apply to take the National Council Licensing Exam (NCLEX-RN) and upon passing, apply to the State Board of Nursing to become a registered nurse.

Educational Objectives: Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required.

Credit Hours: **108** **Total Hours:** **1,656**
Length: **84 Weeks**
Delivery Mode: **Blended**

*Courses approved for online delivery

Course Code	Core Courses	Credits
BSC109	Anatomy and Physiology I	5
BSC111	Anatomy and Physiology II	5
HUN120	Nutrition	4
MCB102	Microbiology with Lab	5
NUR100	Nursing Fundamentals	3
NUR102	Nursing Fundamentals Clinical	4
NUR104	Nursing Skills Lab I	1
NUR106	Nursing Skills Lab II	1
NUR108	Health Assessment	3
NUR110	Health Assessment Skills Lab	1
NUR112	Concepts of Nursing Practice	2
NUR114	Pharmacology for Nurses	4
NUR120	Medical Surgical Nursing I	3
NUR124	Medical Surgical Nursing I Clinical	4
NUR204	Nursing Skills Lab III	1
NUR220	Medical Surgical Nursing II	3
NUR224	Medical Surgical Nursing II Clinical	4
NUR232	Pediatrics Nursing	3
NUR234	Pediatrics Nursing Clinical	2
NUR242	Maternity Nursing	3
NUR244	Maternity Nursing Clinical	2
NUR252	Mental Health Nursing	3
NUR254	Mental Health Nursing Clinical	2

NUR226	Critical Care Nursing	2
NUR228	Critical Care Nursing Clinical	2
NUR280	Seminar for Beginning Nursing Practice	2
NUR294	Nursing Practicum	6
	Total Core Credits	**80**
	General Education Courses	
CGS100	Introduction to Computer Information Systems*	4
DEP200	Human Growth and Development*	4
ENC110	English Composition I*	4
MAC110	College Algebra*	4
PSY100	Introduction to Psychology*	4
SPC160	Communication Dynamics*	4
SYG100	Introduction to Sociology*	4
	Total General Education Credits	**28**
	REQUIRED FOR GRADUATION	**108**

The Nursing program at ATA is approved by the Florida Board of Nursing and licensed by the Florida Commission for Independent Education.

SURGICAL TECHNICIAN
Associate of Applied Science

The Surgical Technician Program prepares students to pursue entry-level surgical technology positions in several healthcare facilities, including hospitals, medical centers, and public and private surgical centers.

Educational Objectives: Assist under the supervision of a surgeon to facilitate the safe and effective conduct of invasive and non-invasive surgical procedures, ensuring that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. Surgical technologists are experts in the theory and application of the principles of asepsis and sterile technique, utilizing knowledge of human anatomy, surgical procedures, and the implementation of tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

Credit Hours: **96** **Total Hours:** **1,406**
Length: **96 Weeks**
Delivery Mode: **Blended** *Courses approved for online delivery

Course Code	Core Courses	Credits
BSC160	Anatomy and Physiology for the Surgical Technician	4
HSA154	Medical Law and Ethics	4
MED102	Medical Terminology	4
MCB100	Microbiology and Infection Control	4
PTC100	Fundamentals of Patient Care	4
SRT295	Surgical Technician Externship I	8
SRT297	Surgical Technician Externship II	8
STS130	Fundamentals of Surgical Technology	4
STS140	Surgical Procedures I	4
STS145	Surgical Skills I	4
STS240	Surgical Procedures II	4
STS245	Surgical Skills II	4
STS250	Surgical Procedures III	4
STS255	Surgical Skills III	4
STS260	Surgical Technician Certification Prep	4
STS265	Surgical Technician Content Review	4
	Total Core Credits	**72**
	General Education Courses	
BSC106	Foundations of Anatomy and Physiology	4
CGS100	Introduction to Computer Information Systems	4
ENC110	English Composition I*	4
MAT100	College Math*	4
PSY100	Introduction to Psychology*	4
SLS150	College Success*	4
	Total General Education Credits	**24**
	REQUIRED FOR GRADUATION	**96**

NOTE: Graduates may be eligible to apply to sit for certification exams in surgical technology.

ELECTRICAL TECHNOLOGY
Diploma

The 40-week diploma program in Electrical Technology is designed to train students for entry-level employment as electrical technicians by providing a foundation of knowledge and technically oriented experiences in the application of relevant technology systems. The curriculum includes learning experiences intended to prepare a successful graduate to install, repair and service residential and commercial electrical systems. (600 clock hours).

Educational Objectives: Apply electrical and electronic theory and related knowledge, usually under the direction of engineering staff, to design, build, repair, calibrate, and modify electrical components, circuitry, controls, and machinery for subsequent evaluation and use by engineering staff in making engineering design decisions.

Credit Hours: **49.5** **Total Hours:** **600**
Length: **40 Weeks**
Delivery Mode: **Blended**

*Courses approved for online delivery

Course Code	Core Courses	Credits
CON101	Introduction to Building Construction	6
EIT115	Basic Electricity and Electronics	4.5
EIT120	Residential Electronic Systems	4.5
EIT125	Alternating Current and Passive Devices	4.5
EIT210	The National Electric Code	6
EIT218	Principles and Applied Practices of Residential Wiring	4.5
EIT220	Advanced Residential Circuit Installation	4.5
EIT228	Commercial Wiring	4.5
EIT250	Motors and Controls	4.5
SLS110	Career Preparation*	6
	REQUIRED FOR GRADUATION	**49.5**

NOTE: This program has not been approved by any state professional licensing body, and this program is not intended to lead to any state-issued professional license. For further information on professional licensing requirements, please contact the appropriate board or agency in your state of residence.

MEDICAL ASSISTING
Diploma

The Medical Assistant program is designed to expose the student to both the administrative and clinical aspects of a healthcare environment. Emphasis is placed on medical theory and terminology and focuses on the program practices and procedures associated with the operation of a healthcare facility. Students also participate in clinical laboratory classes where they can apply the knowledge and training previously studied. Upon successful completion of the program, graduates may pursue entry-level employment as medical assistants with private physicians, health clinics, and hospitals. (720 clock hours)

Educational Objectives: Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Credit Hours: **51** **Total Hours:** **720**
Length: **40 Weeks**
Delivery Mode: **Residential**

Course Code	Core Courses	Credits
HLT101	Introduction to Health Careers	4.5
MED101	Medical Terminology	6
MED110	Foundations of Anatomy and Physiology	6
MED231	Clinical Skills for Medical Assistants	4.5
MED233	Medical Procedures	4.5
MED242	Fundamentals of Pharmacology	6
MED251	Allied Health Clinical Skills	4.5
MED253	Allied Health Laboratory Skills	4.5
MED265	Medical Assisting Externship	6
MOS201	Introduction to Electronic Health Records	4.5
	REQUIRED FOR GRADUATION	**51**

NOTE: In the State of Florida, qualified graduates from this program may be eligible to sit for the following certification: Certified Clinical Medical Assistant (CCMA). The College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida. Prospective and current students, as well as graduates, are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

VETERINARY ASSISTING
Diploma

The diploma program in Veterinary Assisting is designed to prepare students for entry-level employment as an assistant to a Veterinarian or Veterinary Technician. The program will provide students with a foundation of knowledge in ethics and law, animal anatomy and physiology, medical terminology, and animal care activities. Through hands-on learning, students will learn to keep medical and imaging records, offer client education, assist with nursing duties, prepare for surgeries, and assist in a routine exam. This program includes a clinical externship experience. (720 clock hours)

Educational Objectives: Perform a diverse variety of tasks in customer/client service and education; front desk and clerical responsibilities; preparation of exam rooms; and assisting in areas of filling scripts, setting up lab work, and assisting with nursing and animal care. Veterinary assistants work under the supervision of veterinarians and veterinary technicians, through the establishment of standard levels of knowledge, practical experience, and skills.

Credit Hours: **52.5** **Total Hours:** **720**
Length: **40 Weeks**
Delivery Mode: **Blended** *Courses approved for online delivery

Course Code	Core Courses	Credits
SLS110	Career Preparation*	6
VAT100	Introduction to Veterinary Assisting	6
VAT110	Medical Terminology	6
VAT120	Anatomy and Physiology	6
VAT130	Laboratory Procedures	4.5
VAT140	Pharmacology	4.5
VAT150	Radiology	4.5
VAT170	Veterinary Clinical Procedures	4.5
VAT180	Hospital and Surgical Procedures	4.5
VAT200	Externship	6
	REQUIRED FOR GRADUATION	**52.5**

NOTE: This program has not been approved by any state professional licensing body, and this program is not intended to lead to any state-issued professional license. For further information on professional licensing requirements, please contact the appropriate board or agency in your state of residence.

COURSE DESCRIPTIONS

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COURSE DESCRIPTIONS

This section provides descriptions of courses offered at the College. The College reserves the right to revise course offerings, and program curricula at any time. Courses marked with an "O" designation are approved for online delivery.

BSC106 Foundations of Anatomy and Physiology (4 cr.)
This course introduces the student to the structures, functions, and interrelationships of the human body systems. The course content will include the discussion of the functions and structures of the body and the movement and support of integration and coordination. Prerequisite(s): None

BSC109 Anatomy and Physiology I (5 cr.)
This course is an in-depth study of the structures, functions and interrelationships of human systems. Course content will include discussion of the biological levels of cellular organization of the human body, and the structures and functions of the systems involved in support and movement, and integration and coordination. In the inquiry-based laboratory portion of this course, students will investigate, through hands on and simulated laboratory experiences, the histology, structures and functions of these systems. Prerequisite(s): None

BSC111 Anatomy and Physiology II (5 cr.)
This course is a continuation of the study of the structure, functions and interrelationships of human body systems. Course content will include discussion of the digestive, respiratory and genitourinary systems as well as the transport function of the cardiovascular and lymphatic systems. Concepts related to human growth and development will also be addressed. In the inquiry-based laboratory portion of this course, students will investigate, through hands on and simulated laboratory experiences, the histology, structures and functions of these systems. Prerequisite(s): BSC109.

BSC160 Anatomy and Physiology for the Surgical Technician (4cr.)
This course surveys the structure and basic function of all of the major systems, with emphasis on the digestive system, integumentary system, musculoskeletal system, cardiovascular systems, and the male and female reproductive systems. This course focuses on the relation of surgical procedures to those systems. The fundamentals of surgical pathophysiology and patient responses to disease are also surveyed. Related medical/surgical terminology is integrated throughout the course. Prerequisite(s): None

CGS100 Introduction to Computer Information Systems (4 cr.) "O"
This course provides students with a basic understanding of computers and the safe use of the internet. Students will learn about computer components, terms, operating systems, networks and the impact of computers on society. Several microcomputer-based application programs such as word processing, presentations, applications and spreadsheets are introduced. Prerequisite(s): None

COC100 Computer Concepts (4.5 cr.) "O"
This course introduces the student to computer terminology and concepts. This course includes a history of computer, computer components, and an introduction to common operating systems. In addition, the course includes a hands-on introduction to the Windows operating system and word processing, spreadsheet, database and presentation graphics applications programs. Lab included. Prerequisite(s): None

COM101 Communications (6.0 cr.) "O"
This This course is an introduction to the spoken message, and includes the study of the design and delivery of oral communications. Students will gain experience in preparing and delivering a variety of formal and informal presentations. Prerequisite(s): None

CON101 Introduction to Building Construction (6 cr.)
This course provides a study of Energy Efficient Building Construction and OSHA regulations. This course also includes an introduction to blueprint reading and the proper use of architectural and engineering symbols, relationship of views, and construction measurements. The student will learn basic construction mathematics and principles. Prerequisite(s): None

DEP200 Human Growth and Development (4 cr.) "O"
The general principles and processes of normal human growth and development across the life span are presented. Biological, mental, emotional and societal bio psychosocial forces will be identified and analyzed in relation to their effects on the range of normal human behaviors from conception through old age and death. Case studies will assist the student to apply these concepts. Prerequisite(s): None

EIT115 Basic Electricity and Electronics (4.5 cr.)
Electrical principles and applications are introduced. Topics include electrical parameters and units, direct and alternating current, series and parallel circuits, resistance, capacitance, inductance, magnetism, and equivalent circuits. Lab included. Prerequisite(s): None

EIT120 Residential Electronic Systems (4.5 cr.)
This course provides instruction in home automation technology, including home security, audio/video, computer networks, structured wiring, controls (lighting, HVAC, water), cable/satellite, baseband video, telecommunications and broadband. The student will learn to plan, install, test, troubleshoot and trim-out the various home automation systems. Lab included. Prerequisite(s): None

EIT125 Alternating Current and Passive Devices (4.5 cr.)
This course is designed to give students a solid knowledge of alternating current. It introduces the theory and application of varying sine wave voltages and current. Topics include: AC wave generation factors such as peak, peak to peak, average, and RMS values of AC voltage and current; frequency and phase relationship in resistive, RL, RC, and RLC circuits; and impedance, admittance, and conductance power factors calculated from given and/or measured data. Lab included. Prerequisite(s): EIT115

EIT210 The National Electric Code (6 cr.)
This course will introduce students to the National Electric Code (NEC). It provides an overview of the key chapters, code sections, calculations, definitions and values tables necessary to ensure a safe and professional installation. Instruction related to the NEC is provided for one- family dwellings, multi-family dwellings, commercial locations, and special occupancies. Prerequisite(s): None

EIT218 Principles and Applied Practices of Residential Wiring (4.5 cr.)
This course will provide information on conductor ratings, wiring styles, grounding, and practical experience in basic residential electrical wiring. Students will be exposed to advanced practical experience in lighting branch circuits and special purpose circuits. Lab included. Prerequisite(s): EIT115.

EIT220 Advanced Residential Circuit Installation (4.5 cr.)
This course covers electrical installation, operation, and maintenance for residential wiring. It will focus on general knowledge, safety, tools, print reading, equipment, wiring and the National Electrical Code. Lab included. Prerequisite(s): EIT218.

EIT228 Commercial Wiring (4.5 cr.)
This course is an introduction to commercial wiring practices and procedures. Topics include: National Electrical Code, commercial load calculations, safety, and commercial installations. Lab included. Prerequisite(s): EIT125.

EIT250 Motors and Controls (4.5 cr.)
This course is intended to assist the student to learn how AC motors operate and how to install them. The course will give the student an understanding of how motor controls are designed and installed to provide control schemes. Efforts will be made to keep the course practical, yet to provide the theory about why a motor and an associated control system works. Lab included. Prerequisite(s): EIT125.

ENC110 English Composition I (4 cr.) "O"
This course in basic essay writing is designed to teach students paragraph and theme development with emphasis on syntax, organization, logical thinking and originality. Students will become familiar with the various modes and strategies of expository and argument/persuasive essays as well as the standard methods of research and documentation of sources. In class writing exercises, journal entries and formal extended essays will be assigned to allow the student the opportunity to develop these skills. Prerequisite(s): None

ENG101 English Composition I (6.0 cr.) "O"
In this course students learn basic English composition skills including grammar, punctuation, paragraph development and other writing skills. Prerequisite(s): None

GEN102 Professional Development and Success (6.0 cr.) "O"
This course enhances the student's learning experience and prepares the student for personal and professional success. The concepts presented include, among other things, managing change, setting and achieving goals, and thinking in ways that create success. Time management, study skills, stress and stress reduction skills are also presented. Prerequisite(s): None

HLT101 Introduction to Health Careers (4.5 cr.)
This course describes health care delivery systems and health occupations. The course also includes communication and use of interpersonal skills, legal and ethical responsibilities and provides a presentation of wellness and disease concepts. Other components of the course include: recognition of and practice of safety and security procedure, recognition and response to emergency situations, factors related to the transmission of diseases, HIV/AIDS awareness, domestic violence awareness, OSHA/ standard precautions blood borne pathogen awareness, infection control/hand washing, and Alzheimer's awareness. Lab included. Prerequisite(s): None

HSA154 Medical Law and Ethics (4 cr.)
This course is designed to present the student with a study of medical law, ethics and bioethics as applied to the ambulatory healthcare setting and the legal field as well as practices related to employment in these areas. Prerequisite(s): None

HUN120 Nutrition (4 cr.) "O"
Basic to understanding the implementation of nutritional therapies and advise which are prominent within healthcare practice is a solid knowledge of sound nutritional principles. These guiding principles are grounded in basic science and research for healthy living. Presented in this course are the foundations for applying nutrition to the promotion and maintenance of optimal health. The course will explore: the classification and use of nutrients; metabolism; clinical nutrition for treatment of classic pathologies; life-span applications and nutrition for health. Socioeconomic, national/ regional, religious, and, cultural influences of nutrition will also be investigated. Prerequisite(s): None

MAC110 College Algebra (4 cr.) "O"
This course is designed to introduce the student to the concepts necessary for the operations of algebra. This includes the operations of the real number system, polynomials, graphing of linear equations, equalities and inequalities. It will be an application driven course, using real data and focusing on real world applications. Prerequisite(s): MAT100 (excluding students Nursing).

MAT100 College Math (4 cr.) "O"
Students will write, discuss, and solve mathematical problems that include operations of positive numbers, signed numbers, fractions, algebraic expressions and equations, measurement and geometry. Prerequisite(s): None

MAT105 College Mathematics (6 cr.) "O"
This course provides a study of algebra, right triangle trigonometry, coordinate systems, and numerical computations. Prerequisite(s): None

MCB100 Microbiology and Infection Control (4 cr.)
This course is a study of basic microbiology, infection control, and disease processes to include the body's defense mechanisms to those diseases, and wound healing. Prerequisite(s): None

MCB102 Microbiology with Lab (5 cr.)
This course is a study of the morphology and physiology of both prokaryotic and eukaryotic microorganisms; as well as viruses and prions. Specifics of microbe biochemistry and genetics will be covered. Course focus will be centered on pathogenic microbes which cause diseases and infections. Infection control and epidemiology will also be covered. Prerequisite(s): BSC109.

MED101 Medical Terminology (6 cr.)
The student will study medical terminology including word components, definitions, spelling and pronunciation. Study will also include the use of medical references and resources for both research and practice. Prerequisite(s): None

MED102 Medical Terminology (4 cr.)
This course will introduce students to medical terminology including: word components (roots, prefixes, suffixes, and combining forms), definitions, spelling, and pronunciation. Students will also learn the use of medical references and resources for both research and practice of medical terminology. Prerequisite(s): None.

MED110 Foundations of Anatomy and Physiology (6 cr.)
This course introduces the student to the structures, functions, and interrelationships of the human body systems. The course content will include the discussion of the functions and structures of the body and the movement and support of integration and coordination. Prerequisite(s): None.

MED231 Clinical Skills for Medical Assistants (4.5 cr.)
This course develops the theory and practical components relating to universal precautions, OSHA safety regulations, aseptic technique, instrumentation, patient interviewing, taking and recording vital signs. Lab included. Prerequisite(s): MED110.

MED233 Medical Procedures (4.5 cr.)
This course covers instruction in clinical skills for the allied health fields. This course focuses on preparation of the patient, pulmonary function and assisting with and documenting routine clinical procedures. Lab included. Prerequisite(s): MED110.

MED242 Fundamentals of Pharmacology (4.5 cr.)
This course is the study of drugs with emphasis on concepts related to steps in the drug cycle and drug effects. A systems approach is used in learning major classifications of drugs and drugs of choice for selected disease processes and pathological conditions. Prerequisite(s): MED101 or HLT101.

MED251 Allied Health Clinical Skills (4.5 cr.)
This course covers the performance and quality control for medical tests common to a medical office. Skills covered include assisting with X-ray safety and techniques, rehabilitation and therapeutic modalities and performing electrocardiograms. Lab included. Prerequisite(s): MED110.

MED253 Allied Health Laboratory Procedures (4.5 cr.)
This course involves the study of medical laboratory procedures, and covers the collection, performance and quality control for medical tests common to a physician's office, including clinical chemistry, phlebotomy, and urinalysis. Lab included. Prerequisite(s): MED110.

MED265 Medical Assisting Externship (6 cr.)
This course provides experience in selected physician's offices or other health care facilities. A qualified medical professional supervises the student during this activity. Prerequisite(s): Completion of all core courses, including all pre-clinical requirements.

MOS201 Introduction to Electronic Health Records (4.5 cr.)
This course introduces basic concepts of use and maintenance of an Electronic Health Records (EHR) system. Provides exposure to basic navigation of an EHR. Explores issues around privacy, security, government regulations and ethical legal aspects of the health information technology environment. Lab included. Prerequisite(s): None.

MOS224 Medical Office Administrative Procedures (4.5 cr.)
This course provides instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third-party reimbursement. Lab included. Prerequisite(s): HLT101 and MED101.

NUR100 Nursing Fundamentals (3 cr.)
An emphasis in this course is on principles of nursing practice including essential concepts and core values, basic knowledge and nursing skills related to the care of culturally diverse adult and geriatric clients across the lifespan. It discusses the legal and ethical implications in nursing practice, the informed consent process, the promotion of safety in a health care setting, and the development of interventions and evidence-based practice that minimizes the risk of harm and stress to the patient. Prerequisite(s): BSC109, BSC111, MCB102 and NUR112.

NUR102 Nursing Fundamentals Clinical (4 cr.)
This course provides, in a variety of settings, selected patient experiences that assist the student to integrate content from classroom learning activities and skills laboratory learning. The clinical patient care experiences focus on nursing assessment, use of basic nursing skill sets, safe medication administration and teaching for wellness. There is an emphasis on the use of the EMR and patient safety. Prerequisite(s): BSC109, BSC111 and NUR112.

NUR104 Nursing Skills Lab I (1 cr.)
This course presents an introduction to basic technical nursing skills sets that are either utilized or delegated by the nurse to implement the nursing process in a safe effective manner. The skill laboratory is used, by students, for practice of all skills under the supervision of nursing staff. Prerequisite(s): BSC109, BSC111, HUN120 and NUR112.

NUR106 Nursing Skills Lab II (1 cr.)
This course provides the knowledge and practice for beginning medical/surgical nursing skills sets. Students will achieve complex client care skills that are utilized by the nurse to safely implement the nursing process and manage care. Students gain competency by practicing skills in a supportive and supervised environment in the college campus lab. Prerequisite(s): NUR102, NUR100, NUR108 and NUR110.

NUR108 Health Assessment (3 cr.)
The focus of this course is on the theory and skills related to history taking, physical assessment and completing a head to-toe assessment of the adult and geriatric population. Emphasis is placed on the normal versus abnormal findings necessary for a nurse to identify and apply ethical and critical thinking processes during states of health and illness. Prerequisite(s): BSC111, MCB102 and NUR112.

NUR110 Health Assessment Skills Lab (1 cr.)
This course offers students a systems approach, based on critical thinking modalities, to health assessment of diverse individuals across the lifespan. The simulations and scenarios focus on nursing assessment while incorporating basic skill sets and teaching for wellness. Students find a supportive and supervised environment where increasing confidence and competence are encouraged while practicing physical assessment and history gathering skills.
Prerequisite(s): BSC109, BSC111, MCB102, HUN120 and NUR112.

NUR112 Concepts of Nursing Practice (2 cr.)
Students will examine the concepts and principles related to health, healthcare delivery, and patient care. Family-centered nursing concepts are explored, including the process and management of patient care. Emphasis is placed on the therapeutic communication process and the impact of culture, ethnicity, and spirituality on health-seeking behaviors. Participants are also introduced to evidence-based nursing practice and clinical application. Professional standards of nursing practice, including behaviors, ANA code of ethics and legal implications of nursing practice, are also discussed.
Prerequisite(s): BSC109, MAC110 and CGS100.

NUR114 Pharmacology for Nursing (4 cr.)
The focus of this course is to assist the student in applying knowledge of pharmacology and the nursing process to direct nursing decisions relative to safe drug administration and to ensure compliance with standards of practice. This course focuses on identification of drug classifications, drug interactions, calculation of dosages and solutions, and application of the nursing process to clinical situations. Prerequisite(s): BSC111, MCB102, HUN120, NUR112, NUR100, NUR104, NUR108 and NUR110.

NUR120 Medical Surgical Nursing I (3 cr.)
This course introduces the student to nursing care of diverse adult and geriatric populations with common medical/surgical health problems in the acute care setting. Applications of pathophysiology, nutrition and pharmacology are applied. Students will learn advanced nursing skills, delegation, prioritization and documentation during this course. Prerequisite(s): NUR100, NUR102, NUR104, NUR108 and NUR110.

NUR124 Medical Surgical Nursing I Clinical (4 cr.)
This course provides selected patient experiences in a variety of settings and assists the student to incorporate theory and hands-on proficiencies learned in the classroom and laboratory. The clinical focus is on the practice of beginning medical/surgical technical nursing skill sets that are utilized or delegated by the nurse to patients with commonly occurring health limitations that potentially alter conservation principles. Clinical experiences include activities in acute care, outpatient and rehabilitation. Prerequisite(s): NUR100, NUR102, NUR104, NUR108 and NUR110.

NUR204 Nursing Skills Lab III (1 cr.)
This course builds on and supplements the knowledge and practice of beginning medical/surgical technical nursing skill sets. Introduced are complex technical skill sets used by the nurse to safely meet the needs of complex and multi- system patients. Students gain competency by practicing skills in a supportive and supervised environment in the college campus lab. Prerequisite(s): NUR230, NUR232, NUR242, NUR244 and DEP200.

NUR220 Medical Surgical Nursing II (3 cr.)
This course introduces the student to nursing care of diverse adult and geriatric populations with complex medical/surgical health problems in the acute care setting. Applications of pathophysiology, nutrition, and pharmacology are applied. Students will continue to master delegation, prioritization and documentation along with complex nursing skills to render safe, culturally competent client care. Prerequisite(s): NUR232, NUR234, NUR242, NUR244 and DEP200.

NUR224 Medical Surgical Nursing II Clinical (4 cr.)
This course provides the nursing student with selected patient experiences in a variety of settings that facilitates the integration of content from the classroom and college skills lab. The contextual focus is on planning nursing care and integrating complex medical/ surgical technical skill sets that are utilized by the nurse to implement the nursing process. Students will demonstrate an understanding and mastery in delegation, prioritization and documentation along with complex nursing skills, to render safe, culturally competent client care. Clinical environments include acute care and community settings. Prerequisite(s): NUR232, NUR234, NUR242, NUR244 and DEP200.

NUR226 Critical Care Nursing (2 cr.)
This course focuses on the medical complexity and highly technical skills required by today's nurse for family-centered care of clients with life threatening syndromes and system failures. Students will become familiar with the collaborative care, drug therapy and nursing management of critically ill clients. Pathophysiology of clinical manifestations will also be discussed. This course also introduces the student to nursing management of emergency, terrorism and disaster nursing. Triage, in the acute care setting as well as the community, select toxicological emergencies, and victims of violence are also stressed. Students will also learn to differentiate the responsibilities of the community, state and federal agencies during an emergency. Prerequisite(s): NUR224, NUR220, NUR204, NUR252, NUR254 and NUR294.

NUR228 Critical Care Clinical (2 cr.)
This course provides experiences in selected critical care clinical settings where patients have life-threatening conditions and need intense, round-the–clock care by a team of multi-professionals, to assist the student with the integration of critical care classroom content into patient care. The critical thinking models for human functioning and initial nursing interventions will be used and practiced in conjunction with the nursing process and critical care tools. Medical/surgical nursing care concepts are revisited in the context of clinical complexity for critical care nursing. Prerequisite(s): NUR224, NUR220, NUR204, NUR252 and NUR254.

NUR232 Pediatric Nursing (3 cr.)
This course focuses primarily on the concept of family-centered child care, while placing emphasis on common pediatric disorders along with nursing management. Building on foundational concepts of adult nursing, students learn evidence-based techniques of atraumatic care, patient teaching and methods of communicating with children and their families. A developmental approach addresses the differences at each stage of the child's growth, which enables students to design individual health care plans at the appropriate level for each child. Prerequisite(s): SYG100, NUR120, NUR124 and NUR106.

NUR234 Pediatrics Nursing Clinical (2 cr.)
This course provides the student with selected experiences in pediatric settings that assist the student to integrate classroom learning with care of children. The nursing process is applied, with accompanying technical skill sets, to children with common occurring health limitations. These limitations lead to therapeutic personal, structural and social integrity that require evidence-based protocols based on patient values, preferences and expressed needs. The nursing student will develop specific cognitive and psychomotor competencies which will be demonstrated in an effective performance in the clinical area. Clinical experiences occur in acute care, community settings and wellness centers.
Prerequisite(s): SYG100, NUR120, NUR124 and NUR106.

NUR242 Maternity Nursing (3 cr.)
The focus of this course is utilizing the nursing process in the assessment and management of the childbearing family. Emphasis is on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including the abnormal conditions. The student will utilize critical thinking and a systematic problem-solving approach to plan for the basic care needs of the childbearing family during the prenatal, intra-partum, and post-partum periods. The student will also integrate the teaching needs of the childbearing family into the plan of care.
Prerequisite(s): SYG100, PSY100, NUR120, NUR124 and NUR106.

NUR244 Maternity Nursing Clinical (2 cr.)
This course provides selected experiences in obstetric settings that assist the student to integrate content from the classroom with the nursing care of child-bearing women and their families. The focus of nursing care and accompanying technical skill sets are utilized by the student to implement the nursing process with emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including the abnormal conditions. The student will also integrate the teaching needs of the childbearing family into the plan of care. Prerequisite(s): SYG100, NUR120, NUR124 and NUR106.

NUR252 Mental Health Nursing (3 cr.)
The primary focus of this course is nursing management of the major psychiatric and neuropsychiatric disorders. Primary prevention, early intervention and treatment for alterations in thought, mood and behavior are stressed. The role of the professional nurse as a partner within a multidisciplinary team is introduced. Medication and medical treatments are identified. Prerequisite(s): NUR242, NUR244 and DEP200.

NUR254 Mental Health Clinical (2 cr.)
This course provides selected patient experiences in mental health settings that assist the student to integrate content from the classroom with patient care. The emphasis of this course is to apply theory, concepts, and skills related to mental health nursing while functioning as a member of the nursing profession, provider of patient centered care to a diverse population, patient safety advocate, and member of the healthcare team in a variety of inpatient and community settings. Prerequisite(s): NUR242, NUR244 and DEP200.

NUR276 Perioperative Nursing (2 cr.)
This course introduces surgical nursing care concepts, substantiated by evidence, in the context of patient care surrounding the surgical experience. Integrating levels of prevention, quality, safety concepts, established professional standards and competencies, students will be introduced to specialized practice that includes, but is not limited to anesthesia, operating room nursing assessments, patient positioning, sterile environments, surgical instruments, wound closure and healing, safety and risk management, postoperative care, and pain management. Prerequisite(s): NUR224, NUR221/220, NUR204, NUR252 and NUR254.

NUR278 Perioperative Nursing Clinical (2 cr.)
This course provides experiences in operating room settings to assist the student with the integration of classroom perioperative concepts in patient care situations in conjunction with the nursing process and perioperative nursing standards of care. Medical/ surgical nursing care concepts are revisited in the context of clinical complexity for the specialty of perioperative nursing. Nursing care, using a preceptor, is given to patients whose surgical intervention ranges from simple to complex. Prerequisite(s): NUR224, NUR221/220, NUR204, NUR252 and NUR254.

NUR280 Seminar for Beginning Nursing Practice (2 cr.)
This course is an end-of-program course designed to evaluate students' achievement of the Associate Degree Nursing Program End-of-Program Student Learning Outcomes (EPSLOs), prepare students for transition to entry-level registered nursing practice, and support successful preparation for the NCLEX-RN licensure examination.

Students integrate and apply knowledge and skills acquired throughout the nursing curriculum through comprehensive review, clinical judgment activities, ATI Capstone, Virtual ATI (VATI), BoardVitals, Nurse's Touch, remediation activities, and comprehensive examinations.

As part of the program's end-of-program assessment process, students complete the Comprehensive End-of-Program Clinical Competency Assessment (CEPCCA) to demonstrate achievement of the five program EPSLOs: Clinical Judgment; Patient Safety & Quality; Communication & Collaboration; Professionalism & Leadership; and Informatics & Technology. Students also complete the ATI Comprehensive Final Examination to evaluate overall readiness for the NCLEX-RN examination. Assessment results are used to identify individual and aggregate areas of strength and opportunities for improvement and to support program evaluation and continuous quality improvement. Prerequisite(s): Completion of all core NUR courses other than the co-requisites.

NUR294 Nursing Practicum (6 cr.)
This course is an end-of-program clinical course designed to support the student's transition to the role of the graduate nurse and prepare the student for the professional responsibilities of entry-level registered nursing practice. The Nursing Practicum Preceptorship is a 1:1 relationship between the student and an experienced registered nurse preceptor and provides opportunities for students to integrate knowledge, clinical judgment, patient safety, communication, leadership, professionalism, informatics, and nursing skills acquired throughout the Associate Degree Nursing Program.

NUR294 consists of 180 total hours, including 144 hours of direct patient care clinical practicum, 12 hours of American Heart Association BLS/ACLS certification, and 24 hours of ATI Live NCLEX Review. During the 144-hour direct patient care practicum, students function under the supervision of an RN preceptor with nursing faculty oversight and progressively assume responsibilities consistent with entry-level registered nursing practice.

Student performance during the direct patient care experience is evaluated using the NUR294 Senior Practicum Clinical Evaluation Tool, which provides direct evidence of student achievement of the five End-of-Program Student Learning Outcomes (EPSLOs). Faculty determine satisfactory clinical performance based on competency ratings across the five EPSLO domains, safe and effective patient care, clinical judgment, professional behaviors, RN preceptor feedback, faculty clinical oversight, completion of required clinical hours, and demonstration of readiness for entry-level registered nursing practice.This course will introduce the student to psychology, defined as the scientific study of behavior and mental processes. Prerequisite(s): NUR252, NUR254, NUR220 and NUR224.

PSY100 Introduction to Psychology (4 cr.) "O"
The study of psychology is a diverse field, which will introduce the student to many different types of behavior. This course will start with the history of psychology, the founders of psychology, and psychology today in the 21st century. Topics include but are not limited to human development, personality, psychological disorders, and states of consciousness, therapies, and social behavior. Prerequisite(s): None

PSY107 Introduction to Psychology (6.0 cr.) "O"
This course introduces the student to the fundamental concepts and methods of psychology examined from the major schools – biological, learning, cognitive, socio-cultural, and psychodynamic. Prerequisite(s): None

PTC100 Fundamentals of Patient Care (4 cr.)
The course introduces basic concepts for the surgical healthcare delivery system and provides an overview of the roles and responsibilities of the perioperative healthcare team. The surgical tech-patient relationship, professional communication, teamwork, interpersonal skills, legal/ethical issues, diagnostic and assessment procedures, environmental hazards and infection control are included. Also included are the basic concepts of patient care skills. Prerequisite(s): None

SLS110 Career Preparation (6 cr.) "O"
This course provides students with the foundation for job preparation and job searching. Students will identify their qualifications for their chosen career; identify what employers look for in strong candidates; build resumes and cover letters; gain tips on completing applications; job and informational interviewing; as well as job searching, professional networking, and tips for setting up a successful career. This course will also introduce students to the application of basic interpersonal communication skills, with a focus on achieving success in the workplace. Prerequisite(s): None

SLS150 College Success (4 cr.) "O"
This course is designed to assist first time students to prepare for a successful college experience. Emphasis will be paid on developing a positive attitude and preparing a student to learn by teaching skills to optimize his or her opportunities for success. Prerequisite(s): None

SPC160 Communication Dynamics (4 cr.) "O"
This course will introduce the student to oral communication skills and give extensive practice in public speaking. This includes practical experience in speech composition, delivery, and critique. Students will be engaged in cooperative learning activities to better prepare them for the challenges of the modern business environment. Prerequisite(s): None

SRT295 Surgical Technician Externship I (8 cr.)
Under the preceptorship of an experienced surgical technologist and the supervision of the externship coordinator, the student will be assigned to a variety of surgical procedures. During this 250-hour clinical experience the student will develop a case log, meeting the criteria of the Core Curriculum as established by the Association of Surgical Technologists. Student externs will progress from the role of observer to first scrub without assistance. Prerequisite(s): STS250 and STS255.

SRT297 Surgical Technician Externship II (8 cr.)
Under the preceptorship of an experienced surgical technologist and the supervision of the externship coordinator, the student will be assigned to a variety of surgical procedures. During this 250-hour clinical experience the student will continue to develop their case log, meeting the criteria of the Core Curriculum as established by the Association of Surgical Technologists. Student externs will continue the role of first scrub without assistance. Prerequisite(s): SRT295.

STS130 Fundamentals of Surgical Technology (4 cr.)
This course is designed to provide the student with knowledge and skills in basic surgical case preparation and procedures to include pharmaceutical and anesthesia procedures utilized in the surgical environment. Prerequisite(s): MED102 and PTC100.

STS140 Surgical Procedures I (4 cr.)
This course provides the student with the knowledge and basic skills for surgical case preparation, approach, and management of the surgical wound. Instrument sterilization techniques and management of sterile supplies, and equipment for different surgical procedures is demonstrated. The course discusses the association of the anatomy, physiology, pathophysiology, and diagnostic indications while exploring surgical procedures in the following specialties: Minimally Invasive Surgery, Robotic Surgery, General Surgery, Gynecological and Obstetrical Surgery.
Prerequisite(s): STS130.

STS145 Surgical Skills I (4 cr.)
This course discusses the concepts of sterile technique with regard to different sterilization processes. Maintenance of sterile supplies and equipment is demonstrated and basic methods are discussed with emphasis on type of sterilization per manufactures specifications. It provides the student with the basic knowledge of identifying, handling, counting, and passing the surgical instruments and equipment, surgical stapling devices, and soft surgical goods. Emphasis is on the application of knowledge by demonstrating the principles of asepsis and sterile technique, as well as identifying and interpreting breaks in both sterilization and sterile technique. The course will address the surgical wound, various incisions, suture material, the wound healing process and how to handle specimens. Prerequisite(s): STS130.

STS240 Surgical Procedures II (4 cr.)
This course provides the student with the knowledge improving basic skills for surgical case preparation, approach, and management of the surgical wound. The course measures the association of anatomy, physiology, pathophysiology, and diagnostic indications while exploring surgical procedures in the following specialties:
Genitourinary Surgery, Ophthalmic Surgery, Otorhinolaryngology Surgery, Oral and Maxillofacial Surgery, Plastic and Reconstructive Surgery, and Orthopedic Surgery. Prerequisite(s): STS140 and STS145.

STS245 Surgical Skills II (4 cr.)
This course addresses the principles of sterile technique learned in STS 140 and STS 145 and builds upon the skills developed in those courses. The course provides comprehensive knowledge to the surgical approach for draping the surgical patient, correct the surgical instrumentation stand (mayo stand) with additional associated tasks for the following specialties: Genitourinary Surgery, Ophthalmic Surgery, Otorhinolaryngology Surgery, Oral and Maxillofacial Surgery, Plastic and Reconstructive Surgery, and Orthopedic Surgery. Prerequisite(s): STS140 and STS145.

STS250 Surgical Procedures III (4 cr.)
This course provides the student with the knowledge and basic skills for surgical case preparation, approach, and management of the surgical wound. It measures the association of anatomy, physiology, pathophysiology, and diagnostic indications

while exploring surgical procedures in the following specialties: Peripheral Vascular Surgery, Thoracic and Pulmonary Surgery, Cardiac Surgery, Pediatric Surgery, Neurosurgery, and Emergency Trauma Surgery. Prerequisite(s): STS240 and STS245.

STS255 Surgical Skills III (4 cr.)
This course further addresses the principles of sterile technique learned in STS 140 and STS 145 and further develops skills learned in those courses. The course provides comprehensive knowledge to the surgical approach for draping the surgical patient, correct instrumentation on the surgical instrumentation table with additional associated tasks for the following specialties: Peripheral Vascular Surgery, Thoracic and Pulmonary Surgery, Cardiac Surgery, Pediatric Surgery, Neurosurgery, and Emergency Trauma. Basic Life Support (CPR and AED) training will be provided. Prerequisite(s): STS240 and STS245.

STS260 Surgical Technician Certification Prep (4 cr.)
This course provides job-seeking skills and an overview of theoretical knowledge in preparation for certification. Topics include test- taking strategies, résumé preparation, and interviewing techniques. Upon completion, students should be able to demonstrate confidence in fielding questions regarding their strengths and weaknesses in accepting an entry- level position, and identify from practice certification examinations what areas need particular emphasis for successful completion of the certification exam. Prerequisite(s): STS250 and STS255.

STS265 Surgical Technician Content Review (4cr.)
This course will review the basic principles and practices taught in the Surgical Technology program. This course will focus on the objectives of the National Certification Examination for Surgical Technologists (CST) using an online learning system, lecture and skills tests. Topics include test taking strategies, and identifying and concentrating on areas of weakness. Prerequisite(s): STS250 and STS255.

SYG100 Introduction to Sociology (4 cr.) "O"
This course consists of the systematic study of human social interaction using sociology principles and case situations that are applicable to personal development and professional life. Topics include such concepts as culture, social structure, deviance, institutions, socializations, organizations and inequalities. Prerequisite(s): None

VAT100 Introduction to Veterinary Assisting (6 cr.)
This class will introduce students to the role of the Veterinary Assistant as a member of an animal care team. Emphasis will be on OSHA, safety protocols, cleaning and disinfection. This class is designed to familiarize students with general veterinary office procedures. Students will learn to greet clients, answer the telephone, schedule appointments, admit patients, perform basic filing, and maintain and retrieve medical records. Students will also understand basic invoicing, billing, and payment and account procedures. Topics in human-animal bond, professional and appropriate appearance and language in the workplace are discussed. Students will also learn the correct use of electronic communication in the veterinary care center. Prerequisite(s): None

VAT110 Medical Terminology (6 cr.)
Students will learn the structure of medical terms and abbreviations. Large and small breed recognition, identifying normal and abnormal animal behavior, and proper restraint of large and small animals are also discussed. Prerequisite(s): None

VAT120 Anatomy and Physiology (6 cr.)
In this course, student will learn animal body systems and major organs. Grooming, nutrition, basic health care management, and animal sexing are also discussed in this course. Prerequisite(s): None

VAT130 Laboratory Procedures (4.5 cr
In this course, students will learn how to properly obtain and handle voided urine and fecal samples, assist in obtaining blood samples for procedures, and how to prepare and set up various laboratory tests and laboratory equipment. Handling of deceased animals will also be covered in this course. Lab included. Prerequisite(s): None

VAT140 Pharmacology (4.5 cr.)
In this course, an overview of drugs will be discussed to familiarize students with common generic and brand name medications. Classes of medications and medical abbreviations associated with prescriptions, reading and filling prescriptions, and dosing and dispensing will be discussed. Students will also learn basic administration of medications. Lab included. Prerequisite(s): None

VAT150 Radiology (4.5 cr.)
Students will learn the safety measures related to diagnostic imaging, as well as, labeling, filing, processing and development of images for diagnostic purposes. Lab included. Prerequisite(s): VAT110.

VAT170 Veterinary Clinical Procedures (4.5 cr.)
In this course, students will understand and learn the proper procedure to perform a physical examination on an animal. Students will also learn how to assist in the restraint and positioning of animals. Basic nursing skills such as nail trims, external anal gland expressions, external ear cleaning, and bathing will be discussed. Animal CPR is also taught. Lab included. Prerequisite(s): VAT110.

VAT180 Hospital and Surgical Procedures (4.5 cr.)
In this course, students will understand basic surgical preparation, including equipment, sterilization methods, asepsis, common surgical instruments and suture material, positioning, scrubbing, maintenance of surgical logs, and proper operating room sanitation and etiquette. In the course, students will also learn about basic cleanliness and orderliness of a veterinary facility. Lab included. Prerequisite(s): VAT110.

VAT200 Veterinary Assisting Externship (6 cr.)
In this course, students will work in a live animal care setting for 180 hours. A qualified veterinary care professional supervises the student during this activity. Prerequisite(s): Completion of all core courses, including all pre-clinical requirements.

NON-MAIN CAMPUS
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