South Texas Vocational Technical Institute
2021 School Catalog
Version 1
Effective: March 19, 2021

Campus Locations

South Texas Vocational Technical Institute – Weslaco Campus

1600 N. Westgate Drive, Suite 400
Weslaco, Texas 78599
Phone: 956-969-1564
Fax: 956-969-1887

South Texas Vocational Technical Institute – Brownsville Campus
(a branch of the Weslaco Campus)

1900 N. Expressway, Suite O   Satellite Facility – CDL Range
Brownsville, Texas 78521   2800 Robindale Road
Phone: 956-554-3515   Brownsville, TX 78521
Fax: 956-554-3542

South Texas Vocational Technical Institute – McAllen Campus
(a branch of the Miller - Motte College - Chattanooga Campus)

1800 S. Main Street, Suite 500   Satellite Facility – CDL Range
McAllen, TX 78503   901 E Military Highway
Phone: 956-631-1107   Pharr, TX 78503
Fax 956-630-1650

South Texas Vocational Technical Institute – Corpus Christi Campus
(a branch of the Miller - Motte College - Chattanooga Campus)

2000 South Padre Island Drive
Corpus Christi, TX 78416
Phone: 361-232-5057
Fax: 361-851-5051

South Texas Vocational Technical Institute – San Antonio, TX
(a branch of Miller - Motte College - Chattanooga Campus)

734 S.E. Military Drive   Extension Building   Satellite Facility – CDL Range
San Antonio, TX 78214   6714 S Flores Street   9333 Southwest Loop 410
Phone: 210-782-8000   San Antonio, TX 78214   San Antonio, TX 78242
Fax: 210-921-0513

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School Information

Message from the President

At South Texas Vocational Technical Institute (STVT) we understand you have options when it comes to the institution or program you are looking for. We believe our programs make a difference in the lives of students in Texas. Students partner with our instructors and administrators throughout their program of study to enhance their skillset, gain experience, and develop personally and professionally. Ultimately, we look to prepare our graduates for meaningful careers in their field of study.

I look forward to sharing the STVT experience with you.

Michael Zawisky
President and Chief Executive Officer

Mission Statement and Objective

The mission of South Texas Vocational Technical Institute is to inspire and motivate students to empower themselves through training and education.

To accomplish this mission, we utilize our core values as a blueprint to create an environment centered on the personal and professional development of students, employees, and employers.

The STVT-AAI Education Inc. Core Values utilized to create positive experiences are grounded in:
- Integrity
- Customer Service
- Innovation
- Growth

Administration, Faculty, and Staff

South Texas Vocational Technical Institute has selected professionals to teach in each program of instruction offered. These individuals are equally adept in theory and practical application. All faculty members meet or exceed the minimum educational and industry experience requirements as set forth by state approving agencies and the accrediting bodies governing South Texas Vocational Technical Institute. In addition to the instructional staff, support personnel are available for assistance in financial aid, housing, attendance and other needs.

History

South Texas Vo-Tech has campuses located in Weslaco, Brownsville, McAllen, Corpus Christi, and San Antonio, Texas. The School began operations in October 1973 as the Texas Language Academy offering English as a Second Language (ESL) and Spanish. With the growth of industry in the Rio Grande Valley, South Texas Vo-Tech recognized the communities' needs and decided to expand into

allied health, business, childcare, computer and legal related occupations. A brief history of this expansion is as follows:

- 1973 – Opened Texas Language Academy, Brownsville, Texas
- 1979 – Changed name to Texas Language and Commercial Academy
- 1983 – Weslaco Campus opened
- 1983 – McAllen Campus opened
- 1982 – School changed name to South Texas Vocational Technical Institute (South Texas Vo-Tech)
- 1993 – Sold Brownsville campus to R.G. Educational Services
- 2004 – Brownsville Campus re-opened under original owner
- 2007 – Campuses in Weslaco, Brownsville, McAllen, acquired by ATI Enterprises, Inc.
- 2008 – Corpus Christi Campus opened
- 2010 – San Antonio Campus opened
- 2013 – STVT San Antonio became a branch of Arizona Automotive Institute
- 2013 – All five STVT locations acquired by STVT-AAI Education Inc.
- 2014 – STVT in Corpus Christi, McAllen, and San Antonio became ACCSC accredited as branch campuses of Platt College – Tulsa campus.
- 2021 – STVT in Corpus Christi, McAllen, and San Antonio became ACCSC accredited as branch campuses of Miller - Motte College - Chattanooga campus.

In August 2013, Marblegate Special Opportunities Master Fund LP, Visium Credit Master Fund, and Visium Balanced Master Fund acquired 100% of STVT - AAI Education Inc., and its subsidiary companies including the STVT campuses. The Corpus Christi, McAllen, and San Antonio campuses are branch locations of Platt College, Tulsa, Oklahoma.

Locations and School Facilities

South Texas Vocational Technical Institutes campus locations and facility descriptions:

Weslaco
The Weslaco campus is located at 1600 N. Westgate Drive, Suite 400, Weslaco, Texas 78596. The school consists of a building that is over 32,280 square feet, which houses administrative and education offices, classrooms, medical assisting labs, computer labs, and a student break area. The school also utilizes an extension building at 1903 Joe Stephens, Weslaco, TX 78520 for trade related programs. The STVT Weslaco facilities are non-smoking environments.

Brownsville
The Brownsville campus is located at 1900 N. Expressway, Suite O, Brownsville, TX 78521. The school consists of a building that is 23,120 square feet consisting of administrative and education offices, classrooms, medical assisting labs, computer labs, and a student break area. The school also operates a driving range that is utilized in the CDL Training: Class A Tractor Trailer program at 2800 Robindale Road, Brownsville, TX 78521. The STVT Brownsville facilities are non-smoking environments.

McAllen
The McAllen campus is located at 1800 S. Main Street, Suite 500, McAllen, TX 78503. The school consists of a building that is 27,378 square feet consisting of administrative and education offices, classrooms and labs, and with a student break room that has vending machines, a microwave, and a refrigerator for students and personnel to use. The building is provided with heat and air

conditioning units to provide each room with heat and cold air, and all classrooms are well-lighted. The school also operates a driving range that is utilized in the CDL Training: Class A Tractor Trailer program at 901 E Military Highway, Pharr, TX 78503. The STVT McAllen facilities are non-smoking environments.

Corpus Christi
The Corpus Christi campus is located at 2000 South Padre Island Drive, Corpus Christi, Texas 78416. The school occupies over 29,000 square feet with administrative and education offices, classrooms, labs that are well-lighted, heated and air-conditioned. Additionally, there is a student break room available with a microwave, refrigerator and vending equipment that provide cold foods, snacks, and soft drinks for students and school personnel. The South Texas Vocational Technical Institute Corpus Christi facility is a non-smoking environment.

San Antonio
The San Antonio campus is located at 734 S.E. Military Drive, San Antonio, Texas 78214. The school consists of a building that is over 18,000 square feet with administrative and educational offices, classrooms, air conditioning, heating and refrigeration lab, automotive lab, combination welding lab, a student break area and learning resource center. The school also utilizes an extension building at 6714 S Flores Street, San Antonio, TX 78214 for trade related programs, and operates a driving range that is utilized in the CDL Training: Class A Tractor Trailer program at 9333 Southwest Loop 410, San Antonio, TX 78242. The STVT San Antonio facilities are non-smoking environments.

Accrediting Agencies, Approvals/State Licenses, and Memberships

Accrediting Agencies
- South Texas Vocational Technical Institute's Weslaco and Brownsville campuses are accredited by:

  Council on Occupational Education (COE)
  7840 Roswell Road, Bldg. 300 Suite 325
  Atlanta, GA 30350
  (P): 770-396-3898, (F): 770-396-3790
  www.council.org

- The South Texas Vocational Technical Institute's Corpus Christi, McAllen, and San Antonio campuses are accredited by (as branch campuses of Miller - Motte College, Chattanooga, TN):

  Accrediting Commission of Career Schools and Colleges (ACCSC)
  2101 Wilson Boulevard, Suite 302
  Arlington, Virginia 22201
  www.accsc.org

Approvals/State Licenses

- The South Texas Vocational Technical Institute campuses are approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas:

  Texas Workforce Commission
  Career School and Colleges
  101 E. 15th Street, Rm. 226T
  Austin, Texas 78778

Memberships

- South Texas Vocational Technical Institute is a member of the following organizations:
  o Better Business Bureau (BBB)
  o Brownsville Chamber of Commerce
  o Corpus Christi Chamber of Commerce
  o Corpus Christi Hispanic Chamber of Commerce
  o Harlingen Chamber of Commerce
  o McAllen Chamber of Commerce
  o Weslaco Chamber of Commerce

Ownership of the Schools

South Texas Vocational Technical Institute campuses are owned by STVT-AAI Education Inc. (dba Ancora Education), which is a wholly owned subsidiary of Ancora Intermediate Holdings L.L.C., a wholly owned subsidiary of Ancora Acquisition L.L.C. and Ancora Holdings L.L.C. It is operated by a Board of Directors and headed by the President.

The members of the Board of Directors can be found at the end of this Catalog. The principal office of STVT-AAI Education Inc. (dba Ancora Education) is located at 8701 Bedford Euless Road, Hurst, TX 76053. This office can be reached by phone at 682-334-5600, or by email at questions@ancoraeducation.com. Additional information can also be obtained by visiting www.ancoraeducation.com.

Changes and Improvements to Programs

STVT is strives to improve and update our programs to keep with up changes in industries in which we train. As a result, we meet twice a year with advisory committees made up of employers and experts from the industry and surrounding community. These Committees review results of graduate and employer surveys, review current industry trends and give feedback and recommendations for updates to programs that the school considers for implementation. When planned changes or updates occur, they are updated in the online catalog.

Transcripts

A complete record of every course for which a student registers is maintained in an electronic student records system. The record of all credits attempted and earned is posted to this form concurrent with the issuance of term grade reports to students. A record that has been delivered electronically through the secure transcript request website or is printed, sealed and dated

constitutes an Official Transcript. One "Issued to Student" Transcript will be provided at no charge to the student upon request. Official Transcripts provided to any institution or agency designated by the student will incur a charge of $10.00 each. Students who have not satisfied their financial obligations to the school are not eligible to receive transcripts. Written authorization by the student is required for the school to release a Transcript to a third party.

Transcripts may be requested at www.parchment.com

Admission Information

Admission Requirements

South Texas Vocational Technical Institute admits, as students, applicants having an acceptable high school diploma, a General Educational Development (GED), or a recognized equivalent. Prior to starting classes, applicants will be required to submit proof of high school graduation or a recognized equivalency certificate (GED) to the school by providing the school with one of the following:

- A copy of their high school diploma
- A transcript confirming graduation
- A GED certificate
- Other equivalent documentation

The Executive Director or the Executive Director's designee must give final acceptance of each student. STVT evaluates high school/home school documentation received; this procedure includes validation of the high school/home school documentation to determine if the transcript or diploma is issued by a verifiable entity providing secondary school education prior to acceptance at South Texas Vocational Technical Institute. Foreign high school documentation requires interpretation and confirmation from a foreign credentialing evaluation service in order to validate high school graduation equivalency. STVT reserves the right to decline any high school diploma, transcript, or equivalency documentation it deems as unacceptable.

Admission Procedures

Persons desiring to apply to South Texas Vocational Technical Institute should contact the School and speak with one of its Admissions Representatives. Prior to being accepted, an applicant must:
- Complete an application for admission
- Interview with an Admission Representative
- Meet admission requirements as outlined below
- Remit the applicable registration fee to confirm enrollment

A student is officially enrolled upon completion of all admission requirements and the enrollment agreement is fully-executed (signed by the applicant and the School Official or their designee).

An applicant may register at any time, but may only begin classes on the specified start date or no later than the allowable start period defined by the schools governing agencies and as outlined on the enrollment agreement. Classes may have a limited enrollment.

CDL Admission Requirements

For a student enrolling in the CDL Training: Class A Tractor Trailer program who does not have a high school diploma or its equivalent, the student may satisfy the Prior Education Requirement by

passing the Wonderlic Basic Skills Test (WBST). Students must obtain a minimum score of 193 on the Verbal section, 214 on the Quantitative section, OR a minimum of 207 for the composite score. If the student does not pass on the first attempt, the student may have one additional attempt to earn a passing score.

Applicants for the CDL program must meet the following MVR requirements to enroll.

Applicants must provide acceptable documentation to validate when necessary. Driver's License must be valid. The applicant cannot have any of the following (based on date of violation):

- DUI/DWI convictions within five years of completion date (of our CDL program). If there are 2 DUIs/DWIs the second must be 10 years back or farther from completion date
- At fault accidents within the last year. If there are 2 accidents, second must be at least 4 years' back
- Endangerment convictions within 2 years
- Reckless/careless/negligent driving convictions within 2 years
- Traffic points exceeding 4 active points on current license

If any of these convictions exist or driver history criteria is not met, an employer pre-hire letter is acceptable documentation. This letter must include the student's name and be in the form of an actual letter from a valid entity (i.e., business is listed/validated, on company letterhead).

Distance Education Admission Requirements

STVT students may have the opportunity to complete certain programs, subject to limits established by the institution's state licensure and accreditation, through distance education hybrid or flex programs. Admission requirements for these programs do not vary from admission requirements for programs of study offered entirely on ground, with the exception of the following:

Applicants who plan to enter a distance education program must complete the SmarterMeasure Learning Readiness Indicator entrance assessment. The SmarterMeasure assessment measures student readiness to engage in postsecondary learning based on non-cognitive indicators of success. The school uses the results of the assessment to determine the type of support that will be most beneficial to the student throughout the program of study. Applicants are required to complete the Technical Competency, Technical Knowledge and Learning Styles sections prior to acceptance. Applicants in all programs (except clock hour and non-Title IV programs) must score a minimum score of 60% on the Technical Competency sections. Applicants who do not score the minimum score on the Technical Competency section are required to complete Technology Remediation (ORN001) supplemental orientation and score 60% on the Technology Remediation assessment.

During orientation the student advisor, program director, or student resource coordinator will schedule a meeting with each student to review the results of the SmarterMeasure Learning Readiness Indicator to discuss the results and develop success strategies based upon the SmarterMeasure assessment results.

Hybrid Learning

Hybrid learning provides the student with an opportunity for greater flexibility in the learning environment. Hybrid courses are designed as a combination of online and residential (on-ground classroom) based learning. Each course has a specific percentage of the course delivered through online delivery. In most situations, a hybrid course consists of 55% classroom based instruction and 45% online instruction.

Students are expected to interact with faculty and other students through online discussion boards as well as traditional face-to-face classroom activities. Students are required to participate in all face-to-face classroom activities and online activities as outlined in the course syllabi. These online programs are specifically designed for the student who will be accessing online courses from a standard home or personal computer. Students enrolling in online courses should have basic computer competency and skills. All students have access to the same support services regardless of the mode of instructional delivery. All students have access to library services, academic advising, tutoring, and career services. All distance education/online courses and programs offered by the campus have been deemed as equivalent in content and quality to the same courses offered via traditional delivery methods. Under certain circumstances, such as a student getting out of sequence with course schedules or courses that may not be offered each term, students enrolled in hybrid programs may be required to take fully online classes to graduate.

Authentication and Protection of Student Identity

Users are provided a unique username and password and are prohibited from providing the user's name and password to any other individual.

The students' username, password, and email address are used to authenticate the student's identity in order to complete assignments within the Learning Management System. All testing is completed through the Learning Management System, and the student's unique username and password is used to verify the student's identity.

The student's unique username and password is used to verify student identity. Neither the Institution nor Ancora Education will release any student's username and password to any individual that would violate a student's rights under the Federal Educational Rights and Privacy Act.

No student is assessed any additional charges or fees associated with the verification/authentication of student identity.

Technology Specification for Online Courses

Each student enrolled in an online or hybrid course(s) or program of study provided through STVT is expected to have access to an internet connection, computer hardware and operating software as outlined in the *Accessing Courses* section of the Catalog. Campus computer labs are available to access online course content and to meet the necessary technology requirements.

Criminal Background Screening

Effective for January 2020 or later starts, all students applying for admission are required to undergo a background check. The campus uses an unaffiliated service provider to perform these background checks. The campus may deny admission to a prospective student based on the results of his/her background check, or may deny enrollment into certain programs based on those results. The campus may also dismiss an enrolled student as a result of a criminal conviction during the student's course of study. Certain programs offered by the campus may require students to successfully complete externship, practicum or clinical coursework at unaffiliated sites. Before accepting students, certain sites require background checks of their own. A student who cannot be placed at a site for any reason, including a background check result unsatisfactory to that site, may be unable to finish the program's required coursework and, therefore, may be unable to graduate. Employers in many fields also require pre-employment background checks of their own. Background check results unsatisfactory to employers in a particular field may limit a student's employment opportunities even if that student has graduated from a program in that field offered by the campus.

Transfer of Credit

Students who wish to transfer credits from another institution must submit transcripts from all postsecondary schools attended. An applicant may be granted transfer credit for courses taken at other schools that are determined to substantively address a consistent set of learning objectives compared with courses offered at Ancora Education campuses. Transfer of credit evaluations will be conducted using the following guidelines:

- An official transcript of the student's coursework must be furnished directly by the institution where the coursework was completed before any application for transfer credits can be accepted.

- The campus may request additional information such as course descriptions or syllabi if there is question on the comparability of program content to the program in which the student will enroll. The student is responsible for providing any requested additional information.

- The student may be required to demonstrate through testing any hands-on competencies before transfer credit is accepted for courses where such competencies are required.

- Credits must have been earned in courses offered at institutions accredited by an agency recognized by either the U.S. Department of Education or the Council for Higher Education Accreditation at the time the credit was earned.

- A grade of "C" or higher must be earned in each course completed to be eligible for transfer from a non-Ancora owned school.

- A grade of "D" or higher must be earned in each course completed to be eligible for transfer from a commonly owned Ancora Education school.

- Credits will be evaluated on a course by course basis. In most instances, core requirements must be transferred within seven (7) year of completion. No timeframe restrictions will be imposed on general education coursework.

- Courses taken at institutions operating on quarter systems will be evaluated as direct equivalent credits into quarter credit programs. Those transferred from institutions operating on a semester basis to quarter hour institutions are multiplied by one and one half to convert them to quarter credit hours.

- In the case of a clock hour program, any course accepted must be at least the same number of clock hours as the course for which it is accepted. The student will also be required to demonstrate through testing any hands-on competencies prior to clock hour course credit being accepted for transfer.

- Courses that are classified as foundational in nature are not transferable.

- Transfer credits may impact the student' schedule, causing the student to be less than full-time, which may impact eligibility for some sources of financial aid.

- The student will not be charged any fees from the receiving institution for transferring in credits from other institutions. Students are responsible for all fees for obtaining official transcripts and supporting documentation for transfer of credit (Students receiving VA funding, see Proof of Previous Education).

- In all cases of transfer of credit, Ancora campuses will attempt to avoid excessive loss of previously earned credit and avoid coursework duplication. Any questions about transfer of credits/clock hours should be discussed with the Director of Education, or designee.

Maximum Transfer Credits Accepted (Residency Requirement)

The total credits not earned in residency, including credit by transfer and credit by proficiency testing, may not exceed seventy-five percent 75% of the total credit hours (or clock hours for non-credit hour programs) required for the completion of the program of study. 25% of the student's total credit hours (or clock hours for non-credit hour programs) must be completed in residency.

Coursework Completed at Foreign Institutions

Credit earned at foreign institutions must be externally evaluated by Ancora Education approved foreign credential evaluator which includes National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE) members.

Notice Concerning Transferability of Credits and Credentials Earned at Our Campus

The campus is designed to provide the student with vocational career training and is not designed to prepare the student for transfer to other institutions. Acceptance of credits earned at a Ancora Education campus is determined solely by the receiving institution. The campus cannot and does not guarantee credit transfer.

Students wishing to transfer credits should first consult with the Registrar at those institutions concerning acceptance. Ancora Education campuses will provide official transcripts, for a fee, as well as course descriptions by request. Students with outstanding financial obligations will receive only unofficial transcripts, when requested. Accreditation alone does not guarantee credit transfer.

Transfer to Other Ancora Education Campuses

Students in good standing may transfer to another campus location. Transfer students are advised that they will be subject to the minimum residency requirements at the new campus for the program in which they are enrolled.

Procedure: Transfer of Credit

The student is responsible for requesting official transcripts be sent from the prior institution directly to Ancora Education campuses.

- All requests for transfer credit must be submitted by the end of the first term of attendance at the school
- Since transfer credits impact scheduling and on time completion for students, students who submit official transcripts after the drop/add period in the student's first term may see changes to scheduling and on time completion
- If needed to evaluate comparability of credit, the student may need to request course descriptions and syllabi from the prior institution
- The Director of Education, or designee, will review credits based on the guidelines listed above
- The Director of Education, or designee, will fill out the Transcript Evaluation Form and notify the student of the credits accepted for transfer
- Students wishing to appeal decisions on transfer credit should submit request in writing to the Executive Director to identify reasons for appeal
- The Executive Director will request follow-up information as needed for the appeal
- The Executive Director will submit appeal through the Office of the Chief Academic Officer
- The Executive Director will notify student of final decision regarding transfer credit. The decision from the Office of the Chief Academic Officer will be final
- Once transfer credit is accepted, the student's tuition will be adjusted based on the number of credits successfully transferred in.

Arbitration

A condition of enrollment is the signing of an enrollment agreement by both the Student and a School administrator. The following provisions with respect to arbitration are part of the enrollment agreement. PLEASE READ THEM CAREFULLY TO ENSURE THAT YOU UNDERSTAND EACH PROVISION AND YOUR RIGHT TO OPT OUT OF THEM.

You (the Student) and the School agree that any dispute arising out of or relating to this enrollment agreement, your enrollment or your attendance at the School, whether such dispute arises during or after your attendance and whether the dispute is based on contract, tort, statute, or otherwise,

shall be resolved by binding arbitration in the city and county in which the School is located. You (the Student) and the School each further agrees that this arbitration provision provides each party with its exclusive remedy for redress of any grievance or resolution of any dispute arising out of or relating to this Agreement (the Dispute), AND EACH PARTY EXPRESSLY WAIVES ANY RIGHT, INCLUDING WITHOUT LIMITATION THE RIGHT TO TRIAL BY JURY, IT MIGHT HAVE TO SEEK REDRESS.

THE STUDENT AND THE SCHOOL ALSO AGREE THAT DISPUTES MAY ONLY BE BROUGHT IN THE STUDENT'S INDIVIDUAL CAPACITY AND NOT ON BEHALF OF, OR AS PART OF, A CLASS ACTION OR REPRESENTATIVE PROCEEDING. If this specific paragraph is found to be unenforceable, then the entirety of these arbitration provisions shall be null and void and rendered of no further effect with respect to the Dispute.

If the Dispute is not resolved pursuant to the School's Dispute Resolution procedures as outlined in the School's catalog within 45 days from the date the Student submits a written complaint to the STVT-AAI Education Inc. Corporate Office, then the Dispute shall be resolved by binding arbitration in accordance with the Commercial Arbitration Rules and the Supplementary Procedures for Consumer Related Disputes of the American Arbitration Association (AAA) then in effect, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

1. The Federal Arbitration Act shall govern this arbitration agreement. The substantive law which will govern the interpretation of a student's Enrollment Agreement and related documents and the resolution of any Dispute will be the law of the state where the School is located.
2. Arbitration shall be the sole method of resolving all Disputes between the parties to this agreement.
3. The arbitrator shall have the authority to decide all questions of arbitrability.
4. Arbitration will take place before a single neutral arbitrator, chosen according to the AAA Commercial Rules, in the city in which the School attended by the Student is located.
5. The parties may take discovery through interrogatories, depositions and requests for production that the arbitrator determines to be reasonable and necessary.
6. The arbitration shall be conducted in the English language.
7. The arbitrator shall have the authority to grant interim remedies pursuant to the AAA's Optional Rules for Emergency Measures of Protection then in effect. The arbitrator shall have the authority to award monetary damages measured by the prevailing party's actual damages and may grant any non-monetary remedy or relief that the arbitrator deems just and equitable and within the scope of this agreement between the parties. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction.
8. The arbitrator shall not have any authority to award punitive damages, treble damages, consequential or indirect damages, or other damages not measured by the prevailing party's actual damages.
9. The arbitrator also shall not have any authority to alter any grade issued to a student.
10. The parties shall bear their own costs and expenses. The parties also shall bear an equal share of the fees and costs of the arbitration, which include but are not limited to the fees and costs of the arbitrator, unless the parties agree otherwise. The Student is responsible for all other additional costs that the Student incurs in the arbitration including, but not

limited to, attorney's fees or expert witness costs unless otherwise required of the School under applicable law.

11. Except as may be required by law, neither party nor an arbitrator may disclose the existence, content, or results of any such arbitration without the prior written consent of both parties.
12. If any clause within these arbitration provisions is found to be illegal or unenforceable, that specific clause will be severed from these arbitration provisions, and the remainder of the arbitration provisions will be given full force and effect.
13. If the Student does not wish to be bound by these arbitration provisions, the Student must notify the School in writing within 30 days of the date that these arbitration provisions become effective. The Student may opt out by mail to the campus mailing address. The Student's written notification to the School must include the Student's name and address as well as a clear statement that the Student does not wish to resolve disputes with the School through arbitration.

Finally, the School cannot require the Student to participate in arbitration or any internal dispute resolution process offered by the School prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e); the School cannot, in any way, require the Student to limit, relinquish, or waive his or her ability to pursue filing a borrower defense claim, pursuant to § 685.206(e) at any time; and any arbitration required by this pre-dispute arbitration agreement tolls the limitations period for filing a borrower defense to repayment application pursuant to § 685.206(e)(6)(ii).

Non-Discrimination Policy and Americans with Disabilities Act

This policy and procedure enables Ancora Education campuses to comply with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, which requires reasonable accommodations made for qualified students with disabilities and prohibits Ancora Education from excluding such students from, or denying them the benefits of, its programs or activities.

It is the policy of Ancora Education to provide qualified students who have disabilities with reasonable accommodation based upon relevant law, the academic program's educational standards, and sound ethical practice in disability services.

Having provided sufficient evidence of a disability and need for accommodation, a student may make official requests for accommodation by submitting an official disability accommodations request form and supporting materials. Students should make accommodation requests as far in advance of the relevant course, entrance assessment, activity or program, to allow for appropriate consideration and planning. Because the reasonableness of any individual accommodation request can vary substantially depending upon a student's current course load, schedule, or course content, accommodation requests must be reviewed by the Director of Education each term of enrollment. When possible, students entering a program of study for the first time should submit information related to disability **at least six weeks prior to enrollment** so that reasonable accommodation can be arranged and delivered prior to the start of the term. Students attending on ground can obtain the form from the Director of Education; students attending online can obtain the form from their Student Services Advisor. The Director of Education will consider the information (documentation)

provided by the student, consult with faculty and/or other campus officials as needed, and determine what constitutes reasonable accommodation(s) for the student's disability.

The Director of Education will identify a list of approved accommodations in accordance with the manifestations of the disability, a copy of which will be shared with the student. For academic accommodations, following review and approval at the start of each term of enrollment, the Director of Education will prepare individual letters for each instructor summarizing the approved accommodations relevant to his/her course. These letters will be delivered to the student and appropriate instructors through email. Faculty and other campus officials then are required to provide reasonable accommodation(s) in accordance with the Director of Education's letter(s). If a faculty member or other campus official does not agree to an accommodation request, the student should seek the assistance of the Director of Education.

A student who disagrees in any way with a decision regarding a request for accommodation may seek review of a decision under this procedure by contacting the Executive Director. If the Executive Director feels that the disagreement can be resolved informally, the Executive Director will try to do so, working with the student and the Director of Education and any other necessary individuals (such as a faculty member, for example). If informal resolution is ineffective or impractical, the Executive Director will refer the matter to the Office of the Chief Academic Officer for investigation and review.

Equal Educational Opportunity

South Texas Vo-Tech declares and affirms a policy of equal employment opportunity, equal educational opportunity, and nondiscrimination in the provision of educational services to the public. The school will make all decisions regarding recruitment, hiring, promotion, and all other terms and conditions of employment without discrimination on grounds of race, color, creed or religion, sex,(including pregnancy), sexual orientation, gender, gender identity, national origin, age, disability, genetic information or other factors which cannot lawfully be the basis for an employment decision.

STVT reaffirms its policy of administering all of its educational programs and related supporting services and benefits in a manner which does not discriminate because of a student's or prospective student's race, color, creed or religion, sex, (including pregnancy), sexual orientation, gender, gender identity, national origin, age, disability or other characteristics which cannot lawfully be the basis for provision of such services.

STVT adheres to the provisions of the following federal laws, in each case as they have been amended to date: (a) the Higher Education Act of 1965, (b) Section 504 of the Rehabilitation Act of 1973 and (c) the Family Educational Rights and Privacy Act of 1974. Inquiries concerning the application of these laws and their implementing regulations may be referred to the Executive Director.

Vaccinations

South Texas Vocational Technical Institute does not require students provide proof of vaccinations as a condition of enrollment or graduation. However, externship or clinical sites, particularly hospitals and other medical facilities, may have additional vaccination requirements. These requirements may vary by externship or clinical site, but typically include the following:

- Tuberculosis test (PPD) or chest X-ray with report administered no more than one year prior to initiation of training
- Documentation of two rubeola, one rubella, and one mumps vaccinations or positive titers
- Documentation of two varicella vaccines or positive varicella serology titer.
- Evidence of Hepatitis B vaccination or declination as required by the OSHA Bloodborne Pathogens standard.
- Tetanus (within the past 10 years)
- Flu Vaccination (if externship occurs between October – March)
- Urine drug screening

Students are required to comply with any additional vaccination requirements of these sites and provide proof of vaccination to the school. If the student does not provide vaccination records for an externship or clinical site that requires proof, the School will work with the student to find another site where possible but this may lead to the inability to complete the externship element. The Education Department will review any additional criteria of an externship site.

Student Information and Services

Consumer Information and Disclosures

The U.S. Department of Education requires schools to provide potential and current students with disclosures of specific information regarding graduation rates, retention rates, placement rates, median loan debt of Title IV Federal Student Aid and private loans, and possible employment outcomes for each academic program. Disclosures for each program offered can be found in the Consumer Information section of the STVT website, which can be accessed at https://www.stvt.edu/stvt-disclosures/for each program offered. STVT-AAI Education Inc. owned and operated campuses provide links to websites on all promotional materials provided to potential students.

Potential students, students, and employees may also find other campus security related policy information, including the Consumer Information and Annual Security Report that is published every October 1st, located in the Consumer Information section of the STVT website at https://www.stvt.edu/stvt-disclosures/.

Campus Security

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires all colleges and universities to publish information about crime on and near the campus. The Clery Act requires that an Annual Security Report is published by October 1 each calendar year, a public crime log is maintained on campus, and the campus is responsible for using an emergency notification system to alert students of a serious threat. STVT-AAI follows these guidelines and reports to the United States Department of Education annually. Students and Employees may find information on the Annual report posted online at https://www.stvt.edu/stvt-disclosures/

If you have any questions regarding reporting obligations, please contact your Campus Executive Director. The Annual report contains information regarding:

Campus Security
- Emergency Response Plan
- Timely Warnings and Emergency Notifications
- Security & Access to Facilities
- Crime Awareness and Prevention
- Crime Statistics & Definitions
- Disciplinary Referrals
- Sex Offenders/Sex Offenses

Drug-Free Campus and Workplace
- Alcohol & Drug Policy
- Description of Health Risks Associated with Alcohol and Drug Use
- Federal and State Legal Sanctions
  Local Counseling, Treatment and Rehabilitation Programs

STVT-AAI Education Inc. enforces a strict policy for students and employees who violate the company's policies related to drug use. Violators may be subject to penalties and/or disciplinary actions including up to termination from school or employment.

STVT-AAI's sexual assault policy is to encourage students to be responsible for their personal safety. The campus has a list of staff members by name, title and contact number who are available to report criminal activity, public safety issues, emergencies and suspicious behavior. In the event of an emergency or eminent danger, everyone should immediately call 911. Campus security authority lists and blank incident reports are posted on bulletin boards throughout the campus. If assistance is needed, it will be provided upon request. Students are encouraged to be responsible for their personal and community safety.

Emergency Notification System

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998, STVT-AAI provides an emergency alert system, Regroup, that delivers messages to your STVT or personal email addresses as well as your cell phone. This system will keep the campus community informed regarding safety and security issues by immediately notifying students and staff about crimes committed on campus that may pose a serious and/or immediate threat.

We have enrolled you in the program at no additional expense to you. We encourage you to keep your contact information current so that these important alerts can reach you in a timely manner. Please contact the front desk at the campus to update your contact information. If you choose to not enroll in this service, we ask that you contact your Campus Executive Director.

Local Law Enforcement Partnerships

The school maintains a close working relationship with local law enforcement agencies, including the metropolitan police. The school occasionally works with other agencies in the area including security employees and state and county police. Meetings are held with these agencies on an informal basis. The school occasionally works with these agencies when crime has occurred on or near the school. There is no written memorandum of understanding between the school and these law enforcement agencies.

Non-Harassment Policy

South Texas Vocational Technical Institute (STVT) does not permit, tolerate or condone harassment against any individual for any reason, including, but not limited to, harassment based on race color, religion, national origin, sex, (including pregnancy), age, disability, veteran status or any other status protected by applicable law. Comments, conduct, or innuendoes that might be perceived by others as offensive or harassing are wholly inappropriate and are to be strictly avoided. This policy applies to students, company employees, customers, vendors and visitors to the premises. STVT intends to provide a school environment that is pleasant, healthy, comfortable and free of intimidation, hostility or other offenses that might interfere with a student's educational performance.

Employees and students must avoid offensive or inappropriate behavior in school or employment-related relationships and are responsible for ensuring that all student-employee and employment-related relationships remain professional and free from harassment at all times.

Employees and students must avoid offensive or inappropriate behavior in school. Relationships will remain professional and free from harassment at all times. This includes employment-related relationships and student-employee and employment-related relationships.

Harassment can include, but is not limited to, the following actions:

- Inappropriate Communication – involves any language that is offensive, unnecessarily loud, or that degrades or berates others, including, but not limited to, racial, religious, or sexual comments or jokes, sexual innuendoes, or threats of any kind, whether communicated verbally, in writing, or electronically.
- Physical Abuse – includes, but is not limited to, touching, hitting, kicking, or threatening another person, including restraining by force or blocking the path of another.
- Interference or Hostile Environment – includes any behavior or action that interferes with a student or employee's ability to perform job duties and responsibilities, or participate in the education process, or which results in or creates a hostile or intimidating environment.
- Sexual Harassment – includes, but is not limited to, unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature when:
    - Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or continuation of education;
    - Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
    - Such conduct is severe and pervasive and has the purpose or effect of unreasonably interfering with the individual's work or school performance or creating an intimidating, hostile, or offensive work environment.
- Retaliation – includes any adverse action or threat of adverse action taken or made because a student or employee has exercised or attempted to exercise any rights under applicable laws or under policies of the company. Retaliation includes, but is not limited to, threats, or withholding or withdrawal of pay, promotions, training, grades or employment opportunities.

It is important that students and employees clearly understand the serious effects of harassment. Such behavior may result in personal liability, as well as liability to the campus.

If an individual feels that he/she has been subjected to any type of degree of harassment, he/she must report the incident verbally or in writing to the Executive Director or Director of Education, immediate supervisor, department head, and any other member of management, the Chief Executive Officer or the Human Resources department. A complaint must include the specific nature of the incident and the date(s) and place(s) such alleged harassment took place, as well as the name(s) of any individual(s) known to be involved, but does not have to be in writing.

When the School's management becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the School to do so.

Complaints of violations will be promptly and carefully investigated, including interviews with all relevant persons. Investigators will conduct an objective investigation with consideration given to each person's desire for privacy; however, no student or employee is guaranteed complete confidentiality and/or anonymity during an investigation. Only individuals with a legitimate "need to know" will be given any information regarding the complaint(s).

Employees and students who utilize this procedure are assured that they will be free from any reprisal or retaliation for reporting such violations or cooperating in an investigation.

Any student found to have harassed a fellow student or school staff member would be subject to severe disciplinary action including possible expulsion from school. In addition, any staff member found to have harassed a student or other staff member would be subject to severe disciplinary action including possible discharge from employment. The school will take necessary action to remedy the situation appropriately. However, if an investigation of a complaint shows that the complaint or information was knowingly false, the individual who provided the false information will be subject to disciplinary action, up to and including dismissal from the School or, if a staff member, up to and including termination from employment.

Sexual Harassment / Title IX Compliance Policy

The school is committed to providing a school environment that ensures the equality, dignity, and respect of every student. In keeping with this commitment, the school strictly prohibits discriminatory practices, including sexual harassment, and will not deny or limit the ability of any student to participate in, or benefit from, any school program on the basis of sex, (including pregnancy), sexual orientation, gender, gender identity. Sexual harassment, whether verbal, physical or environmental, is unacceptable and will not be tolerated, whether it occurs on school grounds or at outside school-sponsored activities. This policy applies to all school employees and students. All employees have a duty to ensure that no student is subjected to sexual harassment and to help maintain a school environment free of such harassment.

Ancora Education's Title IX Coordinator is responsible for each school's overall compliance with Title IX, including response to reports of sexual misconduct affecting the campus community, as set forth in further detail in Ancora's Title IX Compliance Policy. For questions regarding Title IX procedures and how the schools complies with Title IX please see the Ancora Education Consumer Information and Annual Security Report, which is located at:

https://www.stvt.edu/stvt-disclosures/

Please direct any additional questions to the Title IX coordinator, whose contact information is available below.

Nora Castillo
Ancora Education
(682) 334-5620
ncastillo@ancoraeducation.com

Accessing Courses

With the exception of students enrolled in CDL Training, all students receive a device that meets the requirements for their enrolled program. If a student did not receive a device, they will be required to use a computer that meets or exceeds the following specifications:
Device specifications
- Operating systems
    - Windows 7 and greater
    - OS X 10.13 and greater
    - Chrome (latest version)
- 4 GB of Ram or greater
- Chrome Browser (most recent release)
- Headset or speakers
- Internet Connection: High Speed Cable or Faster

Note for those who may access courses from your place of employment: Employers often place restrictions on the content allowed through the organization's firewall or network security measures. Such measures may affect your ability to access your online courses from place of employment, or using employer provided Internet access, and is beyond our ability to predict or control.

Internet Policy

Acceptable use Internet access, which connects thousands of computers and millions of subscribers, is available to students and staff. Internet access can promote educational excellence by facilitating resource sharing,   innovation, and communications.

Throughout the educational community, the Internet can be used to educate and inform staff and students. As   a learning resource, the Internet is similar to books, magazines, audio recordings, videos, and other   information media. Student and educators use the Internet to participate in distance learning activities, to ask   questions, and consult with experts, to communicate with other students, educators, and individuals, and to   locate materials to meet educational needs.

The Internet also provides access to material that is of no educational value. However, the value of the   information found and interaction available outweighs the possibility of locating inappropriate material.

Internet access is coordinated through a complex association of government agencies, as well as regional and   state networks. The smooth operation of the network relies upon the proper conduct of all users who must   adhere to strict guidelines. The guidelines, which require efficient, ethical, and legal utilization of the network   resources, are provided here so that users are aware of the responsibilities they are about to acquire. In addition, guidelines from other service providers may result in access being suspended and or future access being denied.

Online Responsibilities

a. <u>Acceptable use</u>
The goal of providing Internet access for students and staff is to support education and research consistent with the educational objectives of the School. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material in violation of School Policies.

b. <u>Privileges</u>
The use of the Internet is a privilege, not a right, and inappropriate use will result in suspension of that privilege. The equipment, network, and data are the sole property of the School. Therefore, the School retains the right to monitor and or audit any network account at random to insure that the user is adhering to this policy.

c. <u>Network Etiquette</u>
While each user has the right to free speech, each user is expected to abide by the School's accepted code of conduct. Appropriate behavior in telecommunications includes, but is not limited to:
 i. Being polite
 ii. Using appropriate conduct. Do not swear, use vulgarities, be abusive, post or publish objectionable material.
 iii. Not engaging in illegal activities.
 iv. Not revealing personal addresses or phone numbers.
 v. Recognizing that school electronic mail is not private. Messages relating to or in support of illegal activities or in violation of the acceptable use policy will be reported to appropriate authorities.
 vi. Not knowingly or carelessly performing an act that will interfere with the normal operation of computers, peripherals, or networks.
 vii. Respecting copyright laws. All communications and information access via the network are private property unless otherwise stated.
 viii. Not employing the network for commercial purposes.
 ix. Not transmitting material that infringes upon the right of others.

d. <u>Warranty</u>
The School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The School will not be responsible for any damages suffered using the Internet. These include, but are not limited to, loss of data resulting from delays, nondeliveries, misdeliveries, service interruptions, or personal errors or omissions. Use of any information obtained via the Internet is at the user's risk. The School specifically denies any responsibility for the accuracy or quality of information obtained through Internet access.

e. <u>Security</u>
Security on a computer system is critical especially when a system involves many users. Proper procedures for logging in and off the network must be followed. If a security problem is identified, the user must notify a system administrator or staff member. The problem may not be demonstrated to other users. Unauthorized use of accounts is strictly prohibited. Attempts to log on the Internet as the network administrator will result in immediate cancellation of user

privileges. Users who have a history of problems with other computer systems   or who have been identified as a security risk for any other reason will be denied access to the network.

Users are provided a unique user name and password and are prohibited from providing the user's name and password to any other individual.

The students' username, password and email address are used to   authenticate the student's identity in order to complete assignments within the Learning Management System.   All testing is completed through the Learning Management System and the student's unique username and   password is used to verify the student's identity.

A student's unique username and password is used to verify the student identity and neither the Institution nor Ancora Education will release the student's username and password to any individual which would violate the   student's rights under the Federal Educational Rights and Privacy Act.

f. Vandalism
Vandalism will result in suspension or cancellation of privileges. Vandalism is defined as any malicious attempt   to harm or destroy the data of another user or to damage other networks. This includes but is not limited to the   uploading or creation of computer viruses.

Refer to the catalog's Student Code of Conduct section for a list of possible disciplinary sanctions.

Academic Integrity and Copyright Infringement Policy

Students are expected to maintain the highest standards of academic conduct by always submitting their own original work for all assignments, research papers, tests, and projects. Students found to engage in plagiarism, cheating, or other forms of academic dishonesty will be subject to negative consequences up to, and including termination from School.
Plagiarism is the use of another's words or ideas without proper citation, and includes copying large sections of text or images from print or electronic resources, or another student's work. Students may avoid plagiarism by forming ideas in their own words, quoting only limited passages of borrowed text, and always acknowledging the origin of borrowed ideas or words with a correct citation.

Members of the STVT community are expected to follow copyright law, Title 17 of the United States Code, while fulfilling the core mission of teaching, research, and extending knowledge and creativity in all areas. The provisions in the copyright law allow an author, artist, composer or other creator of a work to control the use of his or her work by others, with important exceptions. Copyright protections and the accompanying exceptions extend to print and digital formats of literary works, computer software, musical works, unpublished materials such as manuscripts, dramatic works, pantomimes and choreographic works, pictorial and graphic works, sculpture, motion pictures and other audiovisual works, sound recordings, and architectural works. Unauthorized distribution of copyrighted material and unauthorized peer-to-peer sharing using the institution's information technology system may result in disciplinary action, including dismissal from the school, legal action by the copyright owner, and/or criminal penalties.

Since the files distributed over peer-to-peer networks are primarily copyrighted works, there is a risk of liability for downloading material from these networks. To avoid these risks, there are currently many "authorized" services on the Internet that allow consumers to purchase copyrighted works online, whether music, ebooks, or motion pictures. By purchasing works through authorized services, consumers can avoid the risks of infringement liability and can limit their exposure to other potential risks, e.g., viruses, unexpected material, or spyware. Other legal alternatives for downloading or otherwise acquiring copyrighted material include utilizing the school's library facilities or public lending libraries.

Questions concerning this institution's copyright policy should be directed to Centralized Library Services.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Copy equipment at the school may not be used to copy copyrighted material. In addition, none of the material listed below may be copied by students or employees. Copyrightable works include the following categories:

1. Literary works, including computer software
2. Musical works, including any accompanying words
3. Dramatic works, including any accompanying music
4. Pantomimes and choreographic work
5. Pictorial, graphic, and sculptured works
6. Motion pictures and other audiovisual works
7. Sound recordings
8. Architectural works

These categories should be viewed broadly. For example, computer programs and most "compilations" may be registered as "literary works;" maps and architectural plans may be registered as "pictorial, graphic, and sculptured works."

Family Educational Rights and Privacy Act (FERPA)

STVT is committed to the privacy and security of students. STVT's Student Records Policy complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) which establishes students' rights and institutions' responsibilities regarding the privacy of education records. It provides guidelines for maintaining the confidentiality of education records and monitoring the release of information from those records.

FERPA affords current and former students certain rights with the respect to their educational records. Students have the right to:

1. Inspect and review their individual school records within 45 days of the written request. Students should contact the Registrar's Office to determine the location of appropriate records and the procedure for reviewing such records.

A student should submit a written request that identifies the record(s) they wish to inspect. Request for student finance records go to the Financial Aid Office, and requests for other records to the Registrar's Office. A STVT official will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. An amendment of records believed to be inaccurate, misleading, or otherwise in violation of the privacy rights. However, grades and course evaluations can be challenged only on the grounds that they are improperly recorded. Students requesting an amendment of records should submit a written, dated request to the Registrar's Office and clearly identify the part of the record to be changed, and specify why it is inaccurate, misleading or a violation of privacy.

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

3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent from the parents or eligible student as applicable. Students must provide a signed, dated and written request allowing STVT to disclose the information. Students must state the records that may be disclosed, state the purpose of the disclosure, and identify the party to whom the disclosure may be made. NOTE: FERPA does authorize STVT to disclose student personally identifiable information without consent to other school officials, any contractor or consultant contracting with STVT, representatives of the Secretary, the state, an organization conducting studies, accrediting agencies, a federal grand jury subpoena, etc.

A STVT official is a person employed by the school in an administrative, supervisory, academic, or support staff position; a person or company with whom the school had contracted (such as an auditor, attorney or collection agency); a person serving on the Board of Directors, a student serving on an official committee (such as grievance or disciplinary committee) or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest, if he/she must review the education record in order to fulfill his/her official responsibilities.

Upon request from the student or institution, STVT may disclose education records without the student's consent to officials of another school which the student seeks or intends to enroll.

The school also reserves the right to release to police agencies and/or crime victims any records or information pertinent to a crime which has occurred on campus, including the details of and disciplinary action taken against the alleged perpetrator of the crime.

4. File a complaint with the U.S. Department of Education concerning alleged failures by STVT to comply with the requirements of FERPA. The requirements for filing a complaint and required form can be found at https://studentprivacy.ed.gov and the name and address of the office that administers FERPA is:
Family Policy Compliance Office (FERPA)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 40202-4605
FERPA.Complaints@ed.gov

5. Notify STVT's Education Office in writing if the student wishes to withhold his or her information from the "Directory" information. The school may release information without the student's consent where the information is classified as "Directory Information." The following categories of information have been designated by STVT as directory information:

▪ Name
▪ Address
▪ Telephone Listing
▪ E-mail address
▪ Photographs
▪ Major Field of Study
▪ Dates of Attendance
▪ Current classification and/or year in school
▪ Credit load
▪ Total number of credits completed
▪ Major and minor fields of study
▪ Awards and honors
▪ Degree(s) conferred (including dates)
▪ Commencement program
▪ Honors program

Students who do not want such information released without their consent should notify the Education Office.

Career Services

South Texas Vocational Technical Institute places an emphasis on graduate employment assistance; we consider this to be one of the most important services we can offer our students. The Career Services department helps connect graduates to the workforce by providing specific services that relate to preparing for and identifying employment opportunities.

This office provides the following services:
- Assistance in preparation of resumes and cover letters
- Job coaching services to improve or enhance interviewing (and other) job seeking skills
- Advice and information on job availability in specific areas of training
- Continuous, individualized employment assistance

The School develops contacts with employers and generally has requests from employers for graduates. To do this, South Texas Vocational Technical Institute maintains a contact file of potential employers which is constantly updated. Employers are also invited to come to the South Texas Vocational Technical Institute campus for job interview sessions.

South Texas Vocational Technical Institute is very proud of the success of our graduates, however, South Texas Vocational Technical Institute does not or will not guarantee employment. Students are also informed that they should be ready to relocate upon graduation, as this may increase their employment opportunities.

Advising

The School has an open-door policy and encourages students to discuss any questions or suggestions with whomever they may wish at any time. However, the School encourages students to follow the traditional "chain-of-command" policy practiced by most employers. This chain begins with the student's instructor (equivalent to immediate supervisor in the workplace) and continues through the Director of Education to the Executive Director.

Housing

The School does not provide formal assistance but will provide contact with various apartment locator services in the general vicinity of the campus.

Transportation

South Texas Vocational Technical Institute facilities are conveniently located near public transportation and major freeways. If a student has transportation problems, we try to arrange a car pool since we have students commuting from many parts of the city.

Health and Safety

We will attempt to provide safe facilities and a workplace free from recognized hazards. Each program has specific guidelines that will be explained by the individual instructors. Students are expected to use common sense at all times to prevent injury to themselves and others. The School maintains first aid kits for emergencies. All accidents and injuries must be reported to a manager or supervisor immediately.

General safety rules that should be observed at all times include:
- Operating mechanical and electrical equipment only according to prescribed procedures;
- Wearing safety glasses and other personal protective equipment whenever and wherever training activities call for them.

We will strive to provide appropriate information, ongoing training and supervision to create a safe and healthy environment.

Our school is focused on the academic success and personal well-being of our students. An important but often overlooked element of that educational journey is mental health. Our school partners with META, a teletherapy company powering a mobile application designed to help college students

connect to mental wellness providers. Students are able to download the META app, which includes a network of in-state licensed mental health professionals such as counselors, therapists, psychologists, and psychiatrists. Students download the app, choose a provider, and receive counseling through the privacy and convenience of their smartphones via chat, video or voice calls. www.meta.app

Student Insurance

Certain risks are inherent in any work involving regular contact with mechanical and electrical equipment. While stringent precautions are taken to ensure safety, minor accidents can occur. South Texas Vocational Technical Institute does not assume financial responsibility for injuries due to student negligence. All students should have their own personal medical insurance or be covered by their families' medical insurance while attending School. While health insurance is not provided by South Texas Vocational Technical Institute, referrals for local healthcare services can be provided to students upon request by the Director of Education.

Grievance Resolution

South Texas Vocational Technical Institute's stated objective is the preparation of its graduates for a career in their chosen field of training. If a student has a grievance, the following procedure must be followed. It is South Texas Vocational Technical Institute's desire that a grievance be settled at the lowest possible level, and resolved as rapidly as possible.
1. A student will attempt to resolve a grievance with the person involved.
2. If a student is unable to resolve the grievance with the person involved, it should be submitted in writing to that person's supervisor.
3. If the grievance is still unresolved after two days the student should submit a written summary to the Executive Director. A meeting will be set up to include the student, person involved, and the Director. Every effort will be made to resolve the grievance at this point.
4. If the student notifies the Executive Director in writing that the student does not consider the grievance to be resolved, a written summary by the Executive Director, along with all other materials, will be forwarded to:

   Ombudsman Department
   STVT-AAI Education Inc.
   8701 Bedford Euless Rd., Suite 400
   Hurst, Texas 76053
   complaints@ancoraeducation.com

A written decision on the grievance report will be sent to the student and the Executive Director within five working days after receipt of the signed grievance.

For all programs, grievances may also be directed to the Texas Workforce Commission, Career Schools and Colleges Department, 101 E. 15th Street, Austin, Texas 78778. The Texas Workforce Commission will not consider appeals of probation or dismissal for reasons of excessive absences, consecutive absences, or failure to maintain satisfactory progress.

Schools accredited by the Accrediting Commission of Career School and Colleges (ACCSC) or the Council on Occupational Education (COE) must have a procedure and operational plan for handling student complaints. The student may consider contacting the school's accreditor. All complaints

reviewed by the accreditor must be in written form and shall grant permission for the accreditor to forward a copy of the complaint to the School for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the accreditor. Please direct all inquiries to:

- For Brownsville and Weslaco Campuses:
  Council on Occupational Education (COE)
  7840 Roswell Road, Bldg. 300 Suite 325
  Atlanta, GA 30350
  Phone: 770-396-3790
  www.council.org

- For Corpus Christi, McAllen, and San Antonio Campuses:
  Accrediting Commission of Career Schools and Colleges (ACCSC)
  2101 Wilson Boulevard, Suite 302
  Arlington, Virginia 22201
  Phone: 703-247-4212
  www.accsc.org

For the Corpus Christi, McAllen, and San Antonio campuses, a copy of the accrediting agencies complaint form is available at the School and may be obtained by contacting the Executive Director, or online at www.accsc.org.

Students may also contact the U. S. Department of Education Ombudsman Group; this office will receive, review and attempt to resolve disputes from students regarding Federal Student Aid complaints. The Ombudsman Group may be reached at:

U. S. Department of Education
FSA Ombudsman Group
830 First Street, N.E.
Fourth Floor
Washington, DC 20202-5144
Phone: 877.557.2575   Fax: 202.275.0549
http://studentaid.ed.gov/repay-loans/disputes/prepare

Student Code of Conduct

Statement of Shared Responsibility
Students, faculty, staff and administration constitute a community of learners. Collectively, we share responsibility for exchanging knowledge and information, creating a culture that respects and values diversity and for maintaining an environment of accountability. Within the challenging and supporting learning environment at South Texas Vo-Tech, students of all ages, ethnicities, religions, genders, abilities, socio-economic backgrounds and sexual orientations are welcome to engage in the process of preparation for career readiness, active citizenship and lifelong learning.

In order to realize its mission, all members of the South Texas Vo-Tech community have a responsibility to promote and the right to expect:

Respect for Persons: The opportunity to ask questions and to express opinions is fundamental to the learning process. Diversity in perspective strengthens the learning environment for all participants. All members of the community will demonstrate respect for others while communicating a point of view and while allowing others to do the same, ensuring that the campus is free from intimidation and harassment. Disagreements among members of the community are expected to be resolved through a process that preserves mutual respect.

Respect for the Learning Process: Community members should be committed to a journey of continuous improvement for themselves and for others. Each individual brings with him/her a unique set of knowledge, skills, abilities and experiences that add richness to the learning environment. Individuals will progress at their own rate, within the approved parameters of the curriculum, capitalizing upon their own preferred style of learning in order to make progress on their journey. The unique journey of each individual should be encouraged and honored. The Student Code of Conduct has been developed to ensure that the learning process is not inhibited or disrupted for any individual or group of individuals.

Respect for the Learning Environment: The physical and virtual classroom, the institutional facilities and the campus, as well as all equipment and learning materials constitute the learning environment. Expectations for adherence to the Student Code of Conduct apply to those instances where the learning experience extends beyond the institution, such as situations that involve a field trip or an internship/externship/clinical/practicum. Equipment and learning materials vary by program. The safety of all members of the learning environment is of the utmost concern to the institution. Students must adhere to the dress code requirements for their program of study. All members of the learning community will utilize the resources provided by the institution as instructed and with caution, making campus officials aware of issues associated with facilities, equipment or learning materials.

Respect for Academic Integrity: All members of the community are required to adhere to institutional standards of academic integrity. One of the greatest values of participating in a community of learners is the opportunity to learn from others; however, individuals must acknowledge the sources of the information that are used to advance a point of view. Academic misconduct involves dishonesty or deception in the fulfillment of academic requirements. It includes, but is not limited to, cheating, plagiarism, unpermitted collaboration, forged attendance, using advantages not approved by the instructor, knowingly allowing another student to plagiarize or cheat from one's work or submitting the same assignment for multiple courses without the knowledge of the instructor.

Student Code of Conduct Policy Statement
STVT affirms its commitment to provide an engaging learning environment and promote the exchange of ideas among the members of the learning community. All individuals who come to STVT to work and study will be accepted as unique individuals worthy or making a valuable contribution to the learning environment. Discrimination, disruption or harassment on the basis of age, ethnicity, religion, gender, ability, socio-economic background or sexual orientation will not be tolerated.

STVT accepts responsibility for communicating these values to students, faculty, staff, administration and the community served by the institution. The success of the policy to protect the learning

environment and those engaged in the learning process is dependent upon the willingness of members of the community to make known behaviors and conduct that violate the policy.

A student found to have committed any one of the following Student Code of Conduct Offenses will be subject to the full range of sanctions including written reprimand, suspension and expulsion.

Student Code of Conduct Offenses

Academic Misconduct –Dishonesty or deception in the fulfillment of academic requirements. It includes, but is not limited to, cheating, plagiarism, unpermitted collaboration, forged attendance, using advantages not approved by the instructor, knowingly allowing another student to plagiarize or cheat from one's work or submitting the same assignment for multiple courses without the knowledge of the instructor.

Dating Violence – Violence committed an individual (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship (ii) The type of relationship (iii) The frequency of interaction between the persons involved in the relationship. This offense applies to any such illegal activity by a current student, staff or faculty member.

Domestic Violence – Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. This offense applies to any such illegal activity by a current student, staff or faculty member.

Dishonesty – Provision and/or submission of false information to the institution by forgery, alteration or misuse of documents or records, falsifying a written or oral statement or submission of false identification to the institution.

Failure to Adhere to Dress Code – Programs of study are created to develop the knowledge, skills and competencies required for an identified set of career outcomes. As such, dress code standards that replicate the work environment may be imposed upon students enrolled in particular programs of study. The Dress Code may include requirements to wear a specific uniform. Alternatively, the Dress Code may limit attire that is worn to school or to school - related activities to defined standard, such as business attire or business casual attire. Finally, the Dress Code may necessitate removal of piercings and/or requirements to cover tattoos.

Mental or Bodily Harm to Self – Conduct that causes harm or has the potential to cause harm to one's self including the intentional infliction of mental or bodily harm upon one's self or taking reckless but not accidental, action which could result in mental or bodily harm.

Mental or Bodily Harm to Others – Conduct that causes harm or has the potential to cause harm to another individual, including:
- Behavior that intentionally inflicts mental or bodily harm on another person;

- Behavior that attempts to inflict mental or bodily harm on another person;
- Taking reckless, but not accidental, action that could result in infliction of mental or bodily harm on another person;
- Causing another individual to believe that the offender may cause mental or bodily harm to them;
- Sexual misconduct;
- Any act that demeans or degrades another individual; and/or
- Coercion of an individual to inflict mental or bodily harm to another person.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress. Stalking may include non-consensual communication, including in-person communication or contact, surveillance, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on websites, written letters, gifts or any other undesired communication that elicits fear.

Sex Discrimination and Harassment – Conduct that encompasses discrimination on the basis of an individual's sex in any aspect of employment or education, including but not limited to,
- Hiring and firing;
- Compensation, assignment, or classification of employees;
- Transfer, promotion, layoff, or recall;
- Job advertisements;
- Recruitment;
- Testing;
- Grading;
- Acceptance or participation in an academic program or school activity;
- Use of employer's facilities;
- Training programs;
- Fringe benefits;
- Pay, retirement plans, and disability leave; or other terms and conditions of employment; and
- Engaging in conduct that has the purpose or effect of substantially interfering with an individual's academic or work performance, or of creating an intimidating, hostile or offensive environment in which to work or learn.

Sexual harassment, including sexual violence, is a form of discrimination; it is illegal. No employee or student, either in the workplace or in the academic environment, should be subject to unwelcome verbal or physical conduct that is sexual in nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior of a sexual nature that is not welcome, that is personally offensive, and that interferes with performance. It is expected that students, faculty and staff will treat one another with respect. All students, faculty, staff, and other members of the campus community, including intern/extern/practicum sites, are subject to this policy.

Unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual or gender bias nature, constitute sexual harassment when:
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status;

- Submission to or rejection of the conduct is used as a basis for academic or employment decisions or evaluations, or permission to participate in an activity; or
- The conduct has the purpose or effect of substantially interfering with an individual's academic or work performance, or of creating an intimidating, hostile or offensive environment in which to work or learn.

    Sexual harassment may take many forms-subtle and indirect, or blatant and overt, including but not limited to, the following:
- It may occur between individuals of the opposite sex or of the same sex;
- It may occur between students, between peers and/or co-workers, or between individuals in an unequal power relationship (such as by a supervisor with regard to a supervised employee or an instructor regarding a current student);
- It may be aimed at coercing an individual to participate in an unwanted sexual relationship or it may have the effect of causing an individual to change behavior or work performance;
- It may consist of repeated actions or may even arise from a single incident if sufficiently severe;
- It may also rise to the level of a criminal offense, such as battery or sexual violence.

Sexual violence is a physical act perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, and sexual coercion.

Determining what constitutes sexual harassment under this policy is dependent upon the specific facts and the context in which the conduct occurs. Some conduct may be inappropriate, unprofessional, and/or subject to disciplinary action, but would not fall under the definition of sexual harassment. Examples of unwelcome conduct of a sexual or gender related nature that may constitute sexual harassment may, but do not necessarily, include, and are not limited to:
- Rape, sexual assault, sexual battery, sexual coercion or other sexual violence;
- Sexually explicit or gender related statements, comments, questions, jokes, innuendoes, anecdotes, or gestures;
- Other than customary handshakes, uninvited touching, patting, hugging, or purposeful brushing against a person's body or other inappropriate touching of an individual's body;
- Remarks of a sexual nature about a person's clothing or body;
- Use of electronic mail or computer dissemination of sexually oriented, sex-based communications;
- Sexual advances, whether or not they involve physical touching;
- Requests for sexual favors in exchange for actual or promised job or educational benefits, such as favorable reviews, salary increases, promotions, increased benefits, continued employment, grades, favorable assignments, letters of recommendation;
- Displaying sexually suggestive objects, pictures, magazines, cartoons, or screen savers;
- Inquiries, remarks, or discussions about an individual's sexual experiences or activities and other written or oral references to sexual conduct.

Any employee or student bringing a discrimination or sexual harassment complaint or assisting in the investigation of such a complaint will not be subjected to retaliation in terms and conditions of employment and/or academic standing, nor discriminated against, terminated, or expelled because of the complaint. Intentionally providing false information, however, is grounds for discipline.

"Retaliation" may include, but is not limited to, such conduct as:
- The denial of adequate personnel to perform duties;
- Frequent replacement of members of the staff;
- Frequent and undesirable changes in the location of an office;
- The refusal to assign meaningful work;
- Unwarranted disciplinary action;
- Unfair work performance evaluations;
- A reduction in pay;
- The denial of a promotion;
- Dismissal;
- Transfer;
- Frequent changes in working hours or workdays;
- Unfair grade;
- Unfavorable reference letter.

Determining what constitutes discrimination under this policy will be evaluated on a case by case basis and depends upon the specific facts and the context in which the conduct occurs. Some conduct may be inappropriate, unprofessional, and/or subject to disciplinary action, but would not fall under the definition of discrimination. Individuals who violate this policy are subject to discipline up to and including termination and/or expulsion, in accordance with the [[CAMPUS_NAME]]'s Student Code of Conduct. Other, lesser sanctions may be imposed, depending on the circumstances. Victims of dating violence, domestic violence, sexual assault, and stalking should contact his or her Executive Director to request changes to academic and working situations and how to request protective measures and receive support resources as set forth in the campus Annual Security Reports.

Discrimination- Civilly, criminally or administratively prohibited unequal treatment of a person based upon age, ethnicity, religion, gender, ability, socio-economic background, veteran status or sexual orientation.

Disruption/Obstruction – Obstructing or interfering with any institutional functions or activities, including instruction within a physical or virtual classroom.

False Report of Emergency – Causing, making or circulating a false report or warning of fire, explosion, crime or other threat to safety.

Destruction of Property –Intentionally or recklessly, but not accidentally, damaging, destroying, defacing or tampering with institutional property, property associated with the institution including internship/externship sites or the property of any person on or associated with the campus.
Theft or Possession of Stolen Property or Service –Taking an item or utilizing a service without consent of an official of the institution or possessing property that can reasonably be determined to have been stolen from the campus for from an employee or student of the campus.

Trespassing –Forcible or unauthorized entry into any institutional facilities or facilities associated with the institution.

Possession of Weapons or Dangerous Materials – Unauthorized possession of a weapon or dangerous materials, including, but not limited to firearms, compressed-air guns, pellet guns, BB

guns, knives, explosive devices, incendiary devices, fireworks, ammunition or any other dangerous materials.

Manufacture, Distribution, Sale, Offer for Sale, Possession or Misuse of Drugs or Alcohol – Manufacture, distribution, sale, offer for sale, possession or use of any illegal drug or narcotic or possession or use of alcohol while on campus or engaged in any school related activities.

Use of Tobacco Products or Electronic Cigarettes in Unapproved Locations - Smoking or use of tobacco products or electronic cigarettes in locations other than those approved for that purpose.

Violation of Criminal Law – An alleged violation of any federal, state or local criminal law where the conduct of a student interferes with the institution's exercise of its educational objectives or responsibilities.

Misuse or Abuse of Computers or Computer Networks –Misuse, alteration, tampering with or abuse of any computer, computer system, service, program, data, or network, including telephone or computer lines and wireless networks. Abuse includes utilization of school computers or Internet access in order to access pornographic web sites or to distribute pornographic material.

Misuse of Safety Equipment –Unauthorized use of or alteration of firefighting equipment, safety devices or other emergency safety equipment.

Sanctions

Enrollment into the institution signifies the student's agreement to comply with the Student Code of Conduct. Failure to comply with the Code of Conduct will result in appropriate disciplinary sanctions.

The Student Code of Conduct has been developed to ensure that the learning process is not inhibited or disrupted for any individual or group of individuals. The Code of Conduct additionally serves as a mechanism for educating members of the learning community about appropriate standards of behavior. In the event that a violation of the Code of Conduct occurs, the school will strive to utilize the incident as a teachable moment, imposing fair and progressive discipline. However, should an individual commit an egregious violation of the Student Code of Conduct, the school has the responsibility to impose the strictest of sanctions upon the student, up to and including suspension or expulsion.

Disciplinary sanctions are described below.
Verbal Warning
A verbal warning is an official conversation held between the Director of Education, or the Executive Director, and the student, making the student aware of an incidence of unacceptable behavior that is in violation of the Student Code of Conduct. A notation will be entered into the Student Information System but documentation does not become part of the student's permanent record. Any further misconduct may result in more serious disciplinary sanctions up to and including suspension or expulsion.

Written Reprimand

A reprimand is an official written notification of unacceptable behavior that is in violation of the Student Code of Conduct. The reprimand will be entered into the Student Information System and will become a permanent document in the student's file. The student will be asked to sign the document and will be provided a copy of the reprimand. Any further misconduct may result in more serious disciplinary sanctions up to and including suspension or expulsion.

Disciplinary Probation

Disciplinary probation is a conditional status imposed for a designated period of time within a term prohibiting the student from being present without permission on the campus or any property associated with the campus, including internship/externship sites. The period of time may not exceed 14 calendar days. Disciplinary probation requires completion of a Code of Conduct Violation Form by an instructor and an approval by the Director of Education or Executive Director. Disciplinary probation may be used in those limited instances where a student is asked to leave a class for the duration of the day or until the Procedural Interview is conducted. The Procedural Interview should be scheduled within two business days of the incident. A copy of the form should be mailed and/or emailed to the student, indicating when he/she may return to class. The Disciplinary Probation Form becomes a permanent part of the student file and should also be notated in the Student Information System. The student must meet with the Director of Education or Executive Director to sign the form prior to returning to class. Any further misconduct may result in more serious disciplinary sanctions up to and including suspension or expulsion.

Suspension

Suspension is the loss of privileges of enrollment at the institution for a designated period of time and prohibits the student from being present without permission on the property of the campus or any property associated with the campus, including internship/externship/clinical/practicum sites. As a result of being placed on suspension, the student will be awarded a grade of W for any course in which they are currently enrolled. Regardless of whether or not the student is subsequently allowed to return to school to complete the program of study, the student is responsible for payment of tuition and fees and/or repayment of financial aid. The student shall be notified of the suspension in writing. The notification of suspension indicates the earliest possible date, in a future term, in which the student may consider submission of a request to return to school. The student is entitled to an opportunity to appeal the suspension. The notification of suspension becomes a permanent part of the student record and also must be noted in the Student Information System. Any further misconduct may result in more serious disciplinary sanctions. The Office of the Chief Academic Officer or the Chief Compliance Officer of Ancora Education must approve suspensions before they are imposed and before a student is notified.

Expulsion

Expulsion is the permanent loss of privilege of enrollment at the institution and prohibits the student from being present without permission on the campus or on any property associated with the campus. The student will be unable to complete his/her program of study with the institution. As a result of being expelled, the student will be awarded a grade of W for any course in which they are currently enrolled. The student is responsible for payment of tuition and fees and/or repayment of financial aid. The student is entitled to an opportunity to appeal the expulsion. The notification of expulsion becomes a permanent part of the student record and also must be noted in the Student Information System. In the event that a student appeal results in retraction of the expulsion, any

further misconduct may result in more serious disciplinary sanctions up to and including suspension or expulsion. The Office of the Chief Academic Officer or the Chief Compliance Officer of Ancora Education must approve expulsions before they are imposed and before a student is notified.

Procedures

Filing of a Conduct Violation Form
Any member of the learning community (students, faculty or staff) may file a Code of Conduct Violation Form to initiate the process to respond to an alleged violation of the Student Code of Conduct. The Code of Conduct Violation Form may be found on the Campus Connect site under Academic Forms. The individual who files the Code of Conduct Violation Form becomes the complainant. The student being charged with the alleged offense is referred to as the accused.

All Code of Conduct Violation Forms are first reviewed by the Director of Education. If the Director of Education determines that sufficient evidence exists to warrant further exploration of the complaint, the next step is for the accused to be scheduled for a Procedural Interview. The accused is sent a copy of the Code of Conduct Violation Form, via email and/or UPS or FedEx, providing a receipt and proof of delivery, which includes a detailed description of the incident, accompanied by a Notification of Violation Letter that indicates the date and time of the procedural interview. The Notification of Violation Letter provides details concerning the student's rights and explains the entire process for resolving the alleged violation.

Procedural Interview
Any student charged with a violation of the Student Code of Conduct will be scheduled for a Procedural Interview with the Director of Education. In those instances where the Director of Education has filed the Code of Conduct Violation Form, the Executive Director should also be present for the Procedural Interview. The accused is sent a Notification of Violation Letter that indicates the date and time of the Procedural Interview, along with a copy of the Conduct Violation Form, describing the alleged violation. The Procedural Interview should be scheduled within five (5) business days of receipt the Code of Conduct Violation Form.

The accused must attend the Procedural Interview. If the accused fails to appear for the scheduled Procedural Interview, **one attempt** will be made to reschedule the meeting. The rescheduled meeting shall occur within ten (10) business days of the receipt of the Code of Conduct Violation Form. If the student again fails to appear for the Procedural Interview, the Director of Education may move forward with the determination of the sanction.

The purpose of the Procedural Interview is to provide the accused with the opportunity to discuss the allegation that resulted in the filing of the Code of Conduct Violation Form. The Director of Education and/or the Executive Director will begin the meeting by delineating the student's rights and options, as well as the potential sanctions that may be imposed for the alleged violation. The accused will have an opportunity to admit or deny the charge made against him/her in the Procedural Interview. The complainant also has the opportunity to attend the Procedural Interview either in person or via conference call.

In the event that the accused admits to the charge filed against him/her, the Director of Education and/or the Executive Director will determine the sanction during the Procedural Interview. The

sanction will be notated on a copy of the original Code of Conduct Violation Form. The Code of Conduct Violation Form will then be signed by the Director of Education and/or the Executive Director. The student will be required to sign and date the form as well. The Code of Conduct Violation Form with the original signatures will be placed in the student file; the student will be provided with a copy of the signed form. The Director of Education will enter a notation in Contact Manager within the Student Information System.

The accused may deny the alleged violation of the Student Code of Conduct and request a Hearing to further explore the facts concerning the alleged violation. If a hearing is requested, the date and time of the hearing are determined during the Procedural Interview and they are documented on a copy of the original Code of Conduct Violation Form. The student is provided a copy of the updated Code of Code of Conduct Violation Form with this information as well as a copy of the Hearing Guide.

Hearing Procedures
The purpose of a hearing is to provide a forum for the complainant and the accused to present their case regarding the alleged violation of the Student Code of Conduct. The Executive Director serves as the Hearing Authority and will ultimately determine whether or not the alleged violation is proven. Please note that the definition of Hearing Procedures proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

The Executive Director or otherwise designated Hearing Authority will begin the Hearing by explaining the accused's rights and will assure that fairness will be observed throughout the hearing. Attendees of the hearing are limited to the Executive Director or designee, the complainant and the accused.

The complainant will be given the opportunity to state the main points of the violation, providing evidence supplemented with statements by witnesses. After the complainant concludes his/her presentation, the accused will have the opportunity to state his/her case. The Executive Director or designee may question both the complainant and accused.

After all evidence and testimony has been presented, the Executive Director will determine whether or not the allegation is warranted. If the accused is found not to be in violation, the case will be dismissed and the Code of Conduct Violation Form will be documented accordingly and the student will be provided with a copy.

If the accused is found to be in violation of the Student Code of Conduct, the Executive Director will dismiss the complainant and the accused, indicating that notification of the sanction will be communicated to the student at a specified date and time in the office of the Executive Director.

As the Hearing Authority, the Executive Director or designee will consider the following when determining the sanction to be imposed:
- Statements from witnesses and evidence presented during the hearing;
- Seriousness of the violation;
- Prior disciplinary record of the student;
- Academic record; and
- Student progress against program of study.

Upon reaching a decision, the Executive Director is expected to update the Conduct Violation Form by indicating the sanction that will be imposed as a result of the violation of the Student Code of Conduct. The Executive Director then meets with the student at the predetermined date and time to discuss the sanction and consequences of any repeat violation of the Student Code of Conduct. The student is required to sign the form and is provided a copy. At the same time the student is notified of the outcome of the hearing, a copy of the updated Conduct Violation Form will be provided to the complainant. The Executive Director is expected to make a notation in Contact Manager in the Student Information System and returns the hard copy of the Code of Conduct Violation Form to the student file.

In the event that the Executive Director determines either suspension or expulsion to be the appropriate sanction, the Code of Conduct Violation Form should be completed accordingly and emailed to the Office of the Chief Academic Officer and the Chief Compliance Officer. Upon approval from either the Office of the Chief Academic Officer or the Chief Compliance Officer, the Executive Director may proceed with the suspension or expulsion.

Appeals
The accused and/or complainant have the right to request an appeal by notifying the Executive Director or Director of Education of his/her intent to do so within three business days after receipt of the written notification of the sanction. Appeals may be filed for the following reasons:
- Inappropriate sanction; or
- New evidence that was not available at the time of the hearing has become available and is found to be substantial enough to change the outcome of the hearing.

The Appeal Board should be comprised of the Executive Director, Director of Education, and three other members of the administrative staff of the institution. In the event that the complainant is a member of the Appeal Board, that individual will recuse him/herself from the decision-making process. The Appeal Board meets in a closed session, within a reasonable period of time, and either grants or denies the appeal by a majority vote. In the event that there is a tie, due to absence of a member of the Appeal Board, the Executive Director will determine the outcome. In the event that the Executive Director was the complainant, the Director of Education will determine the outcome. If the appeal is granted, the sanction may be changed.

The individual filing the appeal will be notified in writing, utilizing the Code of Conduct Violation Form, of the decision of the Appeal Board within a reasonable period of time. The notification will be emailed and/or sent through the U.S. Postal Service. A hard copy of the form will be placed in the student file and the Director of Education will enter notes in the Contact Manager Field within the Student Information System.

Re-enrollment After Suspension
Students who have been suspended from the institution must petition to return to school after the specified period of time has elapsed. A Request to Re-enroll After Suspension Form is accessible from the office of the Director of Education. Students who have been suspended must contact the Director of Education for permission to return to the campus or to request that a copy of the form be emailed or mailed. The Petition is submitted to the Director of Education but must be unanimously approved

by the Appeal Board. Re-enrollment may be granted but any repeat instance of violation of the Student Code of Conduct will be grounds for permanent dismissal from the institution.

Compliance with the Student Discipline Policy and Procedure provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C.1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Computer Use and File Sharing

South Texas Vocational Technical Institute computer systems and networks are provided for student use as a part of South Texas Vocational Technical Institute academic programs. Students are not permitted to use their personal devices on the STVT-AAI computer network. This poses a security risk to the STVT-AAI infrastructure and is prohibited. All students have a responsibility to use South Texas Vocational Technical Institute computer systems and networks in an ethical and lawful manner. Students found to have misused STVT computer systems and networks may receive disciplinary action up to and including dismissal. South Texas Vocational Technical Institute will not tolerate any abuse of computer systems and networks. This is not an all-inclusive list. In the case of a dismissal, the student will be subject to the refund policy as outlined in the School catalog.

Examples of behaviors considered to be in violation of South Texas Vocational Technical Institute's policy on student computer systems and network include:
- Sending obscene, harassing, intimidating and/or threatening messages through email or other means. Viewing or downloading, displaying, printing or otherwise disseminating material that is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, defamatory or otherwise unlawful.
- Downloading any software programs, files or other items including but not limited to internet accelerator programs, search engines, upgrades, enhancements, fonts, graphic images, photos or other items unless authorized to do so by the Director of Education or Executive Director. Transferring personal software to South Texas Vocational Technical Institute computers is prohibited.
- Soliciting business, selling products, or otherwise engaging in commercial activities or personal advertisements. Using South Texas Vocational Technical Institute computer and/or network to perpetrate fraud, misrepresentation or illegal activity.
- Providing others with access to one's personal computer accounts or attempting to gain access to the computer accounts, files or system to which authorized access has not been granted.
- Attempting to circumvent or compromise South Texas Vocational Technical Institute computer security or the security of any remote system accessed through South Texas Vocational Technical Institute equipment or networks.
- Creating or releasing computer viruses or engaging in other destructive or potentially destructive programming activities.
- Modifying, altering, or tampering with systems hardware or software unless explicitly authorized to do so by the Executive Director.

Academic Information

Definitions

- Payment Period - a defined time frame that measures a student's progress in their selected program of study allowing for the administration of Title IV funding. Payment periods will vary depending on a students selected program of study (i.e. term vs clock hour)
- Grading Period - the period of time for which students receive final grades, this can be a module, term, or payment period, varies by program.
- Term-based Programs - comprised of 10/12 week courses in a term, varying by program
- Modular-based Programs - comprised of four, six, nine, or twelve-week courses within a grading period, varying by program

Class Size

The school will maintain a proper ratio between teachers and students to allow adequate attention to each individual in both theory class and the laboratory. The student-teacher ratio will generally not exceed 30:1 in theory classes and 20:1 in laboratory classes.

Definition of Clock Hour/Credit Hour

South Texas Vocational Technical Institutes clock-to-credit hour conversion rate meets the requirements of our accrediting bodies, the Council on Occupational Education (COE) for STVT Brownsville and Weslaco schools and the Accrediting Commission of Career Schools and Colleges (ACCSC) for STVT Corpus Christi, McAllen, and San Antonio. For COE accredited campuses, a minimum of one quarter credit hour is awarded for each 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of externship. For ACCSC accredited campuses, a minimum of one quarter credit hour is awarded for each 15 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of externship. Classroom lecture involves the presentation of theory; laboratory work involves the application of theory through the use of training aids; and externship, clinical practice, or practicum involves the application of knowledge and skills in a program-related facility. A clock hour is defined as a minimum of 50 minutes of instruction within a one-hour period except where noted in specific program requirements.

The credit hours awarded for Federal Title IV financial aid purposes will be determined in accordance with U.S. Department of Education regulations. For programs subject to clock to credit conversion, students are assigned either homework or clinical assignments based on the requirements for each program. For these programs, one quarter credit hour is awarded for each 20 clock hours of instruction. This is compliant with the U.S. Department of Education exception to the general requirement that one quarter credit hour is awarded for each 25 clock hours of instruction. In accordance with U.S. Department of Education regulations, for programs that lead or are fully transferable to a degree, the clock to credit conversion is not required for these programs.

Schedule Changes and Drop/Add Period

For a student beginning their program version, or re-entering into their program version for their re-entry term, the equivalent of the first fourteen calendar days are designated as the "drop/add" period. For continuing students, the equivalent of the first seven calendar days of each term are designated as the "drop/add period" for schedule changes involving individual courses for students who start at the beginning of the term. By the end of the drop/add period, each student's schedule must be in place for the remainder of the term. Individual courses dropped during drop/add will not appear on a student's transcript and no tuition will be charged for those courses.

For students enrolled in the state of TX, a student beginning their program version, or re-entering into their program version for their re-entry term must sit 1 of the first 3 days of class or their enrollment shall be canceled.

Attendance Policy

The student is responsible for initiating any request to make up work missed because of class absence (see Make-Up Policy). Makeup of missed classes does not remove an absence from a student's record. If a student is absent from all classes for 14 or more consecutive calendar days, the student may be withdrawn from school.

Disclosure: For Campuses located in Texas, a student will be provided 10 consecutive calendar days for absences. If the student is absent for 10 consecutive calendar days, the student may be withdrawn from school. A student in the state of Texas must meet 85% attendance across their program lifecycle or will be dismissed from their program of study.

Clock hour programs: Programs that are considered clock hour programs for Title IV purposes, and are identified as such in this catalog, may have specific attendance requirements. Students are expected to attend all courses and to be in class at the appropriate times. The licensing boards that govern some of these programs may require that all missed class time be made up and may impose limits on the number of hours that may be missed and subsequently made up. Make up hours are scheduled by the instructor and attendance is monitored and recorded. Any make up hours allowed must be completed prior to the end of the term in which the course is taken. The instructor of each course will notify students of the specific attendance policy at the beginning of the course. Students who miss class sessions in clock hour programs may experience a delay in the disbursement of their aid, as disbursements are based on the students' successful completion of courses, which is impacted by attendance.

To remain eligible for Title IV funding and to progress to the next course a student in a clock hour program must meet a 90% attendance threshold per course.

CDL Program: Due to its relatively short duration, CDL Training: Class A Tractor Trailer does not follow the same attendance policy as the school's Title IV-eligible programs. This program requires the completion of 160 clock hours of instruction. As a result, a student in this program can miss no more than 20% of course meetings or may be withdrawn from their program. Any and all hours must be made up in order for a student to complete their program. Make-up hours will be completed in accordance with the campus Make-up and Incomplete policies.

Ground courses: Attendance for ground courses is taken in the physical classroom by the instructor. Students who fail to attend the physical class sessions for 14 or more consecutive calendar days may be withdrawn. Regardless of the situation resulting in an absence from class, students are expected to be in attendance a minimum 60% per grading period to pass a course. Any attendance below 60% may result in the student failing the course.

Some programmatically accredited programs or programs that require licensure may have additional attendance requirements. These requirements are outlined under State/Programmatic-Mandated Policies. Where the state attendance and makeup work policy differs from the institutional policy, the stricter policy applies.

Attendance Policy – Veteran Affairs Students

VA students whose absences exceed 20% of the total program hours and/or five (5) consecutive school days will lose veterans educational benefits. Where programmatic attendance requirements differ, the stricter of this policy or the programmatic attendance policy shall be enforced.

VA students must also comply with the general standards of attendance progress as set by the U.S. Department of Veterans Affairs. Students using veterans' benefits to attend South Texas Vocational Technical Institute will have attendance monitored until the time the student drops, graduates, or completes the program. Unsatisfactory attendance will be reported to the Department of Veteran's Administration even if the VA student has completed the required number of hours to complete and no refund is due to the student and/or refund sources. Students who are dismissed due to unsatisfactory attendance may request certification for the next scheduled class start. All violations of the attendance policy will be reported to DVA on VA Form 22-1999b within 30 days at such time the student exceeds the allowed number of absences.

Repeated Coursework

A student's enrollment status in a term-based program for Title IV purposes may include previously passed coursework being repeated in the program, but may not include more than one repetition of a specific previously passed course. A student may also request to audit any course within their program version with their Director of Education.

Procedure for Withdrawing from School

Students desiring to withdraw from the school or an individual course should contact the Director of Education or Registrar to obtain the necessary forms and procedures for official withdrawal. Students who withdraw from one or more courses during drop/add but maintain enrollment in at least one or more courses will be unregistered from the courses being dropped. Students withdrawing after the drop/add period and prior to the last day to withdrawal will receive a "W." Students withdrawing from one or more courses after the last day to withdrawal will receive the grade earned in the course. "Ws" are not computed in the student's GPA. Students who receive Federal Student Loans must schedule an exit loan counseling with a Financial Services Officer before they leave school, either by graduation or withdrawal.

Last Day to Withdraw: A student is awarded a grade of W (Withdrawal) when withdrawing from an active course or all courses prior to the last day to withdraw for a term or grading period. The last day to withdraw from a course is prior to the last week of the student's course.

Re-Admission

Students who have withdrawn from South Texas Vocational Technical Institute and wish to be readmitted should contact the school. If the application for re-admission is for a different curriculum, the standard requirements for a change of program will apply. All applicants for re-admission will be required to complete the SmarterMeasures Assessment the first time they re-enroll, unless taken during their previous enrollment. The assessment measures student readiness to return to school and engage in post-secondary learning based on non-cognitive indicators of success. The school uses the results of the assessment to determine the type of support that will be most beneficial to the student through the program of study.

Approval for readmission for the same curriculum or an alternate selection will be based on the applicant's ability and aptitude, the time elapsed since withdrawing, recommendations of the instructors of the program to which the applicant is reapplying, and the applicant's career objectives. Prior tuition balances and student loan statuses must be clear before readmission application forms will be processed. Re-entering students must meet all admission requirements in place at the time of their re-entry. Applicants granted re-admission may have course load restrictions, specific grade and attendance requirements, and/or required advisement sessions in order to remain enrolled at South Texas Vocational Technical Institute.

A re-entering student who was required to withdraw because of active military status will be promptly re-entered with no advance notice required by the student if re-entering within five years of completion of service, unless unusual circumstances require the institution to admit the student at a later date. Re-entry will be processed into his/her same program of study at the same enrollment status and with the same number of hours previously completed. If that program is no longer offered, the student will be re-admitted to the program that is most similar in terms of content and credit hours unless the student requests admission to a different program. If the School assesses that additional academic preparation is required before resuming active enrollment, this will be provided by the School at no charge to the student. In all cases, the student will be charged the same tuition and fees that would have been assessed at the time the student left the School for active military service. Students may contact the Director of Education for more information about this policy and eligibility, or when ready to re- enroll.

Graduation Requirements

In order to graduate, students must pass each course in their program of study, maintain the minimum required CGPA of 2.0, and complete all program requirements within a period of time which does not exceed 1.5 times the program length. The graduate who meets all the requirements and is in good financial standing with the School will be awarded a Diploma which bears the graduate's name, the program of study, the signature of the School Director and the Director of Education or other School Official, and seal of the School.

CDL Graduation Requirements

In order to graduate from the CDL Training: Class A Tractor Trailer program, a student must complete the minimum number of required course hours and complete each course with a satisfactory grade.

Graduation Honors

An honors graduate is one who has completed their program of study in an exemplary manner. Successful candidates for the Honors Program must meet all of the following criteria:

Summa Cum Laude: Earn a final GPA of 3.76 to 4.00
Magna Cum Laude: Earn a final GPA of 3.50 to 3.75
Cum Laude: Earn a final GPA of 3.25 to 3.49

Additionally, graduates must have maintained a minimum cumulative attendance rate of 90% or higher throughout their program of study, and:
- demonstrate professionalism and good school citizenship at all times;
- obtain approval of the Director of Education, and;
- fulfill all other graduation requirements.

Instructional Programs – Homework

All credit hour programs contain required homework assignments. The required assignments are documented within each course syllabus. Students are required to complete the designated homework assignments and submit the homework to the course instructor. All homework is graded and represents a minimum portion of the final grade as specified for each course.

Program Transfers

Students who drop and then subsequently enroll into a different program within the institution are treated as new starts for purposes of calculating Satisfactory Academic Progress for the new program; however, if any courses taken in the old program transfer into the new program, then the grades earned by the student in those courses must be included in the Satisfactory Academic Progress calculation for the new program, and the credits that are transferred from the old program to the new program will be counted as credits attempted and credits completed.

Leave of Absence

An approved Leave of Absence (LOA) is a temporary interruption in a student's academic attendance for a specific period of time in an ongoing program.

Leave of Absence Conditions
The following conditions may be considered:
- Medical Leave (including pregnancy)
- Family Care (unexpected childcare issues or medical care of family)

- Military Duty
- Jury Duty

The following requirements apply:

A student may be granted a Leave of Absence (LOA) if:
- The student has the intention of returning to school.
- A LOA request is submitted in writing within 14 calendar days of the student's last date of attendance, but prior to the student taking the LOA. The written request includes the reason for the request and is signed and dated by the student and an authorized school official. If unforeseen circumstances prevent the student from providing a written request within 14 calendar days, the campus may use its discretion to grant the student's request if the student provides the written documentation validating the unforeseen circumstances by the last day of the campus's attendance policy. In this situation school documents its decision and collects the written request at a later date.
- Generally, only one leave of absence may be granted to a student in a 12-month period. However, more than one leave of absence may be granted for limited, well documented cases due to unforeseen circumstances that are listed below, provided that the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12-month time frame. Reasons for potential second leaves of absence include:
  - One additional leave of absence, if it does not exceed 30 days and the campus determines that it is necessary due to unforeseen circumstances; this type of leave of absence would have to be subsequent to the granting of the single leave of absence, which is granted at the campus's discretion. This may not be possible in all programs based on term structure.
  - Subsequent leaves of absence if the campus documents that they are granted for jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993 (FMLA) (Public Law 103-3), enacted February 5, 1993. The circumstances that are covered under the FMLA, as applied to students, are:
    - Birth of a son or daughter of the student and the need to care for that son or daughter (within 12 months of the date of birth)
    - Placement of a son or daughter with the student for adoption or foster care (within 12 months beginning on the date of the placement)
    - Need to care for the student's spouse, or a son, daughter, or parent, if the spouse, son, daughter, or parent has a serious health condition
    - A serious health condition that makes the student unable to function as a student
- There may be limitations on LOA eligibility for students enrolled in term-based programs due to scheduling requirements. This is due to the requirement that a student must return into the same classes when coming off of an LOA.
- The total days considered on LOA will include days up to the point in the coursework where the student left on LOA. It is strongly advised that the student return at the beginning of the term when possible in order to benefit from a review of the material. Any resubmitted work the student completes will be graded, and the higher of the two grades will be counted.
- The student must have earned a successful grade in at least one course before being eligible to apply for an LOA

- A student may not apply for an LOA between terms, they are only eligible if they start an LOA during a term.

Failure to return from an approved leave of absence will result in withdrawal from the campus, may have an impact on aid, loan repayment and exhaustion of the loan grace period for the total days the student was on the LOA. Students in a LOA status may not receive further financial aid disbursements until returning to active status. Contact the financial aid office for more information about the impact of a LOA on financial aid.

An LOA will not be granted during the term for students enrolled in our standard term programs.

No more than two leaves of absence may be granted for the same student in any twelve (12) month period.

Appeal Process – Non Financial Aid

A student who feels that an adverse action by the school has affected his/her status with the school may submit a written appeal to the Executive Director of the campus.

The Executive Director of the campus will evaluate the appeal on its individual merits and may elect to waive the adverse action in light of extenuating circumstances such as serious illness or injury, active military duty, or death in the family. The appeal and the decision will be documented in the student's file and the Executive Director's decision will be final. Approval for appeal will be granted for good cause by the Director of Education, the Executive Director, and the Vice President of Operations. Appeals and approvals must be documented in the student's academic files.

Academic Standards

Academic Year

STVT Schools Academic Year is defined as follows:

Term Programs

Quarter credit hour programs defined as: 36 credits and 30 weeks (for 10-week term programs)
Quarter credit hour programs defined as: 36 credits and 36 weeks (for 12-week term programs)

Program	Actual Program Length
Heating, Ventilation, Air Conditioning & Basic Refrigeration	40 weeks – (10 week term programs)
Combination Welding	40 weeks – (10 week term programs)
Automotive Service Technician	50 weeks – (10 week term programs)
Business Studies	50 weeks – (10 week term programs)
Diesel-Heavy Truck Technician	50 weeks – (10 week term programs)
Dental Assisting	40 weeks – (10 week term programs)
Medical Assisting	40 weeks – (10 week term programs)
Medical Clinical Assisting	50 weeks – (10 week term programs)
Medical Billing and Coding	60 weeks – (10 week term programs)
Medical Administrative Assisting Technology	30 weeks – (10 week term programs)
	36 weeks – (12 week term programs)

Non-Term Programs

Quarter credit hour programs are defined as: 36 credits and 30 weeks (day shift)
Quarter credit hour program without terms defined as 36 credits and 48 weeks (evening shift)

Clock hour programs defined as 900 hours and 30 weeks

Program	Actual Program Length
CDL Training: Class A Tractor Trailer	160 hours

Modes of Program Delivery

STVT students may have the opportunity to complete a portion of their programs of study, subject to limits established by the institution's state licensure and accreditation, through distance education. The following chart outlines each program's mode(s) of delivery. Refer to the Distance Education section of the catalog for more information.

C: On-Campus (no courses are available online)
H: Hybrid (each course is partially on-campus and online)
F: Flex Track (some courses are available online)

Program	Modes of Delivery
Heating, Ventilation, Air Conditioning & Basic Refrigeration	C, H
Automotive Service Technician	C, H
Combination Welding	C, H
CDL Training: Class A Tractor Trailer	C
Business Studies	C, H, F
Diesel-Heavy Truck Technician	C, H
Dental Assisting	C
Medical Assisting	C
Medical Clinical Assisting	H, F
Medical Billing and Coding	H, F
Medical Administrative Assisting Technology	C

Grading System

Students are regularly evaluated on the knowledge they have gained, the skills they have acquired, and the professionalism they have developed. Student performance is graded against a perfect score of 100% according to the following table:

Fifty (50) minutes of instruction during a sixty (60) minute time frame is considered a clock hour.

Grade	Definition	Quality Points
A	90-100 Excellent	4
B	80-89 Above Average	3
C	70-79 Average	2
D	60-69 Below Average	1
F	0-59 Failing	0

W	Withdrawal	Not calculated
W*	Withdrawal excluded from SAP	Not calculated
+S	Satisfactory (70% or higher)	Not calculated
U	Unsatisfactory (Below 70%)	Not calculated
I	Incomplete	Not calculated
TO	Passed by examination	Not calculated
T or T1	Credit By Transfer	Not calculated
P	Pass (60% or higher)	Not calculated
NP	No Pass (Below 60%)	0
NA	Never Attended	Not calculated
AU	Audit	Not calculated

+Satisfactory grades are 70% or higher for Title IV programs. Non-Title IV programs may have other requirements for S grades (75% or higher). Check with the Director of Education for specific STCT grading information.

At the end of each evaluation period, after final course grades have been assigned, the student's grade point average (GPA) is calculated as follows:

GPA　　= (Course #1 grade point value) X (Course #1 value in credit hours)
　　　　　+ (Course #2 grade point value) X (Course #2 value in credit hours)
　　　　　<u>+ etc. for all courses attempted during term for which a grade point value is received</u>
　　　　　Total Credit Hours Attempted

The CGPA is calculated in the same way, but all enrollments in courses required by the student's educational program are included. If courses are repeated; only the higher grade is used to calculate the CGPA. Only courses with final grades are used for calculating CGPA. At a minimum, progress

reports are given to students at the end of each grading period for their programs. Grade periods are typically 5 to 6 weeks in length and students are advised of their progress towards meeting Satisfactory Academic Progress at that time.

Students must make satisfactory academic progress based on Qualitative and Quantitative measures as outlined in the Satisfactory Academic Progress Policy for their respective program.

CDL Training: Class A Tractor-Trailer: This program is evaluated on a pass/fail basis. Grading and evaluation is at the sole discretion of the instructor. A student must achieve a grade of 70% or higher in order to advance. At the end of each course a student with a grade of less than 70% is dropped from the program. Progress evaluation is conducted after a student reaches 70 hours and again after they reach 120 hours.

Late Work Submission/Make-up Policy

The campus recognizes that there are circumstances and events which require students to miss classes, resulting in the need for makeup work. Because Ancora Education believes the purpose of completing work is to help the student learn and be successful, instructors are expected to work with students on the submission of makeup work. Students must initiate contact with the instructor to discuss the makeup work in question. The student will work with the instructor on new deadlines and any deductions that may result based on the late work, not to exceed 20% per assignment. Examinations may be made up only with documented extenuating circumstances. The deadline must be prior to the end of the term, or else the student must apply for an Incomplete (see the Incomplete policy). Online modality assessments are considered normal makeup work, not examinations for purposes of this policy. The procedure for requesting the opportunity to makeup required work can be obtained from the instructor. Students will not be charged for completing makeup work.

Incomplete Policy

The grade of Incomplete (I) is given for a valid reason when a student is unable to complete all the work in the course by the time the course ends. An Incomplete Grade Request Form must be submitted to the Director of Education, or designee, prior to the last day of the course. Students must initiate arrangements with instructors and receive approval of the Director of Education, or designee, to make up the required work within 14 calendar days after the end of the course. At that time, the grade will be calculated based on the work submitted and will replace the Incomplete. Incomplete grades count as credits/hours attempted but not completed. When the Incomplete is converted to a letter grade, it will be computed as credits/hours completed or failed, depending on the grade assigned.

Procedure:
- The student must request the Incomplete prior to the last day of the course using the Incomplete Grade Request;
  - In order to approve an Incomplete, the student must have earned a minimum of a 25% in the course.
  - The Director of Education, or designee, may approve students under an earned 25% with mitigating circumstances.
    - Additional documentation may be required to approve exceptions.

- If approved, The Director of Education, or designee, will notify the student prior to an "I" grade being entered in the Student Information System;
- Student must make up all Incomplete grades within 14 days of the end of the course;
  - All hours completed with a qualified instructor on campus to assist with makeup work will count toward the student's attendance hours and is documented with an AD – Attendance Change Form;
- Grade will be converted to "F" or the grade the student has earned at the end of the incomplete period approved unless special approval is given to extend the deadline;
- Appropriate supporting documentation for the grade will be uploaded into Image Now along with the approved Incomplete Grade Request once the "I" grade is resolved;
- Students who are approved for an "I" grade in their final course may be withdrawn until the "I" is resolved if the approval extends beyond the Drop/Add period and the student isn't enrolled in any other courses;
  - In these cases, the student must be dropped, finish hours, reinstated, grades and hours finalized, then approved to graduate.
- Students may request a late incomplete after the course has closed through the Director of Education or designee, Student Services Coordinator; Student Resource Coordinator, or Hybrid Teaching Assistant (SSC/SRC/HTA).
  - Late incomplete requests must be submitted in writing within 7 calendar days of the end of the course and will be approved only based on mitigating circumstances.
  - Late incompletes beyond a week may only be granted by the VP of Academics or the AVP Online Academic Operations in cases where the campus fails to provide the student with reasonable access to complete coursework.

Satisfactory Academic Progress

A student must meet the following standards of academic achievement and successful course completion while enrolled. Satisfactory Academic Progress (SAP) applies to all students including full or part time status, and all periods of an active regular enrollment regardless of whether or not the student receives financial aid. Student enrollment status is determined at the end of the drop/add period for any given term or payment period (determined by program, defined herein as "academic term"). All courses in a program must be successfully completed in order for a student to graduate from the program. Permanent records are maintained for every student indicating courses completed and grades earned. Students must be considered to be in good standing, either as a result of having met SAP, having an approved appeal on file, or having met the terms of a given academic plan, in order to maintain enrollment in a subsequent scheduled academic term. SAP does not apply to students enrolled in professional development/continuing education courses, which are courses not included within the scope of the institution's accreditation and are not eligible for Title IV funding.

The following SAP standards are for Credit Hour Programs:

Evaluation Points: All SAP evaluations for Credit Hour Programs occur at the end of an academic term and are cumulative in nature. All students re-entering after a period of non-attendance will have their most recent SAP status reviewed to determine eligibility to return. Re-entries will then be evaluated for SAP in their new enrollment at the end of the academic term. SAP is determined by measuring the student's cumulative grade point average (CGPA) and the student's pace toward

completion of course credit hours attempted in the academic program. The calculated CGPA and pace are compared against thresholds (see table below) to determine whether or not the student meets SAP (at or above threshold).

For **credit hour** programs, credits attempted are those credits for which the student is enrolled at the end of the drop/add period of an academic term. Credits earned are credits for which the student receives a passing grade at the end of the academic term.

Satisfactory Progress Thresholds for Credit Hour Programs:

Programs greater than 80 Credit Hours				Programs with 60-80 Credit Hours		
Credit Hours Attempted	CGPA	Minimum Pace		Credit Hours Attempted	CGPA	Minimum Pace
0-36	1.5	50%		0 -24	1.5	50%
37-64	1.75	60%		25 - 36	1.75	60%
65+	2.0	66.67%		37+	2.0	66.67%

Programs less than 60 Credit Hours	
CGPA	Minimum Pace
2.0	66.67%

At the end of any SAP Evaluation period, if a student's CGPA or Pace is below the stated threshold, the student's academic progress is considered unsatisfactory.

Maximum Timeframe/Maximum Program Length

A student must complete an academic program in no more than one and one half (1.5) times the published normal program length. To determine the maximum timeframe for programs measured in credit hours, take the published number of credit hours necessary to graduate and multiply by 1.5.

Example:

92 Published Program Credits x 1.5 Maximum Timeframe = 138 Maximum Attempted Credits Permitted to Complete Program

If, at any time, it is determined to be mathematically impossible for a student to complete the program of study within the Maximum Timeframe, the student WILL be ineligible for additional Title IV funding and dismissed from the program of study.

Unsatisfactory Academic Progress

Students not meeting SAP are subject to dismissal from their programs of study and are ineligible to receive financial aid, except under certain circumstances.

If a student on academic probation fails to achieve satisfactory progress for the first probationary progress evaluation period, the student's enrollment shall be terminated.

The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive probationary progress evaluation periods shall be terminated.

When a student is placed on academic probation, the school shall counsel the student prior to the student returning to class. The date, action taken, and terms of probation shall be clearly indicated in the student's permanent file.

The school may allow a student whose enrollment was terminated for unsatisfactory progress to re-enroll after a minimum of one progress evaluation period. Such reenrollment does not circumvent the approved refund policy.

The school shall place a student who returns after their enrollment was terminated for unsatisfactory progress on academic probation for the next grading period. The school shall advise the student of this action and document the student's file accordingly. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment shall be terminated.

Financial Aid Warning for Credit Hour Programs

If a student's progress in a credit hour program, measured at the end of an academic term is determined to be unsatisfactory, the school may place the student on Financial Aid Warning status for one academic term. The student will be advised of the performance necessary to re-establish SAP. A student on Financial Aid Warning is still eligible to receive financial aid. If, at the end of the academic term during which the student was placed on Financial Aid Warning status, the student's academic progress is above both thresholds for SAP, the student is removed from Financial Aid Warning.

Financial Aid Probation for Students in Credit Hour Programs

If, at the end of the academic term during which the student was placed on Financial Aid Warning status, the student's academic progress is not above both SAP thresholds for pace and CGPA, the student is subject to dismissal. The student is no longer eligible to receive federal financial aid. This decision is subject to appeal by the student as defined below. Upon approval of a student appeal,

the student will be placed on Financial Aid Probation. Eligibility for federal financial aid may only be reinstated for one payment period.

Appeals of Adverse Determinations

Students who are ineligible to receive financial aid and/or are academically ineligible to continue due to unsatisfactory academic progress are advised immediately following the determination. Students may submit a written appeal to the Academic Review Committee.

This appeal should be filed within five (5) business days of notification of the decision and must explain in writing the circumstances leading to their unsatisfactory academic performance and how those circumstances have been resolved, ensuring they are successful going forward. The Academic Review Committee will consider all information including potential mitigating circumstances such as a severe illness, medical condition or injury, the death of a family member or other special circumstances presented by the student. The Academic Review Committee will uphold or deny the appeal within five (5) business days following receipt of the appeal from the student. A student who has been placed on probation due to unsatisfactory academic progress must have an appeal upheld in order to remain enrolled. This should occur prior to the final lock date of the academic term in order to in order to make appropriate scheduling adjustments. The student should attend class while the appeal is being reviewed.

If an appeal is denied, the student will be dismissed and is ineligible to receive financial aid. If the appeal is upheld, the student will be placed on **Financial Aid Probation** status for one academic term. An academic plan will be created for the student, and the student will be considered eligible to receive financial aid. The academic plan must be structured so that a student reestablishes SAP within a reasonable timeframe. The student's performance against the academic plan will be reviewed at the end of each academic term with the use of an Academic Plan Reviewed document. If, at the end of an academic term the student's performance is consistent with the terms of the academic plan, the student remains eligible to receive financial aid and may continue in school for the subsequent academic term. If, at the end of an academic term the student's performance is determined to be unsatisfactory, the student will be dismissed from the program of study. Students on academic plans will be advised at the end of each academic term to ensure that they understand their required performance for reestablishing satisfactory academic progress by the end of the plan.

A student may be dismissed at any time if the Academic Review Committee does not believe the student will be successful in upholding the Academic Plan. In those cases, the student may submit an additional appeal to continue. A student may reestablish satisfactory academic progress upon successful completion of an academic term by meeting the thresholds listed in the SAP tables above. Students who re-establish satisfactory academic progress are advised they no longer need to be on an academic plan and remain eligible to receive financial aid.

Financial Aid Dismissal for Students in Credit Hour Programs

If the student's academic progress is not above both SAP thresholds for pace and CGPA after an academic term on Financial Aid Probation, the student will be placed on Financial Aid Dismissal and is no longer eligible to receive federal financial aid. If the student is making sufficient progress

while in this status, the student will receive an Academic Plan Reviewed document to continue eligibility. If the student does not make sufficient progress, the student will be dismissed, subject to additional appeal.

The following SAP standards are for Clock Hour Programs:

Evaluation Points: Clock Hour Programs will have an academic evaluation at the end of each grading period and a financial aid SAP evaluation after the student has attempted the expected hours in an academic term. All students re-entering after a period of non-attendance will have their most recent SAP status reviewed to determine eligibility to return. Re-entries will be evaluated for financial aid SAP after attempting the required hours for the payment period in which they returned. SAP is determined by measuring the student's cumulative grade point average (CGPA) and the student's pace toward completion of clock hours attempted in the academic program. The calculated CGPA and pace are compared against thresholds to determine whether or not the student meets SAP (at or above threshold).

For **clock hour** programs, the clock hours attempted are the total clock hours required for courses in which the student is enrolled after the drop/add period and for which a grade has been entered. Clock hours earned are the hours for the courses in which the student successfully completes and earns a passing grade at the end of the grading period.

Satisfactory Progress Threshold for Clock Hour Programs:

Clock Hour Programs	
CGPA	**Minimum Pace**
2.0	66.67%

At the end of an academic term, if a student's CGPA or Pace is below the stated threshold, the student's academic progress is considered to be unsatisfactory.

Maximum Timeframe/Maximum Program Length

A student must complete an academic program in no more than one and one half (1.5) times the published normal program length. Repeat courses taken as part of a Title IV program are included in the Maximum Timeframe calculation.

To determine the maximum timeframe for programs measured in clock hours, take the published number of clock hours necessary to graduate and multiply by 1.5.

Example:

1200 Published Clock Hours X 1.5 Maximum Timeframe = 1800 Maximum Clock Hours Attempted Permitted to Complete the Program

If, at any time, it is determined to be mathematically impossible for a student to complete the program of study within the Maximum Timeframe, the student will be ineligible for additional Title IV funding and dismissed from the program of study.

If a student on academic probation fails to achieve satisfactory progress for the first probationary progress evaluation period, the student's enrollment shall be terminated.

The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive probationary progress evaluation periods shall be terminated.

When a student is placed on academic probation, the school shall counsel the student prior to the student returning to class. The date, action taken, and terms of probation shall be clearly indicated in the student's permanent file.

The school may allow a student whose enrollment was terminated for unsatisfactory progress to re-enroll after a minimum of one progress evaluation period. Such reenrollment does not circumvent the approved refund policy.

The school shall place a student who returns after their enrollment was terminated for unsatisfactory progress on academic probation for the next grading period. The school shall advise the student of this action and document the student's file accordingly. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment shall be terminated.

Unsatisfactory Academic Progress

Students not meeting SAP are subject to dismissal from their programs of study and are ineligible to receive financial aid, except under certain circumstances.

Academic SAP Statuses (Clock Hour programs only)

When a student finishes an academic term but has not yet reached a payment period and is below the SAP standards, the student will hit academic evaluation points. If a student is below SAP standards prior to hitting the first payment period, the student will be placed on Academic Warning. Prior to subsequent payment periods, the student may hit Academic Probation and Academic Dismissal. Academic statuses do not trigger documentation or paperwork but are points at which students should be advised of the potential for financial impacts if performance does not improve.

Financial Aid Warning for Clock Hour Programs

If a student's progress in a clock hour program, measured after attempting the expected hours for the payment period is determined to be unsatisfactory, the school may place the student on Financial Aid Warning status for one payment period. The student will be advised of the performance necessary to re-establish SAP. A student on Financial Aid Warning is still eligible to

receive financial aid. If, at the end of the payment period during which the student was placed on Financial Aid Warning status, the student's academic progress is above both thresholds for SAP, the student is removed from Financial Aid Warning.

Financial Aid Probation for Students in Clock Hour Programs

If, after the student has attempted the expected hours for the next payment period, the student's academic progress is not above both SAP thresholds for pace and CGPA, the student is no longer eligible to receive federal financial aid. This decision is subject to appeal by the student as defined below. Upon approval of a student appeal, the student will be placed on Financial Aid Probation. Eligibility for federal financial aid may only be reinstated for one payment period.

Appeals of adverse determinations

Students who are ineligible to receive financial aid and are academically ineligible to continue due to unsatisfactory academic progress are advised immediately following the determination. Students may submit a written appeal to the Academic Review Committee.

This appeal should be filed prior to the end of the following term's new student drop/add period and must explain in writing the circumstances leading to their unsatisfactory academic performance and how those circumstances have been resolved ensuring they are successful going forward. The Academic Review Committee will consider all information including potential mitigating circumstances such as a severe illness, medical condition or injury, the death of a family member or other special circumstances presented by the student. The Academic Review Committee will uphold or deny the appeal. A student who has been placed on academic probation due to unsatisfactory academic progress must have an appeal upheld in order to remain in school. This should occur prior to the final lock date of the academic term in order to in order to make appropriate scheduling adjustments. The student should attend class while the appeal is being reviewed.

If an appeal is denied, the student will be dismissed and ineligible to receive financial aid. If the appeal is upheld, the student will be placed on **Financial Aid Probation** status for one payment period. An academic plan will be created for the student, and the student will be considered eligible to receive financial aid. The academic plan must be structured so that a student reestablishes SAP within a reasonable timeframe. The student's performance against the academic plan will be reviewed at the end of each academic term with the use of an Academic Plan Reviewed document. If, at the end of an academic term the student's performance is consistent with the terms of the academic plan, the student remains eligible to receive financial aid and may continue in school for the subsequent academic term. If, at the end of a payment period the student's performance is determined to be unsatisfactory, the student will be dismissed from the program of study. Students on academic plans will be advised at the end of each academic term to ensure that they understand their required performance for reestablishing satisfactory academic progress by the end of the plan. A student may be dismissed at any time if the Academic Review Committee does not believe the student will be successful in upholding the Academic Plan. In those cases, the student may submit an additional appeal to continue. The student may be required to complete the Retake

program as a condition of approving their appeal. A student may reestablish satisfactory academic progress upon successful completion of an academic term by meeting the thresholds listed in the SAP tables above. Students who re-establish satisfactory academic progress are advised that they no longer need to be on an academic plan and remain eligible to receive financial aid.

Financial Aid Dismissal for Students in Clock Hour Programs

If, after the student has attempted the expected hours for the third and all remaining consecutive payment periods, the student's academic progress is not above both SAP thresholds for pace and CGPA, the student will be placed on Financial Aid Dismissal and is no longer eligible to receive federal financial aid. If the student is making sufficient progress while in this status, the student will receive an Academic Plan Reviewed document to continue eligibility. If the student does not make sufficient progress, the student will be dismissed, subject to additional appeal.

Students receiving Veterans Education Benefits

Students using Veterans Education Benefits are subject to the same calculations of CGPA and Pace, but have different limitations as to how long they may remain not meeting Satisfactory Academic Progress standards. Students using Veterans Education Benefits will be subject to the following limitations.

Students will no longer eligible to be certified for Veterans Education Benefits once they fail to meet SAP standards for a third consecutive SAP evaluation period. This means students who fail to meet SAP at the end of their Financial Aid Probation term will have their benefits terminated. Student will only be eligible for certification if they return to Satisfactory Academic Progress. If a student exceeds Maximum Time Frame as defined in the SAP policy above, they are no longer eligible to be certified for Veterans Education Benefits.

Other Factors Impacting Academic Standing for Credit and Clock Hour Programs

Program Changes: When a student transfers to a new program, the total program length of the new program is used as a basis for determining the maximum program length. All previously attempted coursework that is applicable in the new program is carried forward into the new program, whether it was completed successfully or not (i.e., including grades of F or W), for the purposes of calculating both qualitative and quantitative academic progress. A student who is not meeting SAP standards is not eligible for a program change without approval of the Director of Education or designee. This also applies to students who were not meeting SAP standards at the point of being withdrawn and wish to re-enter in a different program.

Transfer and Proficiency Credits: Transfer and Proficiency credits are entered as grades of "T" or "TO" which are not computed in a student's qualitative grade point average. Transfer and proficiency credits are counted as credits attempted and earned for the purposes of calculating a student's pace of progress in the program. See also Transfer of Credit in this catalog. These grades will be used in calculating **both** qualitative grade point average and pace of progress as defined in the Standards of Academic Progress policy.

Additional Degrees/Diplomas: Degree or diploma students who wish to remain continuously enrolled and pursue an additional program must complete all requirements of the first program before enrolling in a subsequent program. Any successfully completed courses that are contained in the subsequent program will be counted towards completion of that program. **(Note: students may not be enrolled concurrently in and receive funding for two Title IV eligible programs).**

Pass/Fail courses: Grades of S and U are assigned to classes that do not fulfill graduation requirements such as English Language Foundation (ELF) courses that are graded on a pass/fail basis. A grade of W* is assigned for withdrawal from a Pass/Fail class for certain programs after the drop/add period. Foundation courses may not be repeated more than one time without an approved foundations appeal.

Repeated courses while in an Active Degree Seeking Status: F, U, NA, NP, W, and W* grades require repeating and are retained on the transcript. Repeated courses will appear on the transcript with both the new letter grade earned and the original letter grade earned. The highest grade will replace the other attempts for the purposes of calculating the CGPA. Courses which have been repeated will count as credits/hours attempted for the purposes of calculating pace. Students in clock hour programs may not receive financial aid for repeated courses. Students in credit hour programs may receive financial aid to repeat failed courses. Other than Foundation courses, which can only be repeated a single time without appeal approval, there is no fixed limit to the number of times a particular course may be repeated as long as a student is making satisfactory academic progress. As of July 1, 2011, a student's enrollment status in a term-based, credit hour program for Title IV purposes may include coursework being repeated that was previously taken in the program, but may not include more than one repetition of a specific, previously passed course. The original grade and the repeated grade will both appear on the transcript. Only the highest grade will count for purposes of calculating the CGPA. All attempts count in the pace of the program.

Audited courses: Audited courses are assigned a grade of AU. Audited courses do not count as credits attempted or credits earned for any purposes and do not have any effect on the calculations of pace or GPA.

Grades and CGPA

The following table summarizes the effect of specific grades on the calculations of pace and CGPA:

Grade	Credits Attempted for Pace	Credits Attempted for CGPA	Credits Earned	Quality Points Per Credit
A	Yes	Yes	Yes	4
B	Yes	Yes	Yes	3

C	Yes	Yes	Yes	2
D	Yes	Yes	Yes	1
F	Yes	Yes	No	0
S	No	No	No	N/A
U	No	No	No	N/A
W	Yes	No	No	N/A
W*	No	No	No	N/A
T or T1	Yes	No	Yes	N/A
I	Yes	No	No	N/A
TO	Yes	No	Yes	N/A
AU	No	No	No	N/A
P or PASS	Yes	No	Yes	N/A
NP	Yes	No	Yes	N/A
A*	Yes	No	Yes	N/A
B*	Yes	No	Yes	N/A
C*	Yes	No	Yes	N/A
Fail	Yes	No	No	N/A
NA	No	No	No	N/A

Students are able to access their student portal at any time to view academic progress, including grades.

Withdrawal Grades for Institutional Withdrawals

The W grade is assigned to class withdrawals when a student withdraws or stops attending all courses prior to the withdrawal deadline. The earned grade in the course is awarded after the withdrawal deadline.

Withdrawal Grades for Individual Course Withdrawals

A course is unregistered during the drop/add period for a student who maintains enrollment in one or more course. Courses dropped after the drop/add period but prior to the withdrawal deadline are issued a grade of W (Withdrawal). The earned grade in the course is awarded after the withdrawal deadline.

A grade of W* is recorded for Pass/Fail courses (campus credits) dropped after the drop/add period or for courses being withdrawn during an LOA period. The W* may also be used in rare instances when a correction needs to be made to a student's schedule based on a documented issue. A grade of NA is recorded for module-based courses that are dropped after drop/add period but prior to the start of the module in which the course was scheduled. W grades count as credits attempted but not earned for the purposes of calculating the pace in academic progress and are excluded from CGPA. W* and NA grades are excluded from both the CGPA and Pace components of SAP.

Incomplete Grades

Incomplete grades count as credits/hours attempted but not completed. When the Incomplete is converted to a letter grade, it will be computed as credits/hours completed or failed, depending on the grade assigned.

Financial Information

Student Financial Assistance Programs

Financial Aid is available to assist for those who qualify to assist with paying for educational expenses. Financial assistance for qualified students may consist of federal grants and/or loans, which may supplement the student's own contribution toward completing their educational program. STVT offers various financial assistance programs to qualified students including federal, state, local and private programs. A list of the financial assistance programs is contained in the Financial Aid Programs section of the catalog. Students interested in financial assistance should see the School's Financial Aid Office.

Applying for Student Financial Assistance

All students seeking or applying for financial assistance must meet with a member of the School's Financial Aid Office staff to complete the application process. During this process, the staff member will provide guidance to the student on how to access the Free Application for Federal Student Aid (FAFSA, www.fafsa.ed.gov) for completion by the student. The Financial Aid Office staff will provide the student with any other forms necessary to determine the student's eligibility and complete the application process. It is the student's responsibility to provide all required documents in order to verify eligibility and process the application in a timely manner.

Contact Information

Eligibility for financial assistance is determined by federal regulations and each student's individual circumstances. The School's Financial Aid Office personnel are trained in using a standard, federally-approved methodology of needs analysis to determine each student's eligibility. Financial Aid personnel will meet with students individually to determine the student's eligibility for a financial aid package. Each STVT location maintains a dedicated financial aid office to assist its potential and current students. Individuals may contact the financial aid staff during normal school hours (Monday – Friday 8am – 5pm), by calling 888-625-6511 and asking for the Financial Aid Office at the specific school or visiting the Financial Aid Office at any school location (Monday – Friday 8am – 5pm).

Financial Aid Website

Additional financial aid information and resources are available on the STVT Financial aid website at http://www.stvt.edu/financial-assistance/. The STVT website provides a Net Price Calculator that provides estimated pricing information to prospective and current students and their families based on the student's individual circumstances. The site also contains a copy of our Annual Notice – Availability of Consumer Information. STVT provides a NOTICE directly to all potential students during the enrollment process.

STVT also provides an annual NOTICE directly to all enrolled students describing the availability of the consumer information. This notice contains a brief description of the various disclosures and how to obtain the full disclosures. All disclosures are available on the exact electronic website listed in the notice. Students may also request a physical copy from the sources outlined in the notice.

National Student Loan Data System (NSLDS)

If the school enters into an agreement with a potential student, student, or parent of a student regarding a Title IV, HEA Loan the school the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.

Financial Aid Warning (SAP Warning)

Students failing to meet any of the SAP requirements at the end of an evaluation period will be placed on Financial Aid Warning (SAP Warning) for the next evaluation period. Students will be notified in writing. Students may not appeal a Financial Aid Warning. Students on Financial Aid Warning are eligible to receive Federal Title IV for one evaluation period.

Students failing to meet the SAP requirements at the end of the Financial Aid Warning period will lose eligibility for Federal Title IV funds; however, the students may file an appeal to regain Federal Title IV eligibility. Students may not be placed on FA Warning for consecutive evaluation periods. Refer to the Satisfactory Academic Standards Policy section for more details.

Financial Aid Probation (SAP Probation)

Students who lose Federal Title IV eligibility due to not meeting the SAP requirements and who successfully appeal their loss of eligibility may be placed on Financial Aid Probation (SAP Probation) for one evaluation period. If the appeal is granted the student is placed on Financial Aid Probation and may be subject to an Academic Plan. Students who do not meet the SAP requirements at the end of each evaluation period under the requirements of their Financial Aid Probation will lose Federal Title IV eligibility. Students who have appealed loss of eligibility may remain in school until the determination of the appeal, but will not be eligible for Federal Title IV funds until and unless the appeal is granted. If the appeal is denied the student is liable for the educational costs of that term. Refer to the Satisfactory Academic Standards Policy section for more details.

Financial Aid Programs

Eligible students attending STVT-AAI Education Inc. owned and operated Schools have access to various federal and non-federal student financial aid programs. If a student fails to provide the required documentation for any financial aid program, the student becomes liable for the balance due to the School. Students and parents should visit the Financial Aid Office and meet with a representative at their specific school to receive personalized assistance in applying for and determining eligibility for financial assistance.

Federal Pell Grant

The Federal Pell Grant is a need-based grant program awarded to eligible students. The maximum award for full-time enrollment for the 2020 - 2021 award year is $6345. Eligibility and need are determined by U. S. Department of Education regulations and is based on the financial need of each student. A student's need is determined based on the Expected Family Contribution (EFC). The EFC is calculated based on the student's FAFSA data. The EFC is reflected on the student's ISIR.

The amount of Federal Pell Grant funds you receive over your lifetime is limited to the equivalent of six years of 100% Pell Grant eligibility, an aggregate limit of 600%. Students can monitor their aggregate balance by logging on to the National Student Loan Data System (NSLDS) website at http://www.nslds.ed.gov/nslds_SA and viewing their Lifetime Eligibility Used found on the Financial Aid Review page.

Federal Supplementary Educational Opportunity Grant (FSEOG)

FSEOG is a need-based federal student assistance program. FSEOG funds are first awarded to Pell eligible students demonstrating the greatest financial need with the lowest EFC Individual student awards may vary but typically range from $100 to $600 at FSEOG participating STVT – AAI locations. The U. S. Department of Education allots FSEOG funds each award year. Each participating location will award and disburse as long as funds remain available. Eligible students demonstrating financial need are awarded based on a first come first serve basis.

Federal Work Study (FWS)

The FWS Program provides funds for part-time employment to help needy students to finance the cost of post-secondary education. Students may be employed by the institution itself, a federal, state, or local public agency, a private non-profit organization, or a private for-profit organization. Institutions must use at least 7 percent of their FWS allocation to support students working in community service jobs including reading tutors for preschool age or elementary school children, mathematics tutors for students enrolled in elementary school through ninth grade, literacy tutors in a family literacy project performing family literacy projects, or emergency preparedness and response. Students demonstrating financial need may be eligible to participate in FWS at eligible STVT-AAI Education Inc. owned and operated schools. FWS eligibility may not exceed the cost of attendance minus Expected Family Contribution (EFC) less other financial aid awarded.
The U.S. Department of Education allots a specific amount of FWS funds each award year. Students must file a Free Application for Federal Student Aid (FAFSA) as part of the application process for FWS assistance. The FAFSA can be completed online at http://www.fafsa.ed.gov. Students seeking a specific job or a student with a potential job may request a review by the Financial Aid staff at the school to determine if the job meets the FWS requirements.

Direct Subsidized Stafford Loan

The subsidized loan is a need based loan. Maximum awards are: $3,500 – First Year, $4,500 – Second Year, and $5,500 – Third Year or Beyond. Students may be eligible for this program in an amount not exceeding the cost of attendance minus Expected Family Contribution (EFC) less other financial aid awarded. For students who qualify, loans are provided with repayment options beginning six months after the student graduates or withdraws from school, or if their enrollment status changes to less than half time for the payment period. The interest is paid by the federal government until the end of the six-month grace period. On July 6, 2012, the Moving Ahead for Progress in the 21st Century Act (MAP-21) (Public Law 112-141) was enacted. MAP-21 added a new provision to the Direct Loan statutory requirements (see HEA section 455(q)) that limits a first-time borrower's eligibility for Direct Subsidized Loans to a period not to exceed 150 percent of the length of the borrower's educational program. Under certain conditions, the provision also causes first-time borrowers who have exceeded the 150 percent limit to lose the interest subsidy on their Direct Subsidized Loans.

Only first-time borrowers on or after July 1, 2013 are subject to the new provision. Students qualify to apply for different loan amounts based on their need and grade level in school each School year. The interest rate for loans first disbursed between July 1, 2020 and June 30, 2021 is fixed at 2.75%.

Direct Unsubsidized Stafford Loan

The unsubsidized loan is a non-need based loan. Maximum loan amounts for independent students and dependent students whose parents are not eligible for a Federal PLUS loan: $6,000 – First Year and Second Year, $7,000 – Third Year and Beyond. Maximum amounts for dependent students whose parents are not denied a Federal PLUS: $2,000 – First Year, Second Year, Third Year and Beyond. Students may be eligible for this program in an amount not exceeding the cost of attendance less other financial aid awarded. The interest rate for loans first disbursed between July 1, 2020 and June 30, 2021 is fixed at 4.30%. For students who qualify, loans are provided with repayment options beginning six months after the student graduates or withdraws from school, or if their enrollment status changes to less than half time for the payment period. Students have the option of paying interest only on the loan while they are in school or having the interest accrue until they begin repayment immediately following the six-month grace period. Students qualify to apply for different loan amounts based on their grade level in school each year.

Direct PLUS Loan

Under the PLUS loan program, parents may borrow up to the full cost of education minus other financial aid received. Interest is charged during all periods and credit checks are required. The Federal PLUS loan program is available for eligible parents of eligible students to assist the student with tuition and school related expenses.   The interest rate for loans first disbursed between July 1, 2020 and June 30, 2021 is fixed at 5.30%.

Veterans Benefit Programs

STVT locations are able to certify eligible Veterans and beneficiaries for Veterans Benefits. Many Veterans can qualify for more than one education benefits program. Available programs include Post - 9/11 GI Bill® (Chapter 33), Montgomery GI Bill (Chapter 30), Survivor and Dependents Educational Assistance Program (DEA/Chapter 35), Montgomery GI Bill-SR (Chapter 1606), VA Vocational Rehabilitation and Employment (Chapter 31), and Iraq and Afghanistan Service Grants (Awarded to eligible students who had a parent or guardian that died as a result of military service in Iraq or Afghanistan after September 11, 2001). Veterans can contact the Financial Aid Office at their school location for more information or apply online at https://www.va.gov/education/how-to-apply/

Tuition Discounts

Employee Family Member Tuition Discount
Full-time employees or their spouse may qualify for a tuition discount of 50% off the tuition charge each term. Executive Director and HR/Home Office approval is required.

High School/GED to Career Tuition Discount
The High School/GED to Career tuition discount encourages high school graduates and students who have recently earned their GED to begin their post-secondary education in a career-focused program of study. It is awarded to high school graduates or GED recipients who enroll in an STVT program of study and begin classes within 12 months of receiving their diploma or GED, as verified by their high school or GED transcript. The $1,000 award will be divided equally by the number of terms applicable to the program of study and will be applied to each term as the student progresses through their program of study. The cumulative total amount shall not exceed $1,000.

Note: An individual student who qualifies for multiple tuition discounts is limited to one discount per program and can only receive each discount one time.

Private Loans

Private loans are funded by an outside lender who determines your eligibility based on your credit worthiness (credit score). The school cannot guarantee any student will be approved or eligible for private loans. Private loans often carry higher interest and fees than Federal loans, so we encourage potential students to apply for Federal Student Aid before resorting to Private Loans.
- Private Loans - Students are eligible to apply for private educational loans to help cover tuition and educationally related expenses. Students may apply for private loans offered by private lenders; eligibility is determined by each lender. Private loans may require additional fees. Interest rates on private loans are generally higher than federal loans. Federal Regulations and the Truth in Lending Act require lenders to provide all borrowers with detailed disclosures. Please review the lender's disclosures for additional loan information prior to signing a promissory note.

At the request of an enrolled or admitted student applicant for a private educational loan (or to the parent loan applicant of an enrolled or admitted student), the institution must provide the Self-Certification form to the applicant with the information requested in Section 2 of the form, to the extent that the institution possesses the information. Section 2 of the Self-Certification form requests the following information:
- The student's Cost of Attendance (COA) for the period of enrollment to be covered by the loan;
- Any Estimated Financial Assistance (EFA) for the period of enrollment to be covered by the loan; and
- The difference between the COA and EFA.

Cancellation and Refund Policy

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or within the student's first three scheduled class days (does not apply to Seminars).

Refund Policy

Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.

1. The effective date of termination for refund purposes will be the earliest of the following:
    a. The last day of attendance, if the student is terminated by the School;
    b. The date of receipt of written notice from the student; or
    c. Ten School days following the last date of attendance.
2. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than $100 in any administrative fees charged shall be retained by the school for the entire residence program.
3. If a student withdraws or is terminated after the cancellation period, the School or college may retain not more than $100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75% or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.[1]
4. A student who withdraws for a reason unrelated to the student's academic status after the 75% completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
5. A full refund of all tuition and fees is due and refundable in each of the following cases:
    a. An enrollee is not accepted by the School;
    b. If the course of instruction is discontinued by the School and this prevents the student from completing the course; or
    c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the School, or representations by the owner or representatives of the School.
6. Information regarding third party agency (e.g. Veteran's Administration, WIA, etc.) refund or return of funds policies is available in the Financial Aid office.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges. Refund of Title IV funds shall be issued in accordance with the Return of Title IV Funds Policy.

For all students, the payment of refunds, unless stated otherwise in one of the refund policies outlined herewith, will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

[1]Simplified, the refund is based on the precise number of hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.

Refund Policy for Students Called to Active Military Service

A student of the School who withdraws from the School as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

1. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
2. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
3. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
   a. Satisfactorily completed at least 90 percent of the required coursework for the program; and
   b. Demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Return of Unearned Tuition Assistance for Active Duty Military

The school recalculates the amount of tuition assistance a student earned any time a student is withdrawn or dismissed from school prior to completing 60% of a payment period or term. The amount earned calculation is based on the percent of time the student completed in the payment period or term in proportion to the total amount of time in the period. The total tuition assistance for the period is then multiplied by the percentage of time completed to determine the amount of tuition assistance earned for the period.

Students completing 60% of the payment period or term earn 100% of the tuition assistance for the same period. STVT defines a payment period as a term for most programs. For non-term and clock hour programs, the calculation basis for the payment period is the period of time it takes a student to complete both half the number of credits or clock hours and half the number of weeks of the academic year, program, or remainder of the program.

Return of Title IV Funds Policy

The U.S. Department of Education requires schools to recalculate the amount of federal student aid a student earned any time a student is withdrawn or dismissed from school prior to completing 60% of a payment or term. The amount earned calculation is based on the percent of time the student completed in the payment or term period in proportion to the total amount of time in the period. The

total federal aid for the period is then multiplied by the percentage of time completed to determine the amount of federal aid earned for the period.

Students completing 60% of the payment or term period earn 100% of the federal financial aid for the same period. STVT defines a payment period as a term for most programs. For non-term and clock hour programs, the calculation basis for the payment period is the period of time it takes a student to complete both half the number of credits or clock hours and half the number of weeks of the academic year, program, or remainder of the program.

Conditions where Title IV funds are required to be returned:
1. The School is required to return any required excess funds. The amount of the excess funds the School returns is the lesser of the:
   a. Institutional charges multiplied by the unearned percentage of the funds, or
   b. Entire amount of the excess funds
2. If more aid was received than was earned, the excess funds must be returned. Students are required to return any necessary excess funds remaining. Any loan funds that a student must return, the student (or the student's parent for a PLUS loan) repays as regular monthly loan payments, in accordance with the terms of the promissory note. That is, the student (or student's parent) makes scheduled payments to the holder of the loan over a period of time.
3. In the event of a grant overpayment, federal regulations require the student repay 50% of the total grant overpayment. In addition, regulations clarify that students are not required to repay grant overpayments which are $50 or less. Students responsible for a grant overpayment must make arrangements with the School or US Department of Education to repay the funds. Failure by the student to repay the required overpayment will result in a loss of future federal student assistance (Title IV programs).

Conditions where Title IV funds may be owed to a student upon withdrawal from school: If a student received (or the School received on the student's behalf) less aid than the amount that is earned, the student may be able to receive a disbursement for the additional funds.

This process must be completed within the timeframe set forth by the Cancellation and Refund Policy but no later than 45 days of the student's withdrawal date. The withdrawal date is determined by:
1. The last day of attendance for an 'Unofficial' withdrawal (not maintaining satisfactory academic progress, excessive absences/tardies, improper conduct, or failure to fulfill financial obligations to the School); or
2. The last day of attendance for an "Official' withdrawal (Students who wish to officially terminate their training for any reason must notify the Director of Education, Executive Director, or other School Official in writing. The written notification should explain the reasons for wishing to terminate. See **Procedure for Withdrawing from School** for more information.)

The Return to Title IV Funds policy is distinct and separate from the Cancellation and Refund policy and is in addition to any other refund calculation the School is required to perform. Please refer to the Cancellation and Refund policy in the catalog for additional information. Students are responsible for any balances due to the School for unpaid institutional charges. Students considering withdrawing from the School should contact the Financial Aid Office and the Business Office to determine the amount of federal student assistance funds, if any, must be returned on the student's

behalf. Any student electing to withdraw from the School is responsible for any balance due and payable to the School as a result of the Return to Title IV calculation.

Federal Student Aid may not cover all unpaid institutional charges due to the institution if a student withdraws from School. This may result in a balance owed to the institution after the student has withdrawn. Students are encouraged to meet with a Financial Aid staff member prior to making the decision to leave school.

The order of repaying funds being returned is as follows:
1. Unsubsidized FFEL/Direct Stafford Loan
2. Subsidized FFEL/Direct Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS Loan
5. Direct PLUS Loan (Parent)
6. Pell Grant
7. Academic Competitiveness Grant
8. FSEOG
9. Iraq Afghanistan Service Grant

Comparable Program Information

Information regarding tuition and program length for comparable programs may be obtained by accessing the College Navigator website at http://nces.ed.gov/collegenavigator/, or by writing or calling:

For the Brownsville and Weslaco Campuses:
Council on Occupational Education (COE)
7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350
Phone (770) 396-3790 / www.council.org

For the Corpus Christi, McAllen, and San Antonio Campuses:
Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201
Phone (703) 247-4212 / www.accsc.org

Programs

Diploma Programs (Programs vary by campus)

- Automotive Service Technician (San Antonio)
- Business Studies (McAllen)
- Combination Welding – (San Antonio, Corpus Christi, Weslaco)
- Dental Assisting (Brownsville, Corpus Christi, McAllen, Weslaco)
- Diesel-Heavy Truck Technician (San Antonio)
- Heating, Ventilation, Air Conditioning & Basic Refrigeration – (San Antonio and Corpus Christi)
- Medical Administrative Assisting Technology (Brownsville, McAllen*, Weslaco)
- Medical Assisting (Brownsville, Corpus Christi*, McAllen*, Weslaco)
- Medical Clinical Assistant (McAllen and Corpus Christi)
- Medical Billing and Coding (McAllen)

*This program is no longer accepting enrollments.

Certificate Programs (Programs vary by campus)

- CDL Training: Class A Tractor Trailer – (Brownsville, McAllen, San Antonio)

Standard Class Schedule

Schedules may vary by campus/program. Refer to Supplemental Information Sheet for specific campus class schedules.

Instructional Equipment

The equipment provided for instructional purposes is comparable to that found in the industry for which the student is being trained.

- The Heating, Ventilation, Air Conditioning & Basic Refrigeration program utilizes various gas and electric furnaces, heat pumps, air conditioning units, refrigerators, icemakers and brazing, along with common hand tools associated with the trade.
- The Automotive Service Technician program utilizes common hand tools associated with the trade as well as a tire changer, wheel balancer, alignment machine, engine diagnostic equipment, brake lathe, and lifts.
- The Business Studies program utilizes computers and computer programs that are used in the industry.
- The Combination Welding program utilizes various types of cutting equipment, welding machines, and common hand tools associated with the trade.
- The Dental Assisting program utilizes computers, printers, dental chairs, X-ray equipment, and various other supplies and equipment such as, or similar to, that found in a dental employment setting.

- The Diesel – Heavy Truck Technician program utilizes common and specialty hand tools associated with the trade as well as a tire changer, alignment machine, engine and vehicle diagnostic equipment, engine hoists, and a service information database.
- The Medical Administrative Assisting Technology and Medical Billing and Coding programs uses PC computers (or laptops), printers, medical office (billing and coding) software, and various other equipment and supplies such as, or similar to, that found in a medical office setting.
- The Medical Assisting and Medical Clinical Assistant programs utilizes computers, printers, EKG machines, centrifuges, autoclaves, microscopes, and various other supplies and equipment such as, or similar to, that found in a medical employment setting.

Dress Code

Allied Health Programs

STVT maintains a dress code to prepare students for these careers. Students will be required to comply with the following:
- Scrubs (included in tuition cost), shoes, and socks as required by each industry must be worn at all times.
- For health and safety reasons: minimal jewelry (no necklaces or bracelets, one stud or button-type earring per ear), no nail polish or nails that extend past the fingertip, no acrylic nails.
- Long hair must be pulled back or pinned up so that it does not fall forward.
- Students should bathe regularly and practice good personal hygiene.
- Personal Protective Equipment (PPE) is required to be worn at designated times in lab areas.
- Visible body piercings may not be worn. In cases where piercings cannot be removed, the piercing must be concealed. When possible, tattoos should be concealed.

Non-Allied Health Programs

STVT maintains a dress code to prepare students for these careers. According to OSHA standard 1910.132, appropriate protective clothing and safety devices will vary with the size, nature and location of the work to be performed. Students will be required to comply with the following:
- STVT uniform shirts are required for each program. They should be clean, pressed, in good repair and be buttoned and tucked inside the trousers (except where un-tucked shirts are required such as during welding procedures). The type of shirt required depends on the lab activity being performed.
- While brazing, cutting, or operating a torch, long sleeve shirts are required.
- While working on units with pulleys and/or electrical connections, short sleeve shirts are required.
- Gloves: The use of STVT supplied 100% cotton gloves is required at any time students are handling refrigerant or involved in brazing activities.
- Dark-colored work pants or jeans should be clean and in good repair. Shorts, cut-offs, sweatpants, windbreaker pants and large belt buckles are not permitted.
- Shoes must be in good repair. Sandals are not permitted.
- Hats/caps are not allowed to be worn in classrooms or administrative offices.

- Jewelry must be kept to a minimum due to safety reasons. Facial jewelry is not permitted. Do not wear jewelry that could get caught in machinery or otherwise cause an accident.
- Visible body piercings may not be worn. In cases where piercings cannot be removed, the piercing must be concealed. When possible, tattoos should be concealed.
- Hair should be of a length that is appropriate to the occupation for which the student is being trained and does not create a safety hazard.
- Other – Students should bathe regularly and practice good personal hygiene. Safety glasses are required to be worn at all times in designated areas. Avoid loose clothing such as baggy pants/shirts or dragging pants as these can be a safety hazard and cause an accident.

Combination Welding Dress Code

Long sleeve flame-retardant shirts. Pants must not have cuffs and should fit so they hang straight down the leg. Steel toed shoes will be required at all times. Additional personal protective equipment will be required to be worn during lab activities. Personal protective equipment includes: welding caps, safety glasses, ear plugs, clear or shaded face shield, welding jacket and gloves.

Program Fees

Program fees represent an adjustment to the basic tuition rate and reflect the cost of specialized facilities, equipment, materials, instruction, or other circumstances required to offer a program. Program fees are assessed each quarter to students enrolled in certain programs as an additional charge based on the number of credit hours taken and are payable in full at registration. Note that Program fees apply to all classes in the designated program.

Textbooks

Textbooks are available for purchase at the campus' online-bookstore and may be in addition to tuition and fees based on your enrollment agreement.

Appropriate charges for textbooks will be added to your student account. Textbooks purchased by the student become the property of the student. The bookstore is offered as a service to students. Students are not required to purchase their books at the bookstore or from the school.

Revisions

STVT has the right to make any revisions or improvements in its course of training that it may deem necessary, with the understanding that such changes will not involve additional tuition costs to the student and will not affect the outline of training for current students as approved by the State Board.

Automotive Service Technician

(Offered at the San Antonio campus)

The Automotive Service Technology (AST) diploma program is designed to prepare the student for an entry-level career in the automotive service industry. Classes combine theory with practical application of hands-on job skills. All AST courses include the use of hand and specialty tools and emphasize equipment and shop safety procedures. At the conclusion of this program, students should be prepared to sit for the EPA 609 A/C Technician certification as recognized by Automotive Service Excellence (ASE).*

The AST diploma program is intended for persons with a high school diploma, GED, or recognized equivalent who desire a career inspecting, diagnosing, servicing, and repairing vehicles in an automotive environment.

The AST diploma graduate may be qualified for entry-level employment in specialized or general automotive service positions. As an entry-level automotive technician, the AST graduate will be working with both computerized and conventional systems.

The normal duration required to complete this program is 71.5 credits and the maximum time frame is 107.25 credits.

Total Quarter Credit Hours: 71.5
Total Clock Hours: 1200
Length of Program: 50 weeks

Course #	Course Title	Lecture Clock Hours	Lab Clock Hours	Total Clock Hours	Quarter Credit Hours
AUTO150A	Engine Repair & Basic Electrical	96	144	240	14.5
AUTO250A	Brakes, Suspension & Steering	96	144	240	14.5
AUTO350A	Heating, AC & Associated Electrical Systems	96	144	240	14.5
AUTO450A	Manual and Automatic Transmissions	60	180	240	14.0
AUTO550A	Engine Performance	60	180	240	14.0
Program Totals		**408**	**792**	**1200**	**71.5**

Note – Other than stated prerequisites, the courses above do not necessarily have to be taught in the order in which they are outlined above.

*STVT does not guarantee third-party certifications. Certification requirements for taking and passing certification examinations are not controlled by STVT but by outside agencies and are subject to change by the agencies without notice to STVT Therefore STVT cannot guarantee that graduates will be eligible to take certification examinations, regardless of their eligibility status upon enrollment.

Business Studies

(Offered at the McAllen campus)

The Business Studies diploma program provides education for the person seeking an entry-level career in business administration. Students are provided an opportunity to establish an introductory-level foundation in administration; customer service; accounting; sales and marketing; project management; and entrepreneurship. Graduates of the program may seek entry-level employment as sales representatives, management trainees, assistant office managers, customer service representatives, assistant project managers, accounting clerks, and other business-related roles in a number of industries and government agencies.

The normal duration required to complete this program is 60.0 Quarter Credit Hours and the maximum timeframe is 90.0 Quarter Credit Hours.

Total Quarter Credit Hours: 60.0
Total Clock Hours: 630
Length of Program: 50 Weeks

Course #	Course Title	Lecture Clock Hours	Lab Clock Hours	Total Clock Hours	Quarter Credit Hours
BUS1150	English Composition for Business	40	0	40	4.0
BUS1160	Mathematics for Business	40	0	40	4.0
BUS1140	Communications for Business	40	0	40	4.0
CRT1000	Critical Thinking	40	0	40	4.0
INT1108	Practical Computer Applications	30	20	50	4.0
BUS1105	Customer Relations and Servicing	40	0	40	4.0
BUS1110	Accounting I	40	0	40	4.0
BUS1115	Word Processing / Presentation Skills	30	20	50	4.0
BUS1120	Management for Success	40	0	40	4.0
BUS2110	Spreadsheet Skills	30	20	50	4.0
BUS2220	Introduction to Human Resources	40	0	40	4.0
BUS2225	Introduction to Marketing	40	0	40	4.0
BUS2230	Project Management Foundations	40	0	40	4.0
BUS2240	Sales Principles	40	0	40	4.0
BUS2245	Small Business Management	40	0	40	4.0
Program Totals		570	60	630	60

Combination Welding

(Offered at the San Antonio and Corpus Christi campuses)

The Combination Welding (CW) diploma program is designed to equip the graduate with skills and knowledge in shielded metal arc welding (SMAW), gas metal arc welding (GMAW), gas tungsten arc welding (GTAW), flux-cored arc welding (FCAW) and plasma arc cutting (PAC). Through classes that combine theory with practical application of hands-on skills, the student is prepared to take welding certification exams meeting the National Center for Construction Education and Research (NCCER) standards*. All shop courses include the use of hand and specialty tools and emphasize equipment and shop safety.

The CW program is intended for persons who desire a career in the Welding industry. Students must possess a high school diploma, GED, or recognized equivalent.

The CW graduate may be qualified for entry-level employment in building construction, shipbuilding, manufacturing, gas and oil field services, and as welding operators.

The normal duration required to complete this program is 56.5 Quarter Credit Hours and the maximum timeframe is 84.75 Quarter Credit Hours.

Total Quarter Credit Hours: 56.5
Total Clock Hours: 960
Length of Program: 40 weeks

Course #	Course Title	Lecture Clock Hours	Lab Clock Hours	Total Clock Hours	Quarter Credit Hours
WELD100A	Basic Craft Skills, Tools, Materials and Methods	60	60	120	7.5
WELD150A	Welding Safety, Cutting, Materials and Methods	30	90	120	7.0
WELD200A	SMAW V Groove Welds	30	90	120	7.0
WELD250A	Symbol Drawing, SS Groove, Air Carbon, Plasma Arc	50	70	120	7.0
WELD300A	GMAW, FCAW, Plate, Pre and Post Heat	30	90	120	7.0
WELD350A	GMAW, FCAW Pipe, GMAW Aluminum	30	90	120	7.0
WELD400A	GTAW Carbon Plate and Pipe	30	90	120	7.0
WELD450A	GTAW Low Alloy Pipe and Aluminum Plate and Pipe	50	70	120	7.0
Program Totals		**317**	**643**	**960**	**56.5**

Note – Other than stated prerequisites, the courses above do not necessarily have to be taught in the order in which they are outlined above.

*STVT does not guarantee third-party certifications. Certification requirements for taking and passing certification examinations are not controlled by STVT but by outside agencies and are subject to change by the agencies without notice to STVT Therefore STVT cannot guarantee that graduates will be eligible to take certification examinations, regardless of their eligibility status upon enrollment.

Combination Welding

(Offered at the Weslaco campus)

The Combination Welding (CW) diploma program is designed to equip the graduate with skills and knowledge in shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW) and plasma arc cutting (PAC). Through classes which combine theory with practical application of hands-on skills, the student is prepared to take welding certification exams* meeting the Nation Center for Construction Education and Research (NCCER) standards. All shop courses include the use of hand and specialty tools and emphasize equipment and shop safety.

The CW program is intended for persons who desire a career in the Welding industry. Students must possess a high school diploma, GED or recognized equivalent. The CW graduate may be qualified for entry-level employment in building construction, shipbuilding, manufacturing, gas and oil field services, and as welding operators.

The normal duration required to complete this program is 63.0 Quarter Credit Hours and the maximum timeframe is 94.5 Quarter Credit Hours.

Total Quarter Credit Hours: 63.0
Total Clock Hours: 960
Length of Program: 40 weeks

Course #	Course Title	Lecture Clock Hours	Lab Clock Hours	Total Clock Hours	Quarter Credit Hours
CW102	Basic Craft Skills, Tools, Materials and Methods	60	60	120	9.0
CW160	Welding Safety, Cutting, Materials and Methods	30	90	120	7.5
CW230	SMAW Open V Groove Welds	30	90	120	7.5
CW260	Symbol Drawing, SS Groove, Air Carbon, Plasma Arc	50	70	120	8.5
CW330	GMAW, FCAW, GTAW Plate	30	90	120	7.5
CW360	GMAW & GTAW Pipe	30	90	120	7.5
CW430	GTAW Carbon & Low Alloy Steel Pipe	30	90	120	7.5
CW460	GTAW Aluminum Pipe and Plate	21	63	84	5.0
WFS109	Career Planning	30	6	36	3.0
Program Totals		**311**	**649**	**960**	**63.0**

Note – Other than stated prerequisites, the courses above do not necessarily have to be taught in the order in which they are outlined above.
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CDL Training: Class A Tractor Trailer

(Offered at the STVT Brownsville, McAllen and San Antonio campuses)

The CDL Training: Class A Tractor Trailer training curriculum provides students with training to inspect and operate tractor-trailers, and to assume driver responsibilities on the road and at pickup/delivery points. Emphasis is placed on vehicle inspections, defensive driving, range maneuvers, motor carrier safety regulations (DOT 380 -397 and a certificate for entry-level drivers), trip planning, cargo handling, size/weight laws, general maintenance procedures, hours of service, and accident prevention. All training, instruction, and testing is done at school facilities or in school-provided equipment.

The normal duration required to complete this program is 160 Clock Hours and the maximum timeframe is 240 Clock Hours.

Credential: Certificate
Total Clock Hours: 160
Length of Program: 4 weeks or 8 weeks (depending upon schedule)

This program is not eligible for Title IV funding.

Course #	Course Title	Total Clock Hours
CDL101	CDL Training: Class A Tractor Trailer I	50
CDL102	CDL Training: Class A Tractor Trailer II	50
CDL103	CDL Training: Class A Tractor Trailer III	60

Course Descriptions
CDL Training: Class A Tractor Trailer

CDL101 CDL Training: Class A Tractor Trailer I 50 Total Clock Hours	This course describes the minimum requirements for obtaining a Commercial Driver's License (CDL) and prepares you for the required knowledge and skills tests. Students will learn how to become safe, legal drivers. (50-0-0-0)

CDL102 CDL Training: Class A Tractor Trailer II 50 Total Clock Hours	This course includes instruction in the Pre-Trip Vehicle Inspection and prepares students for the Basic Vehicle Control Skills Test. Students are taught in detail about vehicle systems, maintenance and inspection. Safety factors are outlined regarding controlling, shifting, backing the truck, visual search, space and speed management. During skills training, students will learn four basic maneuvers including straight-line backing, parallel parking, alley docking and serpentine driving. (0-50-0-0)

CDL103 CDL Training: Class A Tractor Trailer III 60 Total Clock Hours	This course is a continuation of CDL101 and CDL102 and allows students to put into practice the skills learned in the CDL Training Program. Students will complete 20 hours of on-road driving and 40 hours of observation and will prepare for the CDL licensure test. (0-0-60-0)

Dental Assisting
(Offered at the McAllen and Corpus Christi Campuses)

The Dental Assisting Diploma program is designed to prepare the student for a dental assisting career that combines dental office administration, laboratory procedures, and assisting the dentist with direct patient care. Skills include dental office business procedures, dental laboratory techniques, dental radiology, CPR, four-handed and six-handed chairside assisting, word processing and other computer skills.

The Dental Assisting program is intended for persons who desire a career in the dental field, working with patients or in the dental office administration. Students must possess a high school diploma, GED or recognized equivalent. The Dental Assisting graduate may find entry-level employment with a dental office or clinic as a receptionist, insurance clerk, and/or chairside assistant.

Effective September 1, 2006, to apply to become a registered dental assistant, a student must complete a mandatory short course approved by the Texas State Board of Dental Examiners. An approved provider list can be found on the TSBDE website: http://www.tsbde.texas.gov. By law a dental assistant must be registered with TSBDE in order to take x-rays at a dentist's office.

STVT will pay for this course and the first attempt of successful completion of this course for all Dental students that have completed the academic requirements of this program.

Any student with a history of misdemeanor or felony must disclose that fact on the RDA application. If a student feels his/her criminal background will affect the RDA application, an Application to Request Evaluation of a Criminal History will be made available from the Admissions Department prior to enrollment in the Dental Assisting Program.

The normal duration required to complete this program is 47.5 Quarter Credit Hours and the maximum timeframe is 71.25 Quarter Credit Hours.

Total Quarter Credit Hours: 47.5
Total Clock Hours: 968
Length of Program: 40 Weeks

Course #	Course Title	Lecture Clock Hours	Lab Clock Hours	Externship Clock Hours	Total Clock Hours	Quarter Credit Hours
DA111RA	Dental History, Law and Ethics, Dental Team and Specialties	22	10	0	32	2
DA1110A	Dental Patient Relations and Office Equipment	22	10	0	32	2
DA111YA	Dental Patient Records	22	10	0	32	2
DA111GA	Dental Appointments and Scheduling	22	10	0	32	2
DA111TA	Dental Accounting and Insurance	22	10	0	32	2
DA111VA	Dental Inventory Control	22	10	0	32	2

DA113RA	Keyboarding and Dental Software as part of the Dental Team	6	10	0	16	.5
DA113OA	Keyboarding and using Dental Software to aid in Patient Relations	6	10	0	16	.5
DA113YA	Keyboarding and Dental Software for Patient Records	6	10	0	16	.5
DA113GA	Keyboarding and Dental Software for Appointments and Scheduling	6	10	0	16	.5
DA113TA	Keyboarding and Dental Software for Accounting and Insurance	6	10	0	16	.5
DA113VA	Keyboarding and Dental Software for Inventory Control	6	10	0	16	.5
DA211RA	Preventative Dentistry and Infection Control	20	12	0	32	2
DA211OA	General Anatomy and Physiology and Hazardous Materials	20	12	0	32	2
DA211YA	Head and Neck Anatomy and Preparation for Patient Care	20	12	0	32	2
DA211GA	Embryology, Histology and Pharmacology	20	12	0	32	2
DA211TA	Tooth Morphology and Microbiology	20	12	0	32	2
DA211VA	Management of Common Dental Emergencies and CPR	15	17	0	32	1.5
DA311RA	Clinical Dental Assisting/Instruments and Trays	10	30	0	40	2
DA311OA	Clinical Dental Assisting/Pain Anxiety and Management	10	30	0	40	2
DA311YA	Clinical Dental Assisting/Dental Radiology	10	30	0	40	2
DA311GA	Clinical Dental Assisting/Endodontics, Oral Surgery, Oral Pathology and Orthodontics	10	30	0	40	2
DA311TA	Clinical Dental Assisting/Pediatrics, Periodontics, and Prosthodontics	10	30	0	40	2
DA311VA	Clinical Dental Assisting/Restorative and Advanced Functions	8	32	0	40	2
DA402	Externship	0	0	200	200	6.5
AGEN148A	Career Planning	12	36	0	48	2.5
	Program Totals	**353**	**415**	**200**	**968**	**47.5**

Note – Other than stated prerequisites, the courses above do not necessarily have to be taught in the order in which they are outlined above.

Dental Assisting

(Offered at the Weslaco and Brownsville Campuses)

The Dental Assisting Diploma program is designed to prepare the student for a dental assisting career which combines dental office administration, laboratory procedures, and assisting the dentist with direct patient care. Skills include dental office business procedures, dental laboratory techniques, dental radiology, CPR, four-handed and six-handed chairside assisting, word processing and other computer skills.

The Dental Assisting program is intended for persons who desire a career in the dental field, working with patients or in the dental office administration. Students must possess a high school diploma, GED or recognized equivalent. The Dental Assisting graduate may find entry-level employment with a dental office or clinic as a receptionist, insurance clerk, and/or chairside assistant.

Effective September 1, 2006, to apply to become a registered dental assistant, a student must complete a mandatory short course approved by the Texas State Board of Dental Examiners. An approved provider list can be found on the TSBDE website: http://www.tsbde.texas.gov. By law a dental assistant must be registered with TSBDE in order to take x-rays at a dentist's office.

STVT will pay for this course and the first attempt of successful completion of this course for all Dental students that have completed the academic requirements of this program.

Any student with a history of misdemeanor or felony must disclose that fact on the RDA application. If a student feels his/her criminal background will affect the RDA application, an Application to Request Evaluation of a Criminal History will be made available from the Admissions Department prior to enrollment in the Dental Assisting Program.

The normal duration required to complete this program is 59.0 Quarter Credit Hours and the maximum timeframe is 88.5 Quarter Credit Hours.

Total Quarter Credit Hours: 59.0
Total Clock Hours: 968
Length of Program: 40 Weeks

Course #	Course Title	Lecture Clock Hours	Lab Clock Hours	Externship Clock Hours	Total Clock Hours	Quarter Credit Hours
DA111R	Dental History, Law and Ethics, Dental Team and Specialties	22	10	0	32	2.5
DA111O	Dental Patient Relations and Office Equipment	22	10	0	32	2.5
DA111Y	Dental Patient Records	22	10	0	32	2.5
DA111G	Dental Appointments and Scheduling	22	10	0	32	2.5
DA111T	Dental Accounting and Insurance	22	10	0	32	2.5
DA111V	Dental Inventory Control	22	10	0	32	2.5

DA113R	Keyboarding and Dental Software as part of the Dental Team	6	10	0	16	1.0
DA113O	Keyboarding and using Dental Software to aid in Patient Relations	6	10	0	16	1.0
DA113Y	Keyboarding and Dental Software for Patient Records	6	10	0	16	1.0
DA113G	Keyboarding and Dental Software for Appointments and Scheduling	6	10	0	16	1.0
DA113T	Keyboarding and Dental Software for Accounting and Insurance	6	10	0	16	1.0
DA113V	Keyboarding and Dental Software for Inventory Control	6	10	0	16	1.0
DA211R	Preventative Dentistry and Infection Control	20	12	0	32	2.5
DA211O	General Anatomy and Physiology and Hazardous Materials	20	12	0	32	2.5
DA211Y	Head and Neck Anatomy and Preparation for Patient Care	20	12	0	32	2.5
DA211G	Embryology, Histology and Pharmacology	20	12	0	32	2.5
DA211T	Tooth Morphology and Microbiology	20	12	0	32	2.5
DA211V	Management of Common Dental Emergencies and CPR	15	17	0	32	2.0
DA311R	Clinical Dental Assisting/Instruments and Trays	10	30	0	40	2.5
DA311O	Clinical Dental Assisting/Pain Anxiety and Management	10	30	0	40	2.5
DA311Y	Clinical Dental Assisting/Dental Radiology	10	30	0	40	2.5
DA311G	Clinical Dental Assisting/Endodontics, Oral Surgery, Oral Pathology and Orthodontics	10	30	0	40	2.5
DA311T	Clinical Dental Assisting/Pediatrics, Periodontics, and Prosthodontics	10	30	0	40	2.5
DA311V	Clinical Dental Assisting/Restorative and Advanced Functions	8	32	0	40	2.0
DA402	Externship	0	0	200	200	6.5
AGEN148	Career Planning	12	36	0	48	2.5
	Program Totals	**353**	**415**	**200**	**968**	**59.0**

Note – Other than stated prerequisites, the courses above do not necessarily have to be taught in the order in which they are outlined above.

Diesel - Heavy Truck Technician

(Offered at STVT San Antonio)

The Diesel-Heavy Truck Technician (DHTT) diploma program is designed to prepare the student for a career in the diesel medium-heavy truck technician industry. Classes combine theory with practical application of hands-on job skills. All courses include the use of hand and specialty tools and emphasize equipment and shop safety procedures. At the conclusion of this program, students should be prepared to sit for the EPA 609 A/C Technician certification as recognized by Automotive Service Excellence (ASE).*

The DHTT diploma program is intended for persons with a high school diploma, GED, or recognized equivalent who desire a career inspecting, diagnosing, servicing, and repairing diesel powered medium and heavy trucks and buses.

The DHTT diploma graduate may be qualified for entry-level employment in general diesel medium/heavy truck service positions. As an entry-level diesel-heavy truck technician, the DHTT graduate will be working with both computerized and mechanical systems.

The normal duration required to complete this program is 60.0 Quarter Credit Hours and the maximum timeframe is 90.0 Quarter Credit Hours.

Total Quarter Credit Hours: 60
Total Clock Hours: 1000
Length of Program: 50 weeks

Course #	Course Title	Lecture Clock Hours	Lab Clock Hours	Total Clock Hours	Quarter Credit Hours
DHTT100	Diesel Engines & Fuel Systems	80	120	200	12.0
DHTT200	Brakes & Suspension, Steering	80	120	200	12.0
DHTT300	Basic Electrical & Fundamentals of Heating, Ventilation & A/C	80	120	200	12.0
DHTT400	Diesel Drivetrain and Chassis Electrical Systems	80	120	200	12.0
DHTT500	Electronic Systems & PMI	80	120	200	12.0
Program Totals		**400**	**600**	**1000**	**60.0**

Note – Other than stated prerequisites, the courses above do not necessarily have to be taught in the order in which they are outlined above.

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Heating, Ventilation, Air Conditioning & Basic Refrigeration

(Offered at the San Antonio and Corpus Christi campuses)

The Heating, Ventilation, Air Conditioning & Basic Refrigeration (HVAC & BR) diploma program is designed to prepare the student for an entry - level position in the residential and commercial air conditioning, heating and refrigeration fields. Classes combine theory with practical application of hands-on job skills. All shop courses include the use of hand and specialty tools and emphasize equipment and shop safety procedures as well as customer service skills. Upon successful completion of the program, students should be prepared to sit for Refrigeration Service Engineers Society (RSES) technician certification exams and EPA section 608 certification.*

The HVAC & BR program is intended for persons with a high school diploma, GED, or recognized equivalent, who desire a career in the air conditioning, heating and refrigeration fields.

The HVAC & BR graduate may be awarded a diploma and can expect to find entry - level employment as a service technician capable of troubleshooting, servicing and repairing residential and commercial air conditioning, heating and refrigeration systems.

The normal duration required to complete this program is 50.0 Quarter Credit Hours and the maximum timeframe is 75.0 Quarter Credit Hours.

Total Quarter Credit Hours: 50
Total Clock Hours: 800
Length of Program: 40 weeks

Course #	Course Title	Lecture Clock Hours	Lab Clock Hours	Total Clock Hours	Quarter Credit Hours
HVAC150A	Air Conditioning	100	100	200	12.5
HVAC250A	Electrical Systems and Controls	100	100	200	12.5
HVAC350A	Heating and Heat Pumps	100	100	200	12.5
HVAC450A	Refrigeration	100	100	200	12.5
Program Totals		**400**	**400**	**800**	**50.0**

Note – Other than stated prerequisites, the courses above do not necessarily have to be taught in the order in which they are outlined above.
*STVT does not guarantee third-party certifications. Certification requirements for taking and passing certification examinations are not controlled by STVT but by outside agencies and are subject to change by the agencies without notice to STVT Therefore STVT cannot guarantee that graduates will be eligible to take certification examinations, regardless of their eligibility status upon enrollment.

Medical Administrative Assisting Technology*

(Offered at the McAllen)

The Medical Administrative Assisting Technology diploma program is designed to prepare students for a career in medical office administration working with patient scheduling, billing, coding, and medical records.

The Medical Administrative Assisting Technology diploma program is intended for persons who desire a career in a medical office. Students must possess a high school diploma, GED or recognized equivalent.

The Medical Administrative Assisting Technology graduates may find entry-level employment with a medical office as a receptionist, insurance clerk or administrative assistant.

The normal duration required to complete this program is 41.5 Quarter Credit Hours and the maximum timeframe is 62.25 Quarter Credit Hours.

Total Quarter Credit Hours: 41.5
Total Clock Hours: 720
Length of Program: 30 or 36 Weeks (depending on selected schedule)

Course #	Course Title	Lecture Clock Hours	Lab Clock Hours	Extern Clock Hours	Total Clock Hours	Quarter Credit Hours
MA111RA	Professionalism, Medical Office Environment and Keyboarding	32	16	0	48	3
MA111OA	Ethics Liability, Interpersonal Communications and Keyboarding	32	16	0	48	3
MA111YA	Oral and Written Communications and Keyboarding	32	16	0	48	3
MA111GA	Medical Office Management and Keyboarding	32	16	0	48	3
MA111TA	Records Management and Keyboarding	32	16	0	48	3
MA111VA	Billing and Collections, Insurance and Coding and Keyboarding	32	16	0	48	3
MA211RA	Fundamentals of Body Structure and Muscular System	20	12	0	32	2
MA211OA	Nervous system, Senses, Integumentary and Skeletal Systems	20	12	0	32	2
MA211YA	Respiratory and Circulatory Systems	15	17	0	32	1.5
MA211GA	Reproductive Systems	20	12	0	32	2
MA211TA	Immune System	20	12	0	32	2
MA211VA	Digestive, Urinary and Endocrine Systems	20	12	0	32	2

MA321RA	Entering Patient Information and Career Planning	8	32	0	40	2
MA321OA	Entering Payment Information, Creating Claims and Career Planning	8	32	0	40	2
MA321YA	Posting Insurance Payments, Creating Patient Statements and Career Planning	8	32	0	40	2
MA321GA	Printing Reports	10	30	0	40	2
MA321TA	Scheduling	10	30	0	40	2
MA321VA	Collections	10	30	0	40	2
Program Totals		**361**	**359**	**0**	**720**	**41.5**

Note – Other than stated prerequisites, the courses above do not necessarily have to be taught in the order in which they are outlined above.

*This program is no longer accepting enrollments.

Medical Administrative Assisting Technology

(Offered at the Brownsville and Weslaco campuses)

The Medical Administrative Assisting Technology diploma program is designed to prepare students for a career in medical office administration working with patient scheduling, billing, coding, and medical records.

The Medical Administrative Assisting Technology diploma program is intended for persons who desire a career in a medical office. Students must possess a high school diploma, GED or recognized equivalent.

The Medical Administrative Assisting Technology graduates may find entry-level employment with a medical office as a receptionist, insurance clerk or administrative assistant.

The normal duration required to complete this program is 49.0 Quarter Credit Hours and the maximum timeframe is 73.5 Quarter Credit Hours.

Total Quarter Credit Hours: 49.0
Total Clock Hours: 720
Length of Program: 30 or 36 Weeks (depending on selected schedule)

Course #	Course Title	Lecture Clock Hours	Lab Clock Hours	Extern Clock Hours	Total Clock Hours	Quarter Credit Hours
MA111RT	Professionalism, Medical Office Environment and Keyboarding	32	16	0	48	3.5
MA111OT	Ethics Liability, Interpersonal Communications and Keyboarding	32	16	0	48	3.5
MA111YT	Oral and Written Communications and Keyboarding	32	16	0	48	3.5
MA111GT	Medical Office Management and Keyboarding	32	16	0	48	3.5
MA111TT	Records Management and Keyboarding	32	16	0	48	3.5
MA111VT	Billing and Collections, Insurance and Coding and Keyboarding	32	16	0	48	3.5
MA211RT	Fundamentals of Body Structure and Muscular System	20	12	0	32	2.5
MA211OT	Nervous system, Senses, Integumentary and Skeletal Systems	20	12	0	32	2.5
MA211YT	Respiratory and Circulatory Systems	15	17	0	32	2.0
MA211GT	Reproductive Systems	20	12	0	32	2.5
MA211TT	Immune System	20	12	0	32	2.5
MA211VT	Digestive, Urinary and Endocrine Systems	20	12	0	32	2.5

MA321RT	Entering Patient Information and Career Planning	8	32	0	40	2.0
MA321OT	Entering Payment Information, Creating Claims and Career Planning	8	32	0	40	2.0
MA321YT	Posting Insurance Payments, Creating Patient Statements and Career Planning	8	32	0	40	2.0
MA321GT	Printing Reports	10	30	0	40	2.5
MA321TT	Scheduling	10	30	0	40	2.5
MA321VT	Collections	10	30	0	40	2.5
Program Totals		**361**	**359**	**0**	**720**	**49.0**

Note – Other than stated prerequisites, the courses above do not necessarily have to be taught in the order in which they are outlined above.

Medical Assisting

(Offered at the Brownsville and Weslaco campuses)

The Medical Assisting diploma program is designed to prepare students for a medical assisting career which combines medical office administration, laboratory procedures, and assisting the physician with direct patient care. Skills include medical office procedures, typing, computers, human anatomy and physiology, medical laboratory techniques, clinical procedures, CPR, first aid, word processing and other computer skills.

The Medical assisting diploma program is intended for persons who desire a career in a medical office. Students must possess a high school diploma, GED or recognized equivalent.

The Medical Assisting graduates may find entry-level employment with a medical office, clinic, minor emergency center, or other health care provider as a receptionist, insurance clerk, lab assistant, or physician clinical assistant.

The normal duration required to complete this program is 59.0 Quarter Credit Hours and the maximum timeframe is 88.5 Quarter Credit Hours.

Total Quarter Credit Hours: 59.0
Total Clock Hours: 968
Length of Program: 40 Weeks

Course #	Course Title	Lecture Clock Hours	Lab Clock Hours	Extern Clock Hours	Total Clock Hours	Quarter Credit Hours
MA111RT	Professionalism, Medical Office Environment and Keyboarding	32	16	0	48	3.5
MA111OT	Ethics Liability, Interpersonal Communications and Keyboarding	32	16	0	48	3.5
MA111YT	Oral and Written Communications and Keyboarding	32	16	0	48	3.5
MA111GT	Medical Office Management and Keyboarding	32	16	0	48	3.5
MA111TT	Records management and Keyboarding	32	16	0	48	3.5
MA111VT	Billing and Collections, Insurance and Coding and Keyboarding	32	16	0	48	3.5
MA211RT	Fundamentals of Body Structure and Muscular System	20	12	0	32	2.5
MA211OT	Nervous System, Senses, Integumentary, and Skeletal Systems	20	12	0	32	2.5
MA211YT	Respiratory and Circulatory Systems	15	17	0	32	2.0
MA211GT	Reproductive Systems	20	12	0	32	2.5
MA211TT	Immune System	20	12	0	32	2.5

MA211VT	Digestive, Urinary and Endocrine Systems	20	12	0	32	2.5
MA311RT	Sterilization and Infection Control	10	30	0	40	2.5
MA311OT	Prepping Patients for Testing and Exams	10	30	0	40	2.5
MA311YT	Prepping Patients for Cardiology Procedures	8	32	0	40	2.0
MA311GT	Assisting with Obstetrics and Pediatrics	10	30	0	40	2.5
MA311TT	Pharmacology	10	30	0	40	2.5
MA311VT	Emergency	10	30	0	40	2.5
MA402	Externship	0	0	200	200	6.5
AGEN148	Career Planning	12	36	0	48	2.5
Program Totals		**377**	**391**	**200**	**968**	**59.0**

Note – Other than stated prerequisites, the courses above do not necessarily have to be taught in the order in which they are outlined above.

Medical Assisting*
(Offered at the Corpus Christi and McAllen campuses)

The Medical Assisting diploma program is designed to prepare students for a medical assisting career that combines medical office administration, laboratory procedures, and assisting the physician with direct patient care. Skills include medical office procedures, typing, computers, human anatomy and physiology, medical laboratory techniques, clinical procedures, CPR, first aid, word processing and other computer skills.

The Medical assisting diploma program is intended for persons who desire a career in a medical office. Students must possess a high school diploma, GED or recognized equivalent.

The Medical Assisting graduates may find entry-level employment with a medical office, clinic, minor emergency center, or other health care provider as a receptionist, insurance clerk, lab assistant, or physician clinical assistant.

The normal duration required to complete this program is 50.5 Quarter Credit Hours and the maximum timeframe is 75.75 Quarter Credit Hours.

Total Quarter Credit Hours: 50.5
Total Clock Hours: 968
Length of Program: 40 Weeks

Course #	Course Title	Lecture Clock Hours	Lab Clock Hours	Extern Clock Hours	Total Clock Hours	Quarter Credit Hours
MA111RA	Professionalism, Medical Office Environment and Keyboarding	32	16	0	48	3
MA111OA	Ethics Liability, Interpersonal Communications and Keyboarding	32	16	0	48	3
MA111YA	Oral and Written Communications and Keyboarding	32	16	0	48	3
MA111GA	Medical Office Management and Keyboarding	32	16	0	48	3
MA111TA	Records management and Keyboarding	32	16	0	48	3
MA111VA	Billing and Collections, Insurance and Coding and Keyboarding	32	16	0	48	3
MA211RA	Fundamentals of Body Structure and Muscular System	20	12	0	32	2
MA211OA	Nervous System, Senses, Integumentary, and Skeletal Systems	20	12	0	32	2
MA211YA	Respiratory and Circulatory Systems	15	17	0	32	1.5
MA211GA	Reproductive Systems	20	12	0	32	2
MA211TA	Immune System	20	12	0	32	2
MA211VA	Digestive, Urinary and Endocrine Systems	20	12	0	32	2

MA311RA	Sterilization and Infection Control	10	30	0	40	2
MA311OA	Prepping Patients for Testing and Exams	10	30	0	40	2
MA311YA	Prepping Patients for Cardiology Procedures	8	32	0	40	2.0
MA311GA	Assisting with Obstetrics and Pediatrics	10	30	0	40	2
MA311TA	Pharmacology	10	30	0	40	2
MA311VA	Emergency	10	30	0	40	2
MA402	Externship	0	0	200	200	6.5
AGEN148A	Career Planning	12	36	0	48	2.5
Program Totals		**377**	**391**	**200**	**968**	**50.5**

Note – Other than stated prerequisites, the courses above do not necessarily have to be taught in the order in which they are outlined above.

*This program is no longer accepting enrollments

Medical Clinical Assistant

(Offered at the Corpus Christi and McAllen campuses)

The Medical Clinical Assistant diploma program provides training for an entry-level career as an important member of the healthcare team. The program emphasizes hands-on experience in both front-office administrative and back-office clinical skills and develops traits employers seek such as the ability to assume responsibility, make decisions, and work independently.

Medical Clinical Assistant students receive training in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates are eligible to sit for an examination that leads to a certification or registration in the medical field. Students should talk to the Program Director for more information about certification examinations. Graduates may pursue career opportunities in the growing healthcare industry in doctors' offices, medical clinics, and other medical facilities as clinical medical assistants, administrative medical assistants, and medical office managers where they work under the supervision and direction of a physician or licensed healthcare practitioner.

Program Outcomes:
- Sit for a national credentialing examination(s) for medical assisting.
- Demonstrate the skills necessary to support the provision of patient care.
- Demonstrate the skills related to effective communication in the medical setting, both orally and in writing.
- Demonstrate the skills required for the performance of medical business practice functions.
- Demonstrate the skills required to provide patient care in accordance with regulations, policies, laws and patient rights.
- Demonstrate the ability to apply quality control measures in following health and safety policies and procedures to prevent illness and injury.

The normal duration required to complete this program is 60 credits and the maximum timeframe is 90 credits.

Total Quarter Credit Hours: 60.0
Total Clock Hours: 800
Length of Program: 50 Weeks

Course #	Course Title	Lecture Clock Hours	Lab Clock Hours	Extern Clock Hours	Total Clock Hours	Quarter Credit Hours
AHS1100	Integumentary, Skeletal, Muscular, and Gastrointestinal Systems	40	0	0	40	4.0
AHS1200	Respiratory, Cardiovascular, Blood, Lymphatic, and Immune Systems	40	0	0	40	4.0
AHS1300	Nervous, Sensory, Endocrine, Urinary, and Reproductive Systems	40	0	0	40	4.0
AHS1310	Allied Health Orientation	40	0	0	40	4.0
AHS1400	Pathology	40	0	0	40	4.0

AHS1420	Pharmacology	30	20	0	50	4.0
AHS1520	Medical Office Systems	30	20	0	50	4.0
AHS1650	Medical Coding	30	20	0	50	4.0
AHS2150	Medical Insurance Billing	30	20	0	50	4.0
AHS1108	Practical Computer Applications in Allied Health	30	20	0	50	4.0
MAA1410	Clinical Foundations	30	20	0	50	4.0
MAA1500	Clinical Specialties	30	20	0	50	4.0
MAA1600	Clinical Laboratory	30	20	0	50	4.0
MAA1700	Extern and Medical Review	20	0	180	200	8.0
Program Totals		**460**	**160**	**180**	**800**	**60.0**

Note – Other than stated prerequisites, the courses above do not necessarily have to be taught in the order in which they are outlined above.

Medical Billing and Coding

(Offered at STVT McAllen Campus)

The Medical Billing and Coding diploma program prepares graduates to work as entry-level medical billing specialists. Students receive training in standard medical procedure coding, insurances, reimbursements, healthcare standards, and information storage and retrieval systems. Graduates may seek entry-level employment in physician's offices, clinics, laboratories, hospitals, group practices, specialty practices, health insurance offices, and nursing homes. The program helps prepare and encourages graduates to sit for a certification examination.

The normal duration required to complete this program is 72 credits and the maximum timeframe is 108 credits.

Total Quarter Credit Hours: 72.0
Total Clock Hours: 800 or 920
Length of Program: 15 Months
Credential: Diploma

Course #	Course Title	Lecture Clock Hours	Lab Clock Hours	Extern Clock Hours	Total Clock Hours	Quarter Credit Hours
AHS1100	Integumentary, Skeletal, Muscular, and Gastrointestinal Systems	40	0	0	40	4.0
AHS1200	Respiratory, Cardiovascular, Blood, Lymphatic, and Immune Systems	40	0	0	40	4.0
AHS1300	Nervous, Sensory, Endocrine, Urinary, and Reproductive Systems	40	0	0	40	4.0
AHS1310	Allied Health Orientation	40	0	0	40	4.0
AHS1400	Pathology	40	0	0	40	4.0
AHS1420	Pharmacology	30	20	0	50	4.0
AHS1520	Medical Office Systems	30	20	0	50	4.0
AHS1650	Medical Coding	30	20	0	50	4.0
AHS2150	Medical Insurance Billing	30	20	0	50	4.0
AHS1108	Practical Computer Applications in Allied Health	30	20	0	50	4.0
MBC1324	Health Information Systems and Technology	30	20	0	50	4.0
MBC1500	Intermediate Coding	30	20	0	50	4.0
MBC2160	Advanced Medical Coding	30	20	0	50	4.0
MBC2300	Registries and Statistics	40	0	0	40	4.0
MBC2360	Externship*	20	0	180	200	8.0
MBC2361	Capstone*	80	0	0	80	8.0
MBC2500	Coding Certification Preparation	40	0	0	40	4.0
CRT1000	Critical Thinking	40	0	0	40	4.0

Program Totals – Capstone*	**640.0**	**160.0**	**0.0**	**800.0**	**72.0**
Program Totals – Externship*	**580.0**	**160.0**	**180.0**	**920.0**	**72.0**

*Students completing the Medical Billing and Coding Program are expected to complete MBC2360 Externship; however, students may complete MBC2361 Capstone under special circumstances (i.e. job conflict, medical reason) with approval of the Program Director and Director of Education. In most situations, students enrolled in residential, campus-based delivery will complete MBC2360.

Note – Other than stated prerequisites, the courses above do not necessarily have to be taught in the order in which they are outlined above.

Course Descriptions

Course Numbering System

The Course Numbering System is a series of letters which identify course subject areas followed by a series of numbers that identify the course level.

HVAC	HVAC
AGEN	General Education
AHS	Medical
AUTO	Automotive
BUS	Business
WELD	Welding
DA	Dental
DHTT	Diesel
INT	Information Technology
MA	Medical
MAA	Medical
MBC	Medical
WFS	General Education

The first number of the three digits indicates the level of the course:
        0 – Preparatory Course
        1 – Normally a first year course
        2 – Normally a second year course

Individual courses are approved to run online. Please see the Director of Education for a list of available online courses.

Definitions

Prerequisite: A prerequisite course is a course which must be successfully completed with passing grades (or transfer credits) before any course is attempted which has the identified course as a prerequisite

Co-requisite: Co-requisite courses are courses which must be taken together. The only exception is for a co-requisite which has been awarded credit and does not have to be retaken (i.e. previously passed, transfer credit, associated credit)

Prerequisite overrides may be granted at the discretion of the Director of Education for extenuating circumstances.

Automotive Service Technician
(San Antonio campus)

AUTO150A	Students in this course will learn about hardware, tools and safety as they pertain to the Automotive trade, engine components and basic combustion engine principles, how to diagnose basic engine problems, disassemble, reassemble and troubleshoot various sizes of common domestic and imported engines. Students will also learn basic electrical theory and how to apply it to diagnose and correct problems with automotive electrical systems such as battery, starting and charging systems.
Engine Repair and Basic Electrical	
240 Total Clock Hours (Lecture 96, Lab 144)	
14.5 Quarter Credit Hours	
Prerequisite: None	

AUTO250A	Students in this course will learn how to inspect, diagnose, and determine necessary repairs for drum and disc brake system hydraulics, power assist units, miscellaneous brakes system diagnosis and repair as well as anti-lock brake and traction control systems. Students will also learn how to inspect, diagnose, and repair wheels and tires as well as diagnose and repair suspension systems including front and rear brake systems, shock absorbers, and wheel bearings. In addition, students will learn how to perform wheel alignment diagnosis, adjustment, and repair. Students will also learn how to diagnose and determine necessary repairs for steering systems including power steering, supplemental restraint system (SRS), steering shaft universal joints, and lock cylinder mechanism. Finally, students will learn how to inspect and replace manual or power rack and pinion steering gear as well as tie rod ends, tie rod sleeves and associated hardware
Brakes, Suspension and Steering	
240 Total Clock Hours (Lecture 96, Lab 144)	
14.5 Quarter Credit Hours	
Prerequisite: None	

AUTO350A	Students in this course will learn how to inspect, diagnose, and repair refrigeration, heating, and air conditioning systems as well as learn how to correctly recover, recycle, and handle refrigerants. Students will also learn about electrical/electronic systems related to the heating and air conditioning systems and how to diagnose and repair these electronic systems and determine necessary action.
Heating, AC and Associated Electrical Systems	
240 Total Clock Hours (Lecture 96, Lab 144)	
14.5 Quarter Credit Hours	
Prerequisite: AUTO150A	

AUTO450A	Students in this course will learn how to inspect, diagnose, and repair both manual drive trains and axles. Students will also learn how to diagnose and repair clutches, drive shafts, half-shafts, constant-velocity (CV) joints, and four-wheel drive/all wheel components. In addition, students will learn how to diagnose and
Manual and Automatic Transmissions	
240 Total Clock Hours (Lecture 60, Lab 180)	

14.0 Quarter Credit Hours	repair automatic transmissions and transaxles both while in the vehicle and off the vehicle. Off-vehicle diagnosis will include removal, disassembly, cleaning, inspection, and reinstallation of transmissions or transaxles, and torque converters.
Prerequisite: None	

AUTO550A	
Engine Performance	Students in this course will learn how to perform basic maintenance procedures to restore engine performance to factory standards using scan tools and other diagnostic, analysis, and computer tools. Students will also learn how to inspect, diagnose, service, and repair ignition and exhaust systems, fuel systems, including active Fuel Management and Direct Injection systems, emission control systems using computerized diagnostic tools that interface with on-board computer systems will also be reviewed.
240 Total Clock Hours (Lecture 96, Lab 144)	
14.0 Quarter Credit Hours	
Prerequisite: AUTO150A, AUTO250A, AUTO350A	

Business Studies
(McAllen Campus)

BUS1150	In this course, students learn about the context of business writing and are given the opportunity to practice business writing skills. Elements of this course include awareness of audience, understanding of the writing process, elements of grammar and style, critical reading, and business document writing. Overall, students are expected to learn about business writing and its function within practical business contexts.
English Composition for Business	
40.0 Total Clock Hours	
4.0 Quarter Credit Hours	
Prerequisite: None	

BUS1160	In this course students will apply principles mathematics to situations that arise in the business world. Students will have the opportunity to apply mathematics principles to situations related to business through the number system, integers, algebraic expressions, graphs and data, and basic geometric principles.
Mathematics for Business	
40.0 Total Clock Hours	
4.0 Quarter Credit Hours	
Prerequisite: None	

BUS1140	The principles of effective verbal and non-verbal communication as they relate to business are the focus of this course. Students are given the opportunity to apply communication techniques to business based on content, context, and audience.
Communications for Business	
40.0 Total Clock Hours	
4.0 Quarter Credit Hours	
Prerequisite: None	

CRT1000	The course examines the process of becoming a critical thinker. Students will learn why people do and do not develop critical thinking skills, what factors facilitate and inhibit that outcome, how to deal with challenges in everyday life, and what is required to permanently function as a critical thinker.
Critical Thinking	
40.0 Total Clock Hours	
4.0 Quarter Credit Hours	
Prerequisite: None	

INT1108	This course provides practical computer and general administrative skills required to utilize the computer as a tool in an office or clinical environment. Students will gain confidence in the use of the internet, email, productivity software, and associated computer hardware and software. The course will utilize a number of projects to reinforce the functionality and flexibility of the computer.
Practical Computer Applications	
50.0 Total Clock Hours	
4.0 Quarter Credit Hours	
Prerequisite: None	

BUS1105	This course introduces the students to the importance of customer service in business today. Students will be exposed to the essential skills needed when dealing with both external and internal customers. Emphasis will be focused on verbal and non- verbal communication skills, dealing with challenging customers, solving problems, surveying customer satisfaction and retaining customers.
Customer Relations and Servicing	
40.0 Total Clock Hours	
4.0 Quarter Credit Hours	
Prerequisite: None	

BUS1110	Students are acquainted with basic accounting principles. Emphasis is on the accounting cycle, accounting for cash receipts, disbursements, banking procedures and reconciliations, payroll processes, and recording the basic transactions of a sole proprietorship.
Accounting I	
40.0 Total Clock Hours	
4.0 Quarter Credit Hours	
Prerequisite: None	

BUS1115	This course addresses advanced word processing functions related to the preparation, revision, and editing of business documents. In addition, this course explores the application of graphics software in business presentations. Students create and edit software presentations for business applications, use proofing tools, and incorporate clip-art, charts, drawings, and special effects for building dynamic slide shows.
Word Processing / Presentation Skills	
50.0 Total Clock Hours	
4.0 Quarter Credit Hours	
Prerequisite: None	

BUS1120	This course introduces basic, intermediary, and enhanced spreadsheet skills in context of business applications and problem solving. Proper design and layout of spreadsheets to effectively communicate data across a variety of business environments will be addressed.
Management for Success	
40.0 Total Clock Hours	
4.0 Quarter Credit Hours	
Prerequisite: None	

BUS2110	This course introduces basic, intermediary and enhanced spreadsheet skills in the context of business applications and problem solving. Proper design and layout of spreadsheets to effectively communicate data across a variety of business environments will be addressed.
Spreadsheet Skills	
50.0 Total Clock Hours	
4.0 Quarter Credit Hours	
Prerequisite: None	

BUS2220	
Introduction to Human Resources	This course offers a study of human resource functions including, but not limited to, recruitment, selection, placement, compensation, training, developing, evaluation, payroll, workplace safety, and labor relations.
40.0 Total Clock Hours	
4.0 Quarter Credit Hours	
Prerequisite: None	

BUS2225	
Introduction to Marketing	Marketing concepts in the development of the proper promotional mix of product, place, promotion, and price are presented. Includes market research dealing with consumer preference, needs, and desires. Creation of a marketing plan for a business the student aspires to start as an entrepreneur. The class will create a marketing plan as a team for a currently existing business.
40.0 Total Clock Hours	
4.0 Quarter Credit Hours	
Prerequisite: None	

BUS2230	
Project Management Foundations	The topics of this course include providing an introduction to project management, project selection, defining the role of a project manager, importance of a project plan, managing scope, project team building, mitigating risk, and creating a project schedule and budget.
40.0 Total Clock Hours	
4.0 Quarter Credit Hours	
Prerequisite: None	

BUS2240	
Sales Principles	Salesmanship is a basic course dealing with the fundamentals of trust-based personal selling. Areas specifically studied include understanding the sales industry and selling occupations; promoting self-leadership, building trust, and conducting sales dialogue; prospecting, qualifying, communicating, and relationship building; buyer motivation; creating value; handling resistance; earning commitment; customer concerns; and sales management.
40.0 Total Clock Hours	
4.0 Quarter Credit Hours	
Prerequisite: None	

BUS2245	
Small Business Management	Introduces students to entrepreneurial concepts of business management including organizational structure, raising capital, inventory controls, marketing, and navigating legal barriers. The course will focus on the creation of a business plan using modern business concepts and fundamentals.
40.0 Total Clock Hours	
4.0 Quarter Credit Hours	
Prerequisite: None	

Combination Welding
(San Antonio and Corpus Christi campuses)

WELD100A	
Basic Craft Skills, Tools, Materials, and Methods	Students in this course will learn basic craft skills such as safety procedures, use of hand tools, and power tools, rigging, and blueprint terms. Students will also learn about construction materials and methods, pathways and spaces, fasteners and

120 Total Clock Hours (Lecture 60, Lab 60)	anchors. In addition, students will learn basic mathematical functions and communication skills used in the industry. Students will receive exposure to Core competencies as part of this course.
7.5 Quarter Credit Hours	
Prerequisite: None	

WELD150A	Students in this course will learn about job safety equipment, protective clothing and procedures applicable to preparing, cutting and welding of metals. Students will also learn about welding quality, how to set up shielded metal arc equipment, the process of striking an arc, making a stringer, weave overlapping beads and fillet welds in all positions. Students will receive exposure Level I NCCER competencies as part of this course.
Welding Safety, Cutting, Materials and Methods	
120 Total Clock Hours (Lecture 30, Lab 90)	
7.0 Quarter Credit Hours	
Prerequisite: None	

WELD200A	Students in this course will learn how to set up welding equipment for making V-groove welds and perform V-groove welds. In addition, students will learn procedures for making flat, horizontal, vertical, and overhead V-groove welds. Students will receive exposure Level I and III NCCER competencies as part of this course.
SMAW V Groove Welds	
120 Total Clock Hours (Lecture 30, Lab 90)	
7.0 Quarter Credit Hours	
Prerequisite: WELD100A And WELD150A	

WELD250A	Students in this course will learn how to read welding symbols on drawings, specifications and how to use notes on drawing and the bill of materials. Students will also learn how to set up welding equipment for making stainless steel groove welds and how to set up air carbon cutting equipment how to perform air carbon arc washing and gouging activities. In addition, students will learn how to set up a Plasma cutting machine and perform plasma arc cutting (PAC) for piercing, slotting, squaring, and beveling metals. Students will receive exposure Level I, II and III NCCER competencies as part of this course.
Symbols, Drawings, SS Groove, Air Carbon, Plasma Arc	
120 Total Clock Hours (Lecture 50, Lab 70)	
7.0 Quarter Credit Hours	
Prerequisite: WELD100A And WELD150A	

WELD300A	Students in this course will learn how to safely set up and use GMAW and FCAW equipment and build T-Joints, V-Groove welds in all positions. Students will also learn the equipment used in Pre and Post Heating and the Physical and Mechanical properties of ferrous and non-ferrous metals. Students will receive exposure Level II and IV NCCER competencies as part of this course.
GMAW, FCAW, Plate, Pre and Post Heat	
120 Total Clock Hours (Lecture 30, Lab 90)	
7.0 Quarter Credit Hours	

Prerequisite: WELD100A And WELD150A	

WELD350A	
GMAW, FCAW Pipe, GMAW Aluminum	Students in this course will learn how to safely set up and use GMAW and FCAW equipment to perform Pipe welds in all positions. Students will also set up and perform GMAW welds on Aluminum Plate and Pipe. Students will receive exposure Level III and IV NCCER competencies as part of this course.
120 Total Clock Hours (Lecture 30, Lab 90)	
7.0 Quarter Credit Hours	
Prerequisite: WELD100A And WELD150A	

WELD400A	
GTAW Carbon Plate and Pipe	Students in this course will learn how to set up GTAW equipment and the procedures and techniques used to make V-groove Plate welds in all positions. Students will also learn the procedures and techniques used to make V- groove pipe welds with GTAW in all positions. Students will receive exposure Level II and III NCCER competencies as part of this course.
120 Total Clock Hours (Lecture 30, Lab 90)	
7.0 Quarter Credit Hours	
Prerequisite: WELD100A And WELD150A	

WELD450A	
GTAW Aluminum Plate and Pipe	Students in this course will learn how to set up GTAW equipment and make groove welds for Low Alloy Pipe. Students will also learn how to set up GTAW equipment for welding on Aluminum Plate and Pipe in all positions. Students will receive exposure Level III and IV NCCER competencies as part of this course.
120 Total Clock Hours (Lecture 50, Lab 70)	
7.0 Quarter Credit Hours	
Prerequisite: WELD100A And WELD150A	

Combination Welding
(Weslaco campus)

CW102	Students in this course will learn basic crafts skills such as safety procedures, use of hand tools, and power tools, rigging, and blueprint terms. Students will also learn about construction materials and methods, hazardous materials, and confined spaces. In addition, students will learn basic mathematical functions and communication skills used in the industry.
Basic Craft Skills, Tools, Materials, and Methods	
120 Total Clock Hours (Lecture 60, Lab 60)	

9.0 Quarter Credit Hours	
Prerequisite: None	

CW160	Students in this course will learn about job safety equipment, protective clothing and procedures applicable to preparing, cutting and welding of metals. Students will also learn about welding quality and inspection, how to set up shielded metal arc equipment, the process of striking an arc make a stringer, weave overlapping beads and fillet welds. In addition, students will learn how to make groove welds and backing on a plate.
Welding Safety, Cutting, Materials and Methods	
120 Total Clock Hours (Lecture 30, Lab 90)	
7.5 Quarter Credit Hours	
Prerequisite: None	

CW230	Students in this course will learn how to set up welding equipment for making open V-groove welds and perform open V-groove welds. In addition, students will learn procedures for making flat, horizontal, vertical, and overhead open V-groove welds.
SMAW Open V Groove Welds	
120 Total Clock Hours (Lecture 30, Lab 90)	
7.5 Quarter Credit Hours	
Prerequisite: CW102, CW160	

CW260	Students in this course will learn how to read welding symbols on drawings, specifications and how to use notes on drawings and the bill of materials. Students will also learn how to set up welding equipment for making stainless steel groove welds and how to set up air carbon cutting equipment how to perform air carob arc washing and gouging activities. In addition, students will learn how to set up a CNC cutting machine and perform plasma arc cutting (PAC) for piercing, slotting, squaring, and beveling metals.
Symbols, Drawings, Stainless Steel Groove and Pipe, Air Carbon and Plasma Arc Cutting	
120 Total Clock Hours (Lecture 50, Lab 70)	
8.5 Quarter Credit Hours	
Prerequisite: CW102, CW160	

CW330	Students in this course will learn how to safely set up and use GMAW and FCAW equipment and build a pad of stringer beads and weave beads using filler metals and shielding gas. Students will also learn how to pad in all positions using GTAW and carbon steel filler metal as well as make multi-pass V-butt open-groove welds with carbon steel filler metal in the 1G, 2G, 3G, and 4G positions. In addition, students will learn how to make V-groove welding of aluminum pipe in the 2G, 5G, and 6G positions.
GMAW, FCAW, and GTAW Plate	
120 Total Clock Hours (Lecture 30, Lab 90)	
7.5 Quarter Credit Hours	
Prerequisite: CW102, CW160	

CW360	Students in this course will learn about equipment for preheating, interpass temperature control, and post-heating procedures in order to preserve weldment strength, ductility, and weld quality. Students will also learn about physical characteristics, mechanical properties, composition, and classification of common ferrous and nonferrous metals. In addition, students will learn how to set up GMAW equipment and the procedures and techniques used to make open-root V-groove welds with GMAW on pipe in the 1G-ROTATED, 2G, 5G, and 6G positions.
GMAW and GTAW Pipe	
120 Total Clock Hours (Lecture 30, Lab 90)	
7.5 Quarter Credit Hours	
Prerequisite: CW102, CW160	

CW430	Students in this course will learn how to set up GTAW equipment and the procedures and techniques used to make V-groove pile welds with GTAW in the 1G-ROTATED, 2G, 5G, and 6G positions for carbon steel pipe. Students will also learn the procedures and techniques used to make V-groove pipe welds with GTAW in the 2G, 5G, and 6G positions for low-alloy and stainless steel pipe.
GTAW Carbon and Low Alloy Steel Pipe	
120 Total Clock Hours (Lecture 30, Lab 90)	
7.5 Quarter Credit Hours	
Prerequisite: CW102, CW160	

CW460	Students in this course will learn how to set up GTAW equipment and make V-groove pipe welds in the 2G, 5G, and 6G positions for aluminum pipe. Students will also learn how to set up GMAW equipment and build a pad of stringer beads and weave beads using aluminum filler metals and shielding gas. In addition, students will learn how to perform GMAW multiple-pass fillet welds on aluminum plate in the 1F, 2F, 4F, and 4F positions and aluminum pipe in the 1G-ROTATED, 2G, 5G, and 4G positions.
GTAW Aluminum Pipe and Plate	
84 Total Clock Hours (Lecture 21, Lab 63)	
5.0 Quarter Credit Hours	
Prerequisite: CW102, CW160	

WFS109	Students in this course will learn how to write a resume and cover letter, search for job leads, prepare for an interview, follow-up after an interview, and plan for career advancement.
Career Planning	
36 Total Clock Hours (Lecture 30, Lab 6)	
3.0 Quarter Credit Hours	
Prerequisite: None	

Dental Assisting
(McAllen and Corpus Christi)

DA111GA	Students in this course will learn entry level administration designed to prepare the student to assist in the dental business
Dental Appointments and Scheduling	

32 Total Clock Hours (Lecture 22, Lab 10)	office including: setting patient appointments, and organizing the patient schedule to maximize efficiency and productivity.
2.0 Quarter Credit Hours	
Co-requisite: 113GA, 211GA, 311GA	

DA111RTA	
Dental History, Law and Ethics, Dental Team and Specialties	Students in this course will learn entry level administration designed to prepare the student to assist in the dental business office including: a brief overview of the history of dentistry, an introduction to law and ethics of the dental profession, state law and jurisprudence for dental assistants, members and functions of the dental team, and the specialties in the practice of dentistry.
32 Total Clock Hours (Lecture 22, Lab 10)	
2.0 Quarter Credit Hours	
Co-requisite: 113RA, 211RA, 311RA	

DA1110A	
Dental Patient Relations and Office Equipment	Students in this course will learn entry level administration designed to prepare the student to assist in the dental business office including: relating to and managing patients in the dental office setting, interpersonal communications, leadership qualities as they apply to the dental assistance, and operating commonly used business machines and equipment.
32 Total Clock Hours (Lecture 22, Lab 10)	
2.0 Quarter Credit Hours	
Co-requisite: 1130A, 2110A, 3110A	

DA111TA	
Dental Accounting and Insurance	Students in this course will learn entry level administration designed to prepare the student to assist in the dental business office including: managing accounts receivable and accounts payable, generating daily deposits, and managing and processing dental insurance.
32 Total Clock Hours (Lecture 22, Lab 10)	
2.0 Quarter Credit Hours	
Co-requisite: 113TA, 211TA, 311TA	

DA111VA	
Dental Inventory Control	Students in this course will learn entry level administration designed to prepare the student to assist in the dental business office including: dental office supplies and clinical area supplies inventory, ordering and managing dental supply orders, and paying invoices, and maintaining inventory records.
32 Total Clock Hours (Lecture 22, Lab 10)	
2.0 Quarter Credit Hours	

Co-requisite: 113VA, 211VA, 311VA	

DA111YA	
Dental Patient Records	Students in this course will learn entry level administration to prepare the student to assist in the dental business office including: the creation and management of patient records, and the recording of the dentist's diagnoses, and treatment plans.
32 Total Clock Hours (Lecture 22, Lab 10)	
2.0 Quarter Credit Hours	
Co-requisite: 113YA, 211YA, 311YA	

DA113GA	
Keyboarding and Dental Software for Appointments and Scheduling	Students in this course will learn keyboarding skills. The course includes functions of the keyboard, dental forms and letters. Students will concentrate on speed and accuracy. Course also included administrative applications such as appointments and scheduling.
16 Total Clock Hours (Lecture 6, Lab 10)	
.5 Quarter Credit Hours	
Co-requisite: 111GA, 211GA, 311GA	

DA113RA	
Keyboarding and using Dental Software as part of the Dental Team	Students in this course will learn keyboarding skills. The course includes functions of the keyboard, dental forms and letters. Students will concentrate on speed and accuracy. Course includes administrative applications such as word processing of letters, emails and interoffice memos.
16 Total Clock Hours (Lecture 6, Lab 10)	
.5 Quarter Credit Hours	
Co-requisite: 111RA, 211RA, 311RA	

DA113OA	
Keyboarding and using Dental Software to aid in Patient Relations	Students in this course will learn keyboarding skills. The course includes functions of the keyboard, dental forms and letters. Students will concentrate on speed and accuracy. The course includes administrative applications such as word processing of letters and emails to patients.
16 Total Clock Hours (Lecture 6, Lab 10)	
.5 Quarter Credit Hours	

Co-requisite: 111OA, 211OA, 311OA	
DA113YA	
Keyboarding and Dental Software for Patient Records	Students in this course will learn keyboarding skills. The course includes functions of the keyboard, dental forms and letters. Students will concentrate on speed and accuracy. Course includes administrative applications such as computerized dental charting and patient records.
16 Total Clock Hours (Lecture 6, Lab 10)	
.5 Quarter Credit Hours	
Co-requisite: 111YA, 211YA, 311YA	

DA113TA	
Keyboarding and Dental Software for Accounting and Insurance	Students in this course will learn keyboarding skills. The course includes functions of the keyboard, dental forms and letters. Students will concentrate on speed and accuracy. Course includes administrative applications such as accounts payable and receivable and dental insurance processing.
16 Total Clock Hours (Lecture 6, Lab 10)	
.5 Quarter Credit Hours	
Co-requisite: 111TA, 211TA, 311TA	

DA113VA	
Keyboarding and Dental Software for Inventory Control	Students in this course will learn keyboarding skills. The course includes functions of the keyboard, dental forms and letters. Students will concentrate on speed and accuracy. Course includes administrative applications such as inventory control.
16 Total Clock Hours (Lecture 6, Lab 10)	
.5 Quarter Credit Hours	
Co-requisite: 111VA, 211VA, 311VA	

DA211GA	
Embryology, Histology, and Pharmacology	Students in this course will learn an overview of embryology and histology, emphasizing the development and structure of the face, jaws, teeth and surrounding tissues. Overview of drugs and drug therapies commonly used in dentistry.
32 Total Clock Hours (Lecture 20, Lab 12)	
2.0 Quarter Credit Hours	
Co-requisite: 111GA, 113GA, 311GA	

DA2110A General Anatomy and Physiology and Hazardous Materials 32 Total Clock Hours (Lecture 20, Lab 12) 2.0 Quarter Credit Hours Co-requisite: 1110A, 1130A, 3110A	Students in this course will learn general anatomy and physiology including an overview of body systems and their relation to dentistry. Also an overview of the source and management of hazardous material in the dental environment.

DA211RA Preventative Dentistry and Infection Control 32 Total Clock Hours (Lecture 20, Lab 12) 2.0 Quarter Credit Hours Co-requisite: 111RA, 113RA, 311RA	Students in this course will learn oral health and prevention with emphasis on caries and prevention, patient education and home care techniques, and the sources and uses of fluoride; also in this course are the principles of infection control and prevention in the dental setting with emphasis on the requirements and recommendations of OSHA and other agencies.

DA211YA Head and Neck Anatomy and Preparation For Patient Care 32 Total Clock Hours (Lecture 20, Lab 12) 2.0 Quarter Credit Hours Co-requisite: 111YA, 113YA, 311YA	Students in this course will learn head and neck anatomy with emphasis on facial and oral landmarks, the teeth, jaws and surrounding tissues. Principles of preparing the patient for dental treatment.

DA211TA Tooth Morphology and Microbiology 32 Total Clock Hours (Lecture 20, Lab 12) 3.0 Quarter Credit Hours Co-requisite: 111TA, 113TA, 311TA	Students in this course will learn individual tooth morphology including names, numbers, surfaces, and landmarks of the primary and permanent teeth. Overview of the principles of microbiology with emphasis on the organisms responsible for oral and dental disease.

DA211VA	
Management of Common Dental Emergencies and CPR	Students in this course will learn about most common dental office emergencies, their symptoms and treatment. The course will train the dental student in cardiopulmonary resuscitation (CPR) for the dental healthcare worker.
32 Total Clock Hours (Lecture 15, Lab 17)	
1.5 Quarter Credit Hours	
Co-requisite: 111VA, 113VA, 311VA	

DA311RA	
Clinical Dental Assisting/Instruments and Trays	Students in this course will learn introductory chairside skills designed to introduce the basic dental instruments and accessories, and common tray set ups for various dental procedures. Additionally, the clinical skills emphasized as part of Mod X are repeated until mastery.
40 Total Clock Hours (Lecture 10, Lab 30)	
2.0 Quarter Credit Hours	
Co-requisite: 111RA, 113RA, 211RA	

DA311OA	
Clinical Dental Assisting/Pain and Anxiety Management	Students in this course will learn introductory chairside skills designed to enable the dental assistant to assist the dentist in the management of paint and anxiety in the dental patient. An overview of anti-anxiety drugs and dental anesthetics as well as non-drug therapies is discussed. Additionally, the clinical skills emphasized as part of Mod X are repeated until mastery.
40 Total Clock Hours (Lecture 10, Lab 30)	
2.0 Quarter Credit Hours	
Co-requisite: 111OA, 113OA, 211OA	

DA311YA	
Clinical Dental Assisting/ Dental Radiography	Students in this course will learn introductory skills in intraoral and extra oral dental radiographic techniques. Included are the production and effects of x-rays, types of film, a discussion of digital radiography, safety precautions, patient management, x-ray exposure and processing. This is a preparatory course for state certification in radiology. Additionally, the clinical skills emphasized as part of Mod X are repeated until mastery.
40 Total Clock Hours (Lecture 10, Lab 30)	
2.0 Quarter Credit Hours	
Co-requisite: 111YA, 113YA, 211YA	

DA311GA	
Clinical Dental Assisting/Endodontics, Oral Surgery, Oral Pathology and Orthodontics	Students in this course will learn introductory chairside skills, the course is designed to enable the dental assistant to assist the dentist in the specialties of Endodontics, Oral Surgery, Oral Pathology, and Orthodontics. Additionally, the clinical skills emphasized as part of Mod X are repeated until mastery.
40 Total Clock Hours (Lecture 10, Lab 30)	
2.0 Quarter Credit Hours	
Co-requisite: 111GA, 113GA, 211GA	

DA311TA	
Clinical Dental Assisting/Pediatrics, Periodontics and Prosthodontics	Students in this course will learn introductory chairside skills; the course is designed to enable the dental assistant to assist the dentist in specialties of Pediatrics, Periodontics, and Prosthodontics. Additionally, the clinical skills emphasized as part of Mod X are repeated until mastery.
40 Total Clock Hours (Lecture 10, Lab 30)	
2.0 Quarter Credit Hours	
Co-requisite: 111TA, 113TA, 211TA	

DA311VA	Students in this course will learn introductory chairside skills; the course is designed to enable the dental assistant to assist the dentist in amalgam, composite, and bonding procedures. Advances functions delegable to the dental assistant according to state law are covered, including alginate impressions and model preparation, custom impression trays, dental dam, matrix placement, cements and cementing, coronal polish, suture removal, retraction cord placement, sealants, and bleaching trays. Additionally, the clinical skills emphasized as part of Mod X are repeated until mastery.
Clinical Dental Assisting/Restorative and Advanced Functions	
40 Total Clock Hours (Lecture 8, Lab 32)	
2.0 Quarter Credit Hours	
Co-requisite: 111VA, 113VA, 211VA	

DA402TA	
Externship	In this section the student works in a dental setting performing those tasks and skills that have been learned in class. The externship prepares the graduate for regular employment as Dental Assistant.
200 Total Clock Hours (Externship 200)	
7.5 Quarter Credit Hours	

Prerequisite: All DA courses	

AGEN148TA	
Career Planning	Students in this course will learn to write a resume and cover letter, search for job leads, and prepare for an interview, follow-up after an interview and plan for career advancement.
48 Total Clock Hours (Lecture 12, Lab 36)	
2.5 Quarter Credit Hours	
Prerequisite: None	

Dental Assisting
(Weslaco and Brownsville)

DA111G	
Dental Appointments and Scheduling	Students in this course will learn entry level administration designed to prepare the student to assist in the dental business office including: setting patient appointments, and organizing the patient schedule to maximize efficiency and productivity.
32 Total Clock Hours (Lecture 22, Lab 10)	
2.5 Quarter Credit Hours	
Co-requisite: 113G, 211G, 311G	

DA111R	
Dental History, Law and Ethics, Dental Team and Specialties	Students in this course will learn entry level administration designed to prepare the student to assist in the dental business office including: a brief overview of the history of dentistry, an introduction to law and ethics of the dental profession, state law and jurisprudence for dental assistants, members and functions of the dental team, and the specialties in the practice of dentistry.
32 Total Clock Hours (Lecture 22, Lab 10)	
2.5 Quarter Credit Hours	
Co-requisite: 113R, 211R, 311R	

DA111O	
Dental Patient Relations and Office Equipment	Students in this course will learn entry level administration designed to prepare the student to assist in the dental business office including: relating to and managing patients in the dental office setting, interpersonal communications, leadership qualities as they apply to the dental assistance, and operating commonly used business machines and equipment.
32 Total Clock Hours (Lecture 22, Lab 10)	
2.5 Quarter Credit Hours	
Co-requisite: 113O, 211O, 311O	

DA111T	
Dental Accounting and Insurance	Students in this course will learn entry level administration designed to prepare the student to assist in the dental business office including: managing accounts receivable and accounts payable, generating daily deposits, and managing and processing dental insurance.
32 Total Clock Hours (Lecture 22, Lab 10)	
2.5 Quarter Credit Hours	
Co-requisite: 113T, 211T, 311T	

DA111V	
Dental Inventory Control	Students in this course will learn entry level administration designed to prepare the student to assist in the dental business office including: dental office supplies and clinical area supplies inventory, ordering and managing dental supply orders, and paying invoices, and maintaining inventory records.
32 Total Clock Hours (Lecture 22, Lab 10)	
2.5 Quarter Credit Hours	
Co-requisite: 113V, 211V, 311V	

DA111Y	
Dental Patient Records	Students in this course will learn entry level administration to prepare the student to assist in the dental business office including: the creation and management of patient records, and the recording of the dentist's diagnoses, and treatment plans.
32 Total Clock Hours (Lecture 22, Lab 10)	
2.5 Quarter Credit Hours	
Co-requisite: 113Y, 211Y, 311Y	

DA113G	
Keyboarding and Dental Software for Appointments and Scheduling	Students in this course will learn keyboarding skills. The course includes functions of the keyboard, dental forms and letters. Students will concentrate on speed and accuracy. Course also included administrative applications such as appointments and scheduling.
16 Total Clock Hours (Lecture 6, Lab 10)	
1.0 Quarter Credit Hours	
Co-requisite: 111G, 211G, 311G	

DA113R	Students in this course will learn keyboarding skills. The course
Keyboarding and using Dental Software	includes functions of the keyboard, dental forms and letters. Students will concentrate on speed and accuracy. Course includes

as part of the Dental Team	administrative applications such as word processing of letters, emails and interoffice memos.
16 Total Clock Hours (Lecture 6, Lab 10)	
1.0 Quarter Credit Hours	
Co-requisite: 111R, 211R, 311R	

DA113O	
Keyboarding and using Dental Software to aid in Patient Relations	Students in this course will learn keyboarding skills. The course includes functions of the keyboard, dental forms and letters. Students will concentrate on speed and accuracy. The course includes administrative applications such as word processing of letters and emails to patients.
16 Total Clock Hours (Lecture 6, Lab 10)	
1.0 Quarter Credit Hours	
Co-requisite: 111O, 211O, 311O	

DA113Y	
Keyboarding and Dental Software for Patient Records	Students in this course will learn keyboarding skills. The course includes functions of the keyboard, dental forms and letters. Students will concentrate on speed and accuracy. Course includes administrative applications such as computerized dental charting and patient records.
16 Total Clock Hours (Lecture 6, Lab 10)	
1.0 Quarter Credit Hours	
Co-requisite: 111Y, 211Y, 311Y	

DA113T	
Keyboarding and Dental Software for Accounting and Insurance	Students in this course will learn keyboarding skills. The course includes functions of the keyboard, dental forms and letters. Students will concentrate on speed and accuracy. Course includes administrative applications such as accounts payable and receivable and dental insurance processing.
16 Total Clock Hours (Lecture 6, Lab 10)	
1.0 Quarter Credit Hours	
Co-requisite: 111T, 211T, 311T	

DA113V	

Keyboarding and Dental Software for Inventory Control	Students in this course will learn keyboarding skills. The course includes functions of the keyboard, dental forms and letters. Students will concentrate on speed and accuracy. Course includes administrative applications such as inventory control.
16 Total Clock Hours (Lecture 6, Lab 10)	
1.0 Quarter Credit Hours	
Co-requisite: 111V, 211V, 311V	

DA211G	
Embryology, Histology, and Pharmacology	Students in this course will learn an overview of embryology and histology, emphasizing the development and structure of the face, jaws, teeth and surrounding tissues. Overview of drugs and drug therapies commonly used in dentistry.
32 Total Clock Hours (Lecture 20, Lab 12)	
2.5 Quarter Credit Hours	
Co-requisite: 111G, 113G, 311G	

DA211O	
General Anatomy and Physiology and Hazardous Materials	Students in this course will learn general anatomy and physiology including an overview of body systems and their relation to dentistry. Also an overview of the source and management of hazardous material in the dental environment.
32 Total Clock Hours (Lecture 20, Lab 12)	
2.5 Quarter Credit Hours	
Co-requisite: 111O, 113O, 311O	

DA211R	
Preventative Dentistry and Infection Control	Students in this course will learn oral health and prevention with emphasis on caries and prevention, patient education and home care techniques, and the sources and uses of fluoride; also in this course are the principles of infection control and prevention in the dental setting with emphasis on the requirements and recommendations of OSHA and other agencies.
32 Total Clock Hours (Lecture 20, Lab 12)	
2.5 Quarter Credit Hours	
Co-requisite: 111R, 113R, 311R	

DA211Y	Students in this course will learn head and neck anatomy with emphasis on facial and oral landmarks, the teeth, jaws and
Head and Neck Anatomy and	

Preparation For Patient Care	surrounding tissues. Principles of preparing the patient for dental treatment.
32 Total Clock Hours (Lecture 20, Lab 12)	
2.5 Quarter Credit Hours	
Co-requisite: 111Y, 113Y, 311Y	

DA211T	
Tooth Morphology and Microbiology	Students in this course will learn individual tooth morphology including names, numbers, surfaces, and landmarks of the primary and permanent teeth. Overview of the principles of microbiology with emphasis on the organisms responsible for oral and dental disease.
32 Total Clock Hours (Lecture 20, Lab 12)	
2.5 Quarter Credit Hours	
Co-requisite: 111T, 113T, 311T	

DA211V	
Management of Common Dental Emergencies and CPR	Students in this course will learn about most common dental office emergencies, their symptoms and treatment. The course will train the dental student in cardiopulmonary resuscitation (CPR) for the dental healthcare worker.
32 Total Clock Hours (Lecture 15, Lab 17)	
2.0 Quarter Credit Hours	
Co-requisite: 111V, 113V, 311V	

DA311R	
Clinical Dental Assisting/Instruments and Trays	Students in this course will learn introductory chairside skills designed to introduce the basic dental instruments and accessories, and common tray set ups for various dental procedures. Additionally, the clinical skills emphasized as part of Mod X are repeated until mastery.
40 Total Clock Hours (Lecture 10, Lab 30)	
2.5 Quarter Credit Hours	
Co-requisite: 111R, 113R, 211R	

DA311O	Students in this course will learn introductory chairside skills designed to enable the dental assistant to assist the dentist in the management of paint and anxiety in the dental patient. An overview of anti-anxiety drugs and dental anesthetics as well as
Clinical Dental Assisting/Pain and Anxiety Management	
40 Total Clock Hours	

(Lecture 10, Lab 30)	non-drug therapies is discussed. Additionally, the clinical skills emphasized as part of Mod X are repeated until mastery.
2.5 Quarter Credit Hours	
Co-requisite: 1110, 1130, 2110	

DA311Y	Students in this course will learn introductory skills in intraoral and extra oral dental radiographic techniques. Included are the production and effects of x-rays, types of film, a discussion of digital radiography, safety precautions, patient management, x-ray exposure and processing. This is a preparatory course for state certification in radiology. Additionally, the clinical skills emphasized as part of Mod X are repeated until mastery.
Clinical Dental Assisting/ Dental Radiography	
40 Total Clock Hours (Lecture 10, Lab 30)	
2.5 Quarter Credit Hours	
Co-requisite: 111Y, 113Y, 211Y	

DA311G	Students in this course will learn introductory chairside skills, the course is designed to enable the dental assistant to assist the dentist in the specialties of Endodontics, Oral Surgery, Oral Pathology, and Orthodontics. Additionally, the clinical skills emphasized as part of Mod X are repeated until mastery.
Clinical Dental Assisting/Endodontics, Oral Surgery, Oral Pathology and Orthodontics	
40 Total Clock Hours (Lecture 10, Lab 30)	
2.5 Quarter Credit Hours	
Co-requisite: 111G, 113G, 211G	

DA311T	Students in this course will learn introductory chairside skills; the course is designed to enable the dental assistant to assist the dentist in specialties of Pediatrics, Periodontics, and Prosthodontics. Additionally, the clinical skills emphasized as part of Mod X are repeated until mastery.
Clinical Dental Assisting/Pediatrics, Periodontics and Prosthodontics	
40 Total Clock Hours (Lecture 10, Lab 30)	
2.5 Quarter Credit Hours	
Co-requisite: 111T, 113T, 211T	

DA311V	Students in this course will learn introductory chairside skills; the course is designed to enable the dental assistant to assist the dentist in amalgam, composite, and bonding procedures. Advances
Clinical Dental Assisting/Restorative	

and Advanced Functions	functions delegable to the dental assistant according to state law are covered, including alginate impressions and model preparation, custom impression trays, dental dam, matrix placement, cements and cementing, coronal polish, suture removal, retraction cord placement, sealants, and bleaching trays. Additionally, the clinical skills emphasized as part of Mod X are repeated until mastery.
40 Total Clock Hours (Lecture 8, Lab 32)	
2.0 Quarter Credit Hours	
Co-requisite: 111V, 113V, 211V	

DA402	
Externship	In this section the student works in a dental setting performing those tasks and skills that have been learned in class. The externship prepares the graduate for regular employment as Dental Assistant.
200 Total Clock Hours (Externship 200)	
6.5 Quarter Credit Hours	
Prerequisite: All DA courses	

AGEN148	
Career Planning	Students in this course will learn to write a resume and cover letter, search for job leads, and prepare for an interview, follow-up after an interview and plan for career advancement.
48 Total Clock Hours (Lecture 12, Lab 36)	
2.5 Quarter Credit Hours	
Prerequisite: None	

Diesel-Heavy Truck Technician
(San Antonio Campus)

DHTT100A	Students will learn about general shop operations and safety as well as how to safely use common hand tools and pneumatic, electrical and hydraulic power tools used in heavy-truck repair. In addition, students will learn operating principles, design variations, applications, disassembly, inspection, precision measurements, fitting, reconditioning, assembly, and service of cooling and lubricating systems of diesel engines. Students will also learn about turbo-charging principles and service procedures and prepare for factory engine training and certification. Students will learn to diagnose and service diesel fuel systems. The students will also learn to diagnose and repair diesel emissions systems such as EGR and Diesel Particulate Filters.
Diesel Engines and Fuel Systems	
200 Total Clock Hours (Lecture 80, Lab 120)	
12.0 Quarter Credit Hours	
Prerequisite: None	

DHTT200A	Students in this course will learn how to inspect, diagnose, and determine necessary repairs for heavy duty vehicle air and hydraulic drum and disc brake systems, power assist units,
Brakes, Suspension and Steering	

200 Total Clock Hours (Lecture 80, Lab 120)	miscellaneous brakes system diagnosis and repair as well as anti-lock brake and traction control systems. Students will also learn how to inspect, diagnose, and repair wheels and tires as well as diagnose and repair suspension systems. Using principles of geometry, static and dynamic balance, and characteristics of suspension, students will learn how to perform wheel alignment diagnosis, adjustment, and repair. Students will learn how to diagnose and determine necessary repairs for steering systems including power steering and steering shaft universal joints. Students will learn how to inspect and replace axles and kingpins as well as tie rod ends, tie rod sleeves and associated hardware.
12.0 Quarter Credit Hours	
Prerequisite: DHT126	

DHTT300A	In this course, students will learn basic electrical theory and how to apply it to diagnose and correct problems related to truck electrical systems such as battery, starting, lighting, and charging systems. In addition, students will learn how to inspect and diagnose problems with electrical and electronic systems including how to use manufacturer's PC-based software to diagnose related electronic systems and circuits to determine necessary corrective action. Students will also learn how to inspect, diagnose, and repair heavy duty truck air conditioning, heating, and ventilation systems as well as learn how to correctly recover, recycle, and handle refrigerant. In addition, during this course, students will take the EPA 609 test.
Basic Electrical and Fundamentals of Heating, Ventilation and AC	
200 Total Clock Hours (Lecture 80, Lab 120)	
12.0 Quarter Credit Hours	
Prerequisite: None	

DHTT400A	
Diesel Drivetrain and Chassis Electrical Systems	Students in this course will learn how to inspect, diagnose, repair or replace truck drive train components including clutches, five speed and compound manual transmissions, automatic transmissions, single reduction differentials, and double reduction assemblies. Students will also learn to diagnose and repair associated chassis electrical systems.
200 Total Clock Hours (Lecture 80, Lab 120)	
12.0 Quarter Credit Hours	
Prerequisite: DHTT300A	

DHTT500A	
Electronic Systems and PMI	Students will diagnose and repair truck and trailer electrical systems. Students will also learn how to perform service, maintenance and Preventive Maintenance Inspections (PMI) on a truck and how to perform PMI on trailers and related electronic, air, brake and suspension systems as specified by both state and federal Departments of transportation (DOT).
200 Total Clock Hours (Lecture 80, Lab 120)	
12.0 Quarter Credit Hours	
Prerequisite: DHTT100A, DHTT200A, DHTT300A, DHTT400A	

Heating, Ventilation, Air Conditioning & Basic Refrigeration
(San Antonio and Corpus Christi campus)

HVAC150A Air Conditioning 200 Total Clock Hours (Lecture 100, Lab 100) 12.5 Quarter Credit Hours Prerequisite: None	Students in this course will learn basic craft skills, hand and power tools, construction and electrical drawings, students will learn air conditioning and refrigeration system design, maintenance, and repair. They will learn refrigerant reclamation, recycling and the technician's responsibilities as defined by the Environmental Protection Agency (EPA) and Clean Air Act legislation

HVAC250A Electrical Systems and Controls 200 Total Clock Hours (Lecture 100, Lab 100) 12.5 Quarter Credit Hours Prerequisite: None	Students in this course will learn basic electrical theory, circuitry, controls, and motor theory as they apply to air conditioning, heating and refrigeration systems. Students will practice wiring and installation of heating and air conditioning units. Students will measure, monitor and troubleshoot electrical and control circuits.

HVAC350A Heating and Heat Pumps 200 Total Clock Hours (Lecture 100, Lab 100) 12.5 Quarter Credit Hours Prerequisite: HVAC150A, HVAC250A	Students in this course will learn the design, maintenance and repair of natural gas and electric heating systems. They will practice the operation, repair and maintenance of heating, solid state circuitry, flame controls, and adapting propane systems. They will learn theory, maintenance, and repair of heat pumps. EPA and clean air legislation will be addressed as they pertain to heating systems.

HVAC450A Refrigeration 200 Total Clock Hours (Lecture 100, Lab 100) 12.5 Quarter Credit Hours Prerequisite: HVAC150A, HVAC250A	Students in this course will learn the operation of refrigeration systems, including heat transfer, refrigerants, components, piping design, and preventive maintenance. They will troubleshoot electrical circuits and other mechanical controls used in refrigeration systems. They will study the piping, load calculations, duct work, airflow characteristics, exhaust and intake of refrigeration systems

Medical Administrative Assisting Technology

(McAllen Campus)

MA111RA Professionalism, Medical Office Environment and Keyboarding 48 Total Clock Hours (Lecture 32, Lab 16) 3.0 Quarter Credit Hours Co-requisite: 211RA, 321RA	Entry level administrative course that discusses the training opportunities, job responsibilities and desirable personal characteristics of a medical assistant. Includes an overview of the professional organizations that certify medical exams. This course also emphasizes keyboarding skills. Course includes functions of the keyboard, medical letters and forms. Student will concentrate on speed and accuracy.

MA111OA Ethics and Liability, Interpersonal Communications and Keyboarding 48 Total Clock Hours (Lecture 32, Lab 16) 3.0 Quarter Credit Hours Co-requisite: 211OA, 321OA	Entry-level administrative course designed to prepare the student to assist with interpersonal communications in the medical office. Includes an introduction to law and ethics of the medical profession, interpersonal communications with patients, doctors and coworkers as they apply to the medical assistant. This course also emphasizes keyboarding skills. Course includes functions of the keyboard, medical letters and forms. Students will concentrate on speed and accuracy.

MA111YA Oral and Written Communications and Keyboarding 48 Total Clock Hours (Lecture 32, Lab 16) 3.0 Quarter Credit Hours Co-requisite: 211YA, 321YA	Entry-level administrative course designed to prepare the student to assist with oral and written communications skills needed to work functionally in a medical office. This course also emphasizes keyboarding skills. Course includes functions of the keyboard, medical letters and forms. Students will concentrate on speed and accuracy.

MA111GA Medical Office Management and Keyboarding 48 Total Clock Hours (Lecture 32, Lab 16) 3.0 Quarter Credit Hours	Entry-level administrative course designed to prepare the student to assist with managing the finances of the medical office. This module will cover the basics of depositing and spending the office's money. Includes a brief section on safety and security in the medical office. This course also emphasizes keyboarding skills. Course includes functions of the keyboard, medical letters and forms. Students will concentrate on speed and accuracy.

Co-requisite: 211GA, 321GA	

MA111TA	
Records Management and Keyboarding	Entry-level administrative course designed to prepare the student to assist with maintaining medical records. This course also emphasizes keyboarding skills. Course includes functions of the keyboard, medical letters and forms. Students will concentrate on speed and accuracy.
48 Total Clock Hours (Lecture 32, Lab 16)	
3.0 Quarter Credit Hours	
Co-requisite: 211TA, 321TA	

MA111VA	
Billing and Collections, Insurance and Coding and Keyboarding	Entry-level administrative course designed to prepare the student to assist with filing insurance, accounts payable and accounts receivable. This course also emphasizes keyboarding skills. The course includes functions of the keyboard, medical letters and forms. Students will concentrate on speed and accuracy.
48 Total Clock Hours (Lecture 32, Lab 16)	
3.0 Quarter Credit Hours	
Co-requisite: 211VA, 321VA	

MA211RA	
Fundamentals of Body Structure and Muscular System	This course is an overview of the structure and function of the body, with particular emphasis on the muscular system. Medical terminology related to body structure and the muscular system is also studied.
32 Total Clock Hours (Lecture 20, Lab 12)	
2.0 Quarter Credit Hours	
Co-requisite: 111RA, 321RA	

MA211OA	
Nervous System, Senses, Integumentary and Skeletal Systems	This course is an overview of the structure and function, diseases and disorders of the nervous, integumentary and skeletal systems as well as the senses. Medical terminology related to these systems is also studied.
32 Total Clock Hours (Lecture 20, Lab 12)	
2.0 Quarter Credit Hours	
Co-requisite: 111OA, 321OA	

MA211YA Respiratory and Circulatory Systems 32 Total Clock Hours (Lecture 15, Lab 17) 1.5 Quarter Credit Hours Co-requisite: 111YA, 321YA	This course is an overview of the structure and function, diseases and disorders of the respiratory and circulatory systems. Medical terminology related to these systems is also studied.

MA211GA Reproductive Systems 32 Total Clock Hours (Lecture 20, Lab 12) 2.0 Quarter Credit Hours Co-requisite: 111GA, 321GA	This course is an overview of the structure and function, diseases and disorders of the reproductive system. Medical terminology related to these systems is also studied.

MA211TA Immune System 32 Total Clock Hours (Lecture 20, Lab 12) 2.0 Quarter Credit Hours Co-requisite: 111TA, 321TA	This course is an overview of the structure and function, diseases and disorders of the immune system. Medical terminology related to these systems is also studied.

MA211VA Digestive, Urinary and Endocrine Systems 32 Total Clock Hours (Lecture 20, Lab 12) 2.0 Quarter Credit Hours Co-requisite: 111VA, 321VA	This course is an overview of the structure and function, diseases and disorders of the digestive, urinary and endocrine systems. Medical terminology related to these systems is also studied.

MA321RA Entering Patient Information and Career Planning 40 Total Clock Hours (Lecture 8, Lab 32)	Student will learn to enter patient information into currently accepted medical office software. Students will also complete the career planning checklist in order to better prepare them for a successful job search. This checklist includes the resume, cover letter, job leads, interview, interview follow up and career advancement plan.

2.0 Quarter Credit Hours	
Co-requisite: 111RA, 211RA	

MA3210A	
Entering Payment Information, Creating Claims and Career Planning	Student will learn to enter payment information and create claims. Students will also complete the career planning checklist in order to better prepare them for a successful job search. This checklist includes the resume, cover letter, job leads, interview, interview follow up and career advancement plan.
40 Total Clock Hours (Lecture 8, Lab 32)	
2.0 Quarter Credit Hours	
Co-requisite: 1110A, 2110A	

MA321YA	
Posting Insurance Payments, Creating Patient Statements and Career Planning	Student will learn to post insurance payments and create patient statements. Students will also complete the career planning checklist in order to better prepare them for a successful job search. This checklist includes the resume, cover letter, job leads, interview, interview follow up and career advancement plan.
40 Total Clock Hours (Lecture 8, Lab 32)	
2.0 Quarter Credit Hours	
Co-requisite: 111YA, 211YA	

MA321GA	
Printing Reports	Student will learn to print reports in currently accepted medical office software. Students will also complete the career planning checklist in order to better prepare them for a successful job search. This checklist includes the resume, cover letter, job leads, interview, interview follow up and career advancement plan.
40 Total Clock Hours (Lecture 10, Lab 30)	
2. 0Quarter Credit Hours	
Co-requisite: 111GA, 211GA	

MA321TA	
Scheduling	Student will learn to schedule appointments in currently accepted medical office software. Students will also complete the career planning checklist in order to better prepare them for a successful job search. This checklist includes the resume, cover letter, job leads, interview, interview follow up and career advancement plan.
40 Total Clock Hours (Lecture 10, Lab 30)	
2.0 Quarter Credit Hours	
Co-requisite: 111TA, 211TA	

MA321VA	
Collections	Student will learn to manage collections information in currently accepted medical office software. Students will also complete the career planning checklist in order to better prepare them for a successful job search. This checklist includes the resume, cover letter, job leads, interview, interview follow up and career advancement plan.
40 Total Clock Hours (Lecture 10, Lab 30)	
2.0 Quarter Credit Hours	
Co-requisite: 111VA, 211VA	

Medical Administrative Assisting Technology
(Weslaco and Brownsville)

MA111RT	
Professionalism, Medical Office Environment and Keyboarding	Entry level administrative course that discusses the training opportunities, job responsibilities and desirable personal characteristics of a medical assistant. Includes an overview of the professional organizations that certify medical exams. This course also emphasizes keyboarding skills. Course includes functions of the keyboard, medical letters and forms. Student will concentrate on speed and accuracy.
48 Total Clock Hours (Lecture 32, Lab 16)	
3.5 Quarter Credit Hours	
Co-requisite: 211RT, 321RT	
MA111OT	
Ethics and Liability, Interpersonal Communications and Keyboarding	Entry-level administrative course designed to prepare the student to assist with interpersonal communications in the medical office. Includes an introduction to law and ethics of the medical profession, interpersonal communications with patients, doctors and coworkers as they apply to the medical assistant. This course also emphasizes keyboarding skills. Course includes functions of the keyboard, medical letters and forms. Students will concentrate on speed and accuracy.
48 Total Clock Hours (Lecture 32, Lab 16)	
3.5 Quarter Credit Hours	
Co-requisite: 211OT, 321OT	

MA111YT	
Oral and Written Communications and Keyboarding	Entry-level administrative course designed to prepare the student to assist with oral and written communications skills needed to work functionally in a medical office. This course also emphasizes keyboarding skills. Course includes functions of the keyboard, medical letters and forms. Students will concentrate on speed and accuracy.
48 Total Clock Hours (Lecture 32, Lab 16)	
3.5 Quarter Credit Hours	
Co-requisite: 211YT, 321YT	

MA111GT Medical Office Management and Keyboarding 48 Total Clock Hours (Lecture 32, Lab 16) 3.5 Quarter Credit Hours Co-requisite: 211GT, 321GT	Entry-level administrative course designed to prepare the student to assist with managing the finances of the medical office. This module will cover the basics of depositing and spending the office's money. Includes a brief section on safety and security in the medical office. This course also emphasizes keyboarding skills. Course includes functions of the keyboard, medical letters and forms. Students will concentrate on speed and accuracy.

MA111TT Records Management and Keyboarding 48 Total Clock Hours (Lecture 32, Lab 16) 3.5 Quarter Credit Hours Co-requisite: 211TT, 321TT	Entry-level administrative course designed to prepare the student to assist with maintaining medical records. This course also emphasizes keyboarding skills. Course includes functions of the keyboard, medical letters and forms. Students will concentrate on speed and accuracy.

MA111VT Billing and Collections, Insurance and Coding and Keyboarding 48 Total Clock Hours (Lecture 32, Lab 16) 3.5 Quarter Credit Hours Co-requisite: 211VT, 321VT	Entry-level administrative course designed to prepare the student to assist with filing insurance, accounts payable and accounts receivable. This course also emphasizes keyboarding skills. The course includes functions of the keyboard, medical letters and forms. Students will concentrate on speed and accuracy.

MA211RT Fundamentals of Body Structure and Muscular System 32 Total Clock Hours (Lecture 20, Lab 12) 2.5 Quarter Credit Hours Co-requisite: 111RT, 321RT	This course is an overview of the structure and function of the body, with particular emphasis on the muscular system. Medical terminology related to body structure and the muscular system is also studied.

MA211OT	

Nervous System, Senses, Integumentary and Skeletal Systems	This course is an overview of the structure and function, diseases and disorders of the nervous, integumentary and skeletal systems as well as the senses. Medical terminology related to these systems is also studied.
32 Total Clock Hours (Lecture 20, Lab 12)	
2.5 Quarter Credit Hours	
Co-requisite: 111OT, 321OT	

MA211YT	
Respiratory and Circulatory Systems	
32 Total Clock Hours (Lecture 15, Lab 17)	This course is an overview of the structure and function, diseases and disorders of the respiratory and circulatory systems. Medical terminology related to these systems is also studied.
2.0 Quarter Credit Hours	
Co-requisite: 111YT, 321YT	

MA211GT	
Reproductive Systems	
32 Total Clock Hours (Lecture 20, Lab 12)	This course is an overview of the structure and function, diseases and disorders of the reproductive system. Medical terminology related to these systems is also studied.
2.5 Quarter Credit Hours	
Co-requisite: 111GT, 321GT	

MA211TT	
Immune System	
32 Total Clock Hours (Lecture 20, Lab 12)	This course is an overview of the structure and function, diseases and disorders of the immune system. Medical terminology related to these systems is also studied.
2.5 Quarter Credit Hours	
Co-requisite: 111TT, 321TT	

MA211VT	
Digestive, Urinary and Endocrine Systems	This course is an overview of the structure and function, diseases and disorders of the digestive, urinary and endocrine systems. Medical terminology related to these systems is also studied.
32 Total Clock Hours (Lecture 20, Lab 12)	
2.5 Quarter Credit Hours	

Co-requisite: 111VT, 321VT	

MA321RT	
Entering Patient Information and Career Planning	Student will learn to enter patient information into currently accepted medical office software. Students will also complete the career planning checklist in order to better prepare them for a successful job search. This checklist includes the resume, cover letter, job leads, interview, interview follow up and career advancement plan.
40 Total Clock Hours (Lecture 8, Lab 32)	
2.0 Quarter Credit Hours	
Co-requisite: 111RT, 211RT	

MA321OT	
Entering Payment Information, Creating Claims and Career Planning	Student will learn to enter payment information and create claims. Students will also complete the career planning checklist in order to better prepare them for a successful job search. This checklist includes the resume, cover letter, job leads, interview, interview follow up and career advancement plan.
40 Total Clock Hours (Lecture 8, Lab 32)	
2.0 Quarter Credit Hours	
Co-requisite: 111OT, 211OT	

MA321YT	
Posting Insurance Payments, Creating Patient Statements and Career Planning	Student will learn to post insurance payments and create patient statements. Students will also complete the career planning checklist in order to better prepare them for a successful job search. This checklist includes the resume, cover letter, job leads, interview, interview follow up and career advancement plan.
40 Total Clock Hours (Lecture 8, Lab 32)	
2.0 Quarter Credit Hours	
Co-requisite: 111YT, 211YT	

MA321GT	
Printing Reports	Student will learn to print reports in currently accepted medical office software. Students will also complete the career planning checklist in order to better prepare them for a successful job search. This checklist includes the resume, cover letter, job leads, interview, interview follow up and career advancement plan.
40 Total Clock Hours (Lecture 10, Lab 30)	
2.5 Quarter Credit Hours	
Co-requisite: 111GT, 211GT	

MA321TT	
Scheduling	Student will learn to schedule appointments in currently accepted medical office software. Students will also complete the career planning checklist in order to better prepare them for a successful job search. This checklist includes the resume, cover letter, job leads, interview, interview follow up and career advancement plan.
40 Total Clock Hours (Lecture 10, Lab 30)	
2.5 Quarter Credit Hours	
Co-requisite: 111TT, 211TT	

MA321VT	
Collections	Student will learn to manage collections information in currently accepted medical office software. Students will also complete the career planning checklist in order to better prepare them for a successful job search. This checklist includes the resume, cover letter, job leads, interview, interview follow up and career advancement plan.
40 Total Clock Hours (Lecture 10, Lab 30)	
2.5 Quarter Credit Hours	
Co-requisite: 111VT, 211VT	

Medical Assisting
(McAllen and Corpus Christi)

AGEN148A	
Career Planning	Students in this course will learn to write a resume and cover letter, search for job leads, prepare for an interview, follow-up after an interview, and plan for career advancement.
48 Total Clock Hours (Lecture 12, Lab 36)	
2.5 Quarter Credit Hours	
Prerequisite: None	

MA111RA	
Professionalism, Medical Office Environment and Keyboarding	Entry level administrative course that discusses the training opportunities, job responsibilities and desirable personal characteristics of a medical assistant. Includes an overview of the professional organizations that certify medical exams. This course also emphasizes keyboarding skills. Course includes functions of the keyboard, medical letters and forms. Student will concentrate on speed and accuracy.
48 Total Clock Hours (Lecture 32, Lab 16)	
3.5 Quarter Credit Hours	
Co-requisite: 211RA, 311RA	

MA111OA	Entry-level administrative course designed to prepare the student to assist with interpersonal communications in the medical office. Includes an introduction to law and ethics of the medical profession,
Ethics and Liability, Interpersonal	

Communications and Keyboarding	interpersonal communications with patients, doctors and coworkers as they apply to the medical assistant. This course also emphasizes keyboarding skills. Course includes functions of the keyboard, medical letters and forms. Students will concentrate on speed and accuracy.
48 Total Clock Hours (Lecture 32, Lab 16)	
3.5 Quarter Credit Hours	
Co-requisite: 2110A, 3110A	

MA111YA	
Written Communications and Keyboarding	Entry-level administrative course designed to prepare the student to assist with oral and written communications skills needed to work functionally in a medical office. This course also emphasizes keyboarding skills. Course includes functions of the keyboard, medical letters and forms. Students will concentrate on speed and accuracy.
48 Total Clock Hours (Lecture 32, Lab 16)	
3.5 Quarter Credit Hours	
Co-requisite: 211YA, 311YA	

MA111GA	
Medical Office Management and Keyboarding	Entry-level administrative course designed to prepare the student to assist with managing the finances of the medical office. This module will cover the basics of depositing and spending the office's money. Includes a brief section on safety and security in the medical office. This course also emphasizes keyboarding skills. Course includes functions of the keyboard, medical letters and forms. Students will concentrate on speed and accuracy.
48 Total Clock Hours (Lecture 32, Lab 16)	
3.5 Quarter Credit Hours	
Co-requisite: 211GA, 311GA	

MA111TA	
Records Management and Keyboarding	Entry-level administrative course designed to prepare the student to assist with maintaining medical records. This course also emphasizes keyboarding skills. Course includes functions of the keyboard, medical letters and forms. Students will concentrate on speed and accuracy.
48 Total Clock Hours (Lecture 32, Lab 16)	
3.5 Quarter Credit Hours	
Co-requisite: 211TA, 311TA	

MA111VA	Entry-level administrative course designed to prepare the student to assist with filing insurance, accounts payable and accounts receivable. This course also emphasizes keyboarding skills. The
Billing and Collections, Insurance and Coding and Keyboarding	

48 Total Clock Hours (Lecture 32, Lab 16)	course includes functions of the keyboard, medical letters and forms. Students will concentrate on speed and accuracy.
3.5 Quarter Credit Hours	
Co-requisite: 211VA, 311VA	

MA211RA	
Fundamentals of Body Structure and Muscular System	This course is an overview of the structure and function of the body, with particular emphasis on the muscular system. Medical terminology related to body structure and the muscular system is also studied.
32 Total Clock Hours (Lecture 20, Lab 12)	
2.5 Quarter Credit Hours	
Co-requisite: 111RA, 311RA	

MA211OA	
Nervous System, Senses, Integumentary and Skeletal Systems	This course is an overview of the structure and function, diseases and disorders of the nervous, integumentary and skeletal systems as well as the senses. Medical terminology related to these systems is also studied.
32 Total Clock Hours (Lecture 20, Lab 12)	
2.5 Quarter Credit Hours	
Co-requisite: 111OA, 311OA	

MA211YA	
Respiratory and Circulatory Systems	This course is an overview of the structure and function, diseases and disorders of the respiratory and circulatory systems. Medical terminology related to these systems is also studied.
32 Total Clock Hours (Lecture 15, Lab 17)	
2.0 Quarter Credit Hours	
Co-requisite: 111YA, 311YA	

MA211GA	
Reproductive Systems	This course is an overview of the structure and function, diseases and disorders of the reproductive system. Medical terminology related to these systems is also studied.
32 Total Clock Hours (Lecture 20, Lab 12)	
2.5 Quarter Credit Hours	

Co-requisite: 111GA, 311GA	

MA211TA	
Immune System	
32 Total Clock Hours (Lecture 20, Lab 12)	This course is an overview of the structure and function, diseases and disorders of the immune system. Medical terminology related to these systems is also studied.
2.5 Quarter Credit Hours	
Co-requisite: 111TA, 311TA	

MA211VA	
Digestive, Urinary and Endocrine Systems	
32 Total Clock Hours (Lecture 20, Lab 12)	This course is an overview of the structure and function, diseases and disorders of the digestive, urinary and endocrine systems. Medical terminology related to these systems is also studied.
2.5 Quarter Credit Hours	
Co-requisite: 111VA, 311VA	

MA311RA	
Sterilization and Infection Control	
40 Total Clock Hours (Lecture 10, Lab 30)	Students will demonstrate procedures in Sterilization, Infection Control and Specimen Collection in accordance with health care standards. Students will be able to accurately complete Patient Records, Vital Signs and Venipuncture procedures.
2.5 Quarter Credit Hours	
Co-requisite: 111RA, 211RA	

MA311OA	
Prepping Patients for Testing and Exams	
40 Total Clock Hours (Lecture 10, Lab 30)	Student will demonstrate procedures in Prepping Patients for Diagnostic Testing, X-Ray and Exam procedures. Students will be able to accurately complete patient records, Vital Signs and Venipuncture procedures.
2.5 Quarter Credit Hours	
Co-requisite: 111OA, 211OA	

MA311YA	Student will demonstrate procedures in Prepping Patients for Cardiology and Respiratory Procedures, CPR and AED training. Students will be able to accurately complete patient records, Vital Signs and Venipuncture procedures.
Prepping Patients for Cardiology Procedures	
40 Total Clock Hours	

(Lecture 8, Lab 32)	
2.0 Quarter Credit Hours	
Co-requisite: 111YA, 211YA	

MA311GA	
Assisting with Obstetrics and Pediatrics	Student will demonstrate procedures in Assisting with Obstetric Exams and Pediatric Procedures. Students will be able to accurately complete patient records, Vital Signs and Venipuncture procedures
40 Total Clock Hours (Lecture 10, Lab 30)	
2.5 Quarter Credit Hours	
Co-requisite: 111GA, 211GA	

MA311TA	
Pharmacology	Student will demonstrate knowledge in Pharmacology, Assisting with Medications, Injections and Immunization procedures. Students will be able to accurately complete patient records, Vital Signs and Venipuncture procedures.
40 Total Clock Hours (Lecture 10, Lab 30)	
2.5 Quarter Credit Hours	
Co-requisite: 111TA, 211TA	
MA311VA	
Emergency	Student will demonstrate procedures in Managing Emergencies, Assisting with Minor Surgical Procedures and First Aid training. Students will be able to accurately complete patient records, Vital Signs and Venipuncture procedures.
40 Total Clock Hours (Lecture 10, Lab 30)	
2.5 Quarter Credit Hours	
Co-requisite: 111VA, 211VA	

MA402A	
Externship	In this course the student works in a medical setting performing those tasks and skills that have been learned in class. The externship prepares the graduate for regular employment as a Medical Assistant.
200 Total Clock Hours (Externship 200)	
6.5 Quarter Credit Hours	
Prerequisite: All other MA courses	

Medical Assisting
(Brownsville and Weslaco)

AGEN148	
Career Planning	Students in this course will learn to write a resume and cover letter, search for job leads, prepare for an interview, follow-up after an interview, and plan for career advancement.
48 Total Clock Hours (Lecture 12, Lab 36)	
2.5 Quarter Credit Hours	
Prerequisite: None	

MA111RT	
Professionalism, Medical Office Environment and Keyboarding	Entry level administrative course that discusses the training opportunities, job responsibilities and desirable personal characteristics of a medical assistant. Includes an overview of the professional organizations that certify medical exams. This course also emphasizes keyboarding skills. Course includes functions of the keyboard, medical letters and forms. Student will concentrate on speed and accuracy.
48 Total Clock Hours (Lecture 32, Lab 16)	
3.5 Quarter Credit Hours	
Co-requisite: 211RT, 311RT	

MA111OT	
Ethics and Liability, Interpersonal Communications and Keyboarding	Entry-level administrative course designed to prepare the student to assist with interpersonal communications in the medical office. Includes an introduction to law and ethics of the medical profession, interpersonal communications with patients, doctors and coworkers as they apply to the medical assistant. This course also emphasizes keyboarding skills. Course includes functions of the keyboard, medical letters and forms. Students will concentrate on speed and accuracy.
48 Total Clock Hours (Lecture 32, Lab 16)	
3.5 Quarter Credit Hours	
Co-requisite: 211OT, 311OT	

MA111YT	
Written Communications and Keyboarding	Entry-level administrative course designed to prepare the student to assist with oral and written communications skills needed to work functionally in a medical office. This course also emphasizes keyboarding skills. Course includes functions of the keyboard, medical letters and forms. Students will concentrate on speed and accuracy.
48 Total Clock Hours (Lecture 32, Lab 16)	
3.5 Quarter Credit Hours	
Co-requisite: 211YT, 311YT	

MA111GT	
Medical Office Management and Keyboarding	Entry-level administrative course designed to prepare the student to assist with managing the finances of the medical office. This module will cover the basics of depositing and spending the office's money. Includes a brief section on safety and security in the medical office. This course also emphasizes keyboarding skills. Course includes functions of the keyboard, medical letters and forms. Students will concentrate on speed and accuracy.
48 Total Clock Hours (Lecture 32, Lab 16)	
3.5 Quarter Credit Hours	
Co-requisite: 211GT, 311GT	

MA111TT	
Records Management and Keyboarding	Entry-level administrative course designed to prepare the student to assist with maintaining medical records. This course also emphasizes keyboarding skills. Course includes functions of the keyboard, medical letters and forms. Students will concentrate on speed and accuracy.
48 Total Clock Hours (Lecture 32, Lab 16)	
3.5 Quarter Credit Hours	
Co-requisite: 211TT, 311TT	

MA111VT	
Billing and Collections, Insurance and Coding and Keyboarding	Entry-level administrative course designed to prepare the student to assist with filing insurance, accounts payable and accounts receivable. This course also emphasizes keyboarding skills. The course includes functions of the keyboard, medical letters and forms. Students will concentrate on speed and accuracy.
48 Total Clock Hours (Lecture 32, Lab 16)	
3.5 Quarter Credit Hours	
Co-requisite: 211VT, 311VT	

MA211RT	
Fundamentals of Body Structure and Muscular System	This course is an overview of the structure and function of the body, with particular emphasis on the muscular system. Medical terminology related to body structure and the muscular system is also studied.
32 Total Clock Hours (Lecture 20, Lab 12)	
2.5 Quarter Credit Hours	
Co-requisite: 111RT, 311RT	

MA211OT	

Nervous System, Senses, Integumentary and Skeletal Systems	This course is an overview of the structure and function, diseases and disorders of the nervous, integumentary and skeletal systems as well as the senses. Medical terminology related to these systems is also studied.
32 Total Clock Hours (Lecture 20, Lab 12)	
2.5 Quarter Credit Hours	
Co-requisite: 111OT, 311OT	

MA211YT	
Respiratory and Circulatory Systems	This course is an overview of the structure and function, diseases and disorders of the respiratory and circulatory systems. Medical terminology related to these systems is also studied.
32 Total Clock Hours (Lecture 15, Lab 17)	
2.0 Quarter Credit Hours	
Co-requisite: 111YT, 311YT	

MA211GT	
Reproductive Systems	This course is an overview of the structure and function, diseases and disorders of the reproductive system. Medical terminology related to these systems is also studied.
32 Total Clock Hours (Lecture 20, Lab 12)	
2.5 Quarter Credit Hours	
Co-requisite: 111GT, 311GT	

MA211TT	
Immune System	This course is an overview of the structure and function, diseases and disorders of the immune system. Medical terminology related to these systems is also studied.
32 Total Clock Hours (Lecture 20, Lab 12)	
2.5 Quarter Credit Hours	
Co-requisite: 111TT, 311TT	

MA211VT	
Digestive, Urinary and Endocrine Systems	This course is an overview of the structure and function, diseases and disorders of the digestive, urinary and endocrine systems. Medical terminology related to these systems is also studied.
32 Total Clock Hours (Lecture 20, Lab 12)	
2.5 Quarter Credit Hours	

Co-requisite: 111VT, 311VT	

MA311RT	
Sterilization and Infection Control	Students will demonstrate procedures in Sterilization, Infection Control and Specimen Collection in accordance with health care standards. Students will be able to accurately complete Patient Records, Vital Signs and Venipuncture procedures.
40 Total Clock Hours (Lecture 10, Lab 30)	
2.5 Quarter Credit Hours	
Co-requisite: 111RT, 211RT	

MA311OT	
Prepping Patients for Testing and Exams	Student will demonstrate procedures in Prepping Patients for Diagnostic Testing, X-Ray and Exam procedures. Students will be able to accurately complete patient records, Vital Signs and Venipuncture procedures.
40 Total Clock Hours (Lecture 10, Lab 30)	
2.5 Quarter Credit Hours	
Co-requisite: 111OT, 211OT	

MA311YT	
Prepping Patients for Cardiology Procedures	Student will demonstrate procedures in Prepping Patients for Cardiology and Respiratory Procedures, CPR and AED training. Students will be able to accurately complete patient records, Vital Signs and Venipuncture procedures.
40 Total Clock Hours (Lecture 8, Lab 32)	
2.0 Quarter Credit Hours	
Co-requisite: 111YT, 211YT	

MA311GT	
Assisting with Obstetrics and Pediatrics	Student will demonstrate procedures in Assisting with Obstetric Exams and Pediatric Procedures. Students will be able to accurately complete patient records, Vital Signs and Venipuncture procedures
40 Total Clock Hours (Lecture 10, Lab 30)	
2.5 Quarter Credit Hours	
Co-requisite: 111GT, 211GT	

MA311TT Pharmacology	Student will demonstrate knowledge in Pharmacology, Assisting with Medications, Injections and Immunization procedures.

40 Total Clock Hours (Lecture 10, Lab 30)	Students will be able to accurately complete patient records, Vital Signs and Venipuncture procedures.
2.5 Quarter Credit Hours	
Co-requisite: 111TT, 211TT	

MA311VT	
Emergency	
40 Total Clock Hours (Lecture 10, Lab 30)	Student will demonstrate procedures in Managing Emergencies, Assisting with Minor Surgical Procedures and First Aid training. Students will be able to accurately complete patient records, Vital Signs and Venipuncture procedures.
2.5 Quarter Credit Hours	
Co-requisite: 111VT, 211VT	

MA402	
Externship	
200 Total Clock Hours (Externship 200)	In this course the student works in a medical setting performing those tasks and skills that have been learned in class. The externship prepares the graduate for regular employment as a Medical Assistant.
6.5 Quarter Credit Hours	
Prerequisite: All other MA courses	

Medical Clinical Assistant
(McAllen and Corpus Christi)

AHS1100	Students will undertake a system-by-system anatomical study of the human body and basic principles of physiology. This course will cover the structure; functions; and conditions/diseases of the integumentary, skeletal, muscular, and gastrointestinal systems. In addition, the medical terminology applicable to these body systems will be addressed, with emphasis on word construction, proper usage, and acceptable medical abbreviations.
Integumentary, Skeletal, Muscular, and Gastrointestinal Systems	
40.0 Total Clock Hours	
4.0 Quarter Credit Hours	
Prerequisite: None	

AHS1200	Students will undertake a system-by-system anatomical study of the human body and basic principles of physiology. This course will cover the structure; functions; and conditions/diseases of the respiratory, cardiovascular, blood, lymphatic, and immune systems. In addition, the medical terminology applicable to these body systems will be
Respiratory, Cardiovascular, Blood, Lymphatic, and Immune Systems	
40.0 Total Clock Hours	
4.0 Quarter Credit Hours	

Prerequisite: AHS1100	addressed, with emphasis on word construction, proper usage, and acceptable medical abbreviations.

AHS1300 Nervous, Sensory, Endocrine, Urinary, and Reproductive Systems 40.0 Total Clock Hours 4.0 Quarter Credit Hours Prerequisite: AHS1100	Students will undertake a system-by-system anatomical study of the human body and basic principles of physiology. This course will cover the structure; functions; and conditions/diseases of the nervous, sensory, endocrine, urinary, and reproductive systems. In addition, the medical terminology applicable to these body systems will be addressed, with emphasis on word construction, proper usage, and acceptable medical abbreviations.

AHS1310 Allied Health Orientation 40.0 Total Clock Hours 4.0 Quarter Credit Hours Prerequisite: None	This course will introduce allied health students to various roles of medical professionals. Student will be trained in scope of practice, legal and ethical responsibilities, and governmental compliance required within allied health professions.

AHS1400 Pathology 40.0 Total Clock Hours 4.0 Quarter Credit Hours Prerequisite: AHS1100 & AHS1200; Corequisite: AHS1300	The course examines the disease process for all body systems as well as how each disease process affects the body as a whole. Student will learn proper methods to successfully educate patients and their family members on the disease process, prevention and health maintenance

AHS1420 Pharmacology 50.0 Total Clock Hours 4.0 Quarter Credit Hours Prerequisite: AHS1100, AHS1200, AHS1300	This course discusses the most commonly prescribed medications in the healthcare field. Students review the key drug classifications necessary to understand the relationships between the disease process and medications.

AHS1520 Medical Office Systems 50.0 Total Clock Hours 4.0 Quarter Credit Hours Prerequisite: AHS1100	This course provides a working knowledge of the administrative and financial duties performed in the medical office setting, including the utilization of Electronic Health Records (EHR). Students learn to organize and plan assigned tasks, set priorities, and make decisions as a member of the healthcare team.

AHS1650 Medical Coding 50.0 Total Clock Hours 4.0 Quarter Credit Hours	This course provides the primary skills needed for medical procedural and diagnostic coding. Emphasis is placed on the use

Prerequisite: AHS1100 & AHS1200; Corequisite: AHS1300	of coding manuals to assign diagnostic and procedural codes for the medical billing process

AHS2150 Medical Insurance Billing 50.0 Total Clock Hours 4.0 Quarter Credit Hours Prerequisite: AHS1650	Students will explain the guidelines of Health Maintenance Organizations (HMOs), Preferred Provider Organizations (PPOs), Traditional Insurance, Group Plans, Individual Plans and Government Sponsored Plans. Students will learn about completing CMS1500 Claim Forms, and processing and billing insurance claims. Methods of pre-certification, pre-authorization and referrals will also be examined.

AHS1108 Practical Computer Applications in Allied Health 50.0 Total Clock Hours 4.0 Quarter Credit Hours Prerequisite: None	This course provides computer and administrative skills required to utilize the computer as a tool in an office or clinical environment. Students will gain confidence in the use of the internet, email, productivity software, and associated computer hardware and software. The course will utilize a number of projects to reinforce the functionality and flexibility of the computer used in allied health careers.

MAA1410 Clinical Foundations 50.0 Total Clock Hours 4.0 Quarter Credit Hours Prerequisite: AHS1100, AHS1200 & AHS1300	This competency-based course focuses on the clinical medical assisting skills required to prepare the patient for examination and to assist the physician during patient examination and treatment. Infection control and safety and AIDS-related precautions are stressed.

MAA1500 Clinical Specialties 50.0 Total Clock Hours 4.0 Quarter Credit Hours Prerequisite: AHS1100, AHS1200, AHS1300, & MAA1410	This competency based course teaches the skills necessary to perform selected diagnostic procedures used in general medicine and specialty physician offices to include assisting with surgical procedures, specialty examination, medication administration, allergy testing, electrocardiography, respiratory testing, wound care, catheterization assisting patients prepare for diagnostic imaging studies. Risk management, HIPAA, infection control, safety and blood borne pathogen precautions are stressed.

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MAA1600 Clinical Laboratory 50.0 Total Clock Hours 4.0 Quarter Credit Hours	This competency based course teaches the skills necessary for the performance of selected laboratory procedures. Students will learn phlebotomy techniques, capillary sticks, microscopic

Prerequisite: AHS1100, AHS1200, AHS1300, MAA1410 & MAA1500	examination skills, gram staining procedures, urinalysis testing, and various laboratory-testing procedures performed in the physician's office. Students will practice how to obtain samples for testing and how to follow up patient test results. Risk management, quality control, HIPAA, infection control, safety,

MAA1700 Extern and Medical Review 200.0 Total Clock Hours 8.0 Quarter Credit Hours Prerequisite: Final Term or permission of Program Director	The course provides students with the opportunity to practice administrative and clinical skills in a suitable physician's office or ambulatory health care facility under the supervision of the practicum coordinator and site preceptor. Preparation for and review of information on the national certification exam.

Medical Billing and Coding
(McAllen)

AHS1100 Integumentary, Skeletal, Muscular, and Gastrointestinal Systems 40.0 Total Clock Hours 4.0 Quarter Credit Hours Prerequisite: None	Students will undertake a system-by-system anatomical study of the human body and basic principles of physiology. This course will cover the structure; functions; and conditions/diseases of the integumentary, skeletal, muscular, and gastrointestinal systems. In addition, the medical terminology applicable to these body systems will be addressed, with emphasis on word construction, proper usage, and acceptable medical abbreviations.

AHS1200 Respiratory, Cardiovascular, Blood, Lymphatic, and Immune Systems 40.0 Total Clock Hours 4.0 Quarter Credit Hours Prerequisite: AHS1100	Students will undertake a system-by-system anatomical study of the human body and basic principles of physiology. This course will cover the structure; functions; and conditions/diseases of the respiratory, cardiovascular, blood, lymphatic, and immune systems. In addition, the medical terminology applicable to these body systems will be addressed, with emphasis on word construction, proper usage, and acceptable medical abbreviations.

AHS1300 Nervous, Sensory, Endocrine, Urinary, and Reproductive Systems 40.0 Total Clock Hours	Students will undertake a system-by-system anatomical study of the human body and basic principles of physiology. This course will cover the structure; functions; and conditions/diseases of the nervous, sensory, endocrine, urinary, and reproductive systems. In addition, the medical terminology applicable to these body systems will be

4.0 Quarter Credit Hours Prerequisite: AHS1100	addressed, with emphasis on word construction, proper usage, and acceptable medical abbreviations.

AHS1310 Allied Health Orientation 40.0 Total Clock Hours 4.0 Quarter Credit Hours Prerequisite: None	This course will introduce allied health students to various roles of medical professionals. Student will be trained in scope of practice, legal and ethical responsibilities, and governmental compliance required within allied health professions.

AHS1400 Pathology 40.0 Total Clock Hours 4.0 Quarter Credit Hours Prerequisite: AHS1100 & AHS1200; Corequisite: AHS1300	The course examines the disease process for all body systems as well as how each disease process affects the body as a whole. Student will learn proper methods to successfully educate patients and their family members on the disease process, prevention and health maintenance

AHS1420 Pharmacology 50.0 Total Clock Hours 4.0 Quarter Credit Hours Prerequisite: AHS1100, AHS1200, AHS1300	This course discusses the most commonly prescribed medications in the healthcare field. Students review the key drug classifications necessary to understand the relationships between the disease process and medications.

AHS1520 Medical Office Systems 50.0 Total Clock Hours 4.0 Quarter Credit Hours Prerequisite: AHS1100	This course provides a working knowledge of the administrative and financial duties performed in the medical office setting, including the utilization of Electronic Health Records (EHR). Students learn to organize and plan assigned tasks, set priorities, and make decisions as a member of the healthcare team.

AHS1650 Medical Coding 50.0 Total Clock Hours 4.0 Quarter Credit Hours Prerequisite: AHS1100 & AHS1200; Corequisite: AHS1300	This course provides the primary skills needed for medical procedural and diagnostic coding. Emphasis is placed on the use of coding manuals to assign diagnostic and procedural codes for the medical billing process

AHS2150 Medical Insurance Billing 50.0 Total Clock Hours 4.0 Quarter Credit Hours	Students will explain the guidelines of Health Maintenance Organizations (HMOs), Preferred Provider Organizations (PPOs), Traditional Insurance, Group Plans, Individual Plans and Government Sponsored Plans. Students will learn about completing CMS1500 Claim Forms, and processing and billing

Prerequisite: AHS1650	insurance claims. Methods of pre-certification, pre-authorization and referrals will also be examined.

AHS1108 Practical Computer Applications in Allied Health 50.0 Total Clock Hours 4.0 Quarter Credit Hours Prerequisite: None	This course provides computer and administrative skills required to utilize the computer as a tool in an office or clinical environment. Students will gain confidence in the use of the internet, email, productivity software, and associated computer hardware and software. The course will utilize a number of projects to reinforce the functionality and flexibility of the computer used in allied health careers.

MBC1324 Health Information Systems and Technology 50.0 Total Clock Hours 4.0 Quarter Credit Hours Prerequisite: INT1108	This course provides an in-depth study of the content, storage, retrieval, control, and retention of health information systems. Information regarding hardware and software components of computers for medical record applications is discussed. Students will explore methods of controlling accuracy and security of data in computer systems, records linkage, and data sharing concepts.
MBC1500 Intermediate Coding 50.0 Total Clock Hours 4.0 Quarter Credit Hours Prerequisite: AHS1650	This course provides an in-depth study of coding and guidelines with emphasis on physician billing and regulatory requirements. Students will apply the correct coding and nomenclatures using health records, case studies, and federal regulations regarding methods of reimbursement. Ethical decision making will also be covered.

MBC2160 Advanced Medical Coding 50.0 Total Clock Hours 4.0 Quarter Credit Hours Prerequisite: MBC1500	This course provides an advanced study of coding and guidelines. Students will assign CPT, ICD-10-CM, and Level II (HCPCS) diagnostic and procedural codes.

MBC2300 Registries and Statistics 40.0 Total Clock Hours 4.0 Quarter Credit Hours Prerequisite: INT1108	This course explains the use of indexes, registers, and registries maintained by health care facilities and state and federal agencies. Students will learn how statistics are computed within the Health Information Management (HIM) departments in terms of cost, productivity, and staffing levels. They will be able to explain how these statistics are utilized in the creation of the department budget.

MBC2360 Externship 200.0 Total Clock Hours	Students will be assigned to a suitable facility focusing on the application of basic coding and classification system

8.0 Quarter Credit Hours	guidelines and application of health information system theory under the supervision of the externship coordinator and site. Student will be required to participate in class discussions.
Prerequisite: Final term or permission of the Program Director	

MBC2361	The Capstone course is an opportunity for students to demonstrate that they have achieved the goals and objectives for the Medical Billing and Coding (MBC) or Electronic Health Records (EHR) Program. Students will demonstrate their knowledge and skills by completing a major project or engaging in a research project.
Capstone	
80.0 Total Clock Hours	
8.0 Quarter Credit Hours	
Prerequisite: Final term or permission of the Program Director	

MBC2500	The goal of this course is to help prepare students to take the coding licensure examination. It includes a review of concepts such as: applying coding guidelines, analyzing health records, validating Diagnosis Related Groups (DRGs), applying reimbursement methodologies, and complying with ethical standards. In addition, the course will also cover test taking skills and strategies and applying these strategies to entry-level professional licensing examinations. As part of the course, the student will schedule to sit for the appropriate examination.
Coding Certification Preparation	
40.0 Total Clock Hours	
4.0 Quarter Credit Hours	
Prerequisite: MBC2160	

CRT1000	The course examines the process of becoming a critical thinker. Students will learn why people do and do not develop critical thinking skills, what factors facilitate and inhibit that outcome, how to deal with challenges in everyday life, and what is required to permanently function as a critical thinker.
Critical Thinking	
40.0 Total Clock Hours	
4.0 Quarter Credit Hours	
Prerequisite: None	

Academic Calendar

2021 Term Dates		
Term	**Track I**	**Track II**
Winter Term	Jan 11 - March 21	Feb 15 - April 25
Spring Term	March 22 - May 30	April 26 - July 4
Summer Term	May 31 - Aug 8	July 5 - Sept 12
Late Summer Term	Aug 9 - Oct 17	Sept 13 - Nov 21
Fall Term	Oct 18 - Dec 26	Nov 22-Feb 13

Calendar Dates:	2021
Classes Begin Winter Mod A	January 11
Continuing Student Drop/Add	January 17
MLK Day Holiday*	January 18
New Student Extended Drop/Add	January 24
End of Winter Mod A	February 14
Classes Begin Winter Mod B	February 15
Continuing Student Drop/Add	February 21
New Student Extended Drop/Add	February 28
Faculty In-Service*	March 8
End of Winter Mod B	March 21
Classes Begin Spring Mod A	March 22
Continuing Student Drop/Add	March 28
New Student Extended Drop/Add	April 4
Spring Holiday*	April 2
End of Spring Mod A	April 25
Classes Begin Spring Mod B	April 26
Continuing Student Drop/Add	May 2
New Student Extended Drop/Add	May 9
Faculty In-Service*	May 14
Memorial Day* **	May 31
Classes End Spring Mod B	May 30
Classes Begin Summer Mod A	May 31
Continuing Student Drop/Add	June 6
New Student Extended Drop/Add	June 13
End of Summer Mod A	July 4

Classes Begin Summer Mod B	July 5
Independence Day Holiday* **	July 4
Continuing Student Drop/Add	July 11
New Student Extended Drop/Add	July 18
Faculty In-Service*	July 23
Classes End Summer Mod B	August 8
Classes Begin Late Summer Mod A	August 9
Continuing Student Drop/Add	August 15
New Student Extended Drop/Add	August 22
Labor Day* **	September 6
End of Late Summer Mod A	September 12
Classes Begin Late Summer Mod B	September 13
Continuing Student Drop/Add	September 19
Faculty In-Service*	October 1
New Student Extended Drop/Add	September 26
Classes End Late Summer Mod B	October 17
Classes Begin Fall Mod A	October 18
Continuing Student Drop/Add	October 24
New Student Extended Drop/Add	October 31
End of Fall Mod A	November 21
Classes Begin Fall Mod B	November 22
Thanksgiving Recess* **	November 25-26
Continuing Student Drop/Add	November 28
New Student Extended Drop/Add	December 5
Classes End Fall Mod B	December 26
Winter Break*	December 27 – January 10, 2022

*No Classes
**School and Offices Closed

Campus Supplements

South Texas Vocational Technical Institute – Weslaco Campus

Administrative Staff
Daylan Childress – Interim Executive Director
Jose Cruz, Jr. – Director of Education
Gloria Garza – Director of Career Services
Christina Rivera – Executive Assistant
America Sanchez –Financial Services Officer
David Saenz - Career Coach
Yolanda Salinas – Custodian

Admissions
Matthew Barth - Director of Admissions
Esteban Medina – Senior Admissions Rep
Samantha Estrada – Admissions Representative
Lidia Garcia – Admissions Representative

FACULTY

Dental Assisting
Isabel Garcia – DA Instructor 15 years related experience, Registered Dental Assistant (RDA), CPR certified, Nitrous Oxide certified, and Coronal Polishing certified
Ernestina Lopez – DA Instructor, 13 years related experience, Registered Dental Assistant (RDA)/CPR Certified

Medical Assisting Program
Maria Chavez – MA Instructor, 11 years related experience, Nationally Registered Certified Medical Assistant, (NRCMA)/CPR Certified
Jose Hernandez – MA Instructor, 11 years related experience, Nationally Registered Certified Medical Assistant (NRCMA), CPR Certified
Janet Quintero – MA Instructor, 11 years related experience, Registered Medical Assistant, CPR Certified

Medical Administration Assisting Program
Anna Lopez – MAAT Instructor, 3 years related experience, Nationally Registered Certified Coding Specialist (NRCCS)
Noelia Martinez – MAAT Instructor, 30 years related experience, Certified Medical Administrative Assistant

Combination Welding
Enrique Trujillo – CW Instructor, 13 years related experience, NCCER Certified Instructor
Jose F. Hernandez – CW Instructor, 12 years related experience, NCCER Certified Instructor
Ferman Garcia – CW Instructor, 14 years related experience, NCCER Certified Instructor
Rafael Trujillo – CW Instructor, 10 years related experience, Certificate in Welding, NCCER Certified Instructor
Victor Salazar – CW Instructor, 16 years related experience, NCCER Certified Instructor
Richard Clark – CW Instructor, 13 years related experience, certified in Welding, AWS Certified, NCCER Certified Instructor
David Lara – CW Instructor, 7 years related experience, Certified in Welding, Associates in Welding Technology, Bachelors in Computer Science, AWS Certified, NCCER Certified Instructor

Hours of Operation

The normal hours of operation at South Texas Vocational Technical Institute in Weslaco are as follows:

Monday – Thursday - 8:00 am to 11:00 pm
Friday - 8:00 am to 5:00 pm

School and classroom facilities are also available for pre-arranged usage as follows:

Saturday - 9:00 am to 1:00 pm

Class Schedules

Medical Assisting		
	Monday through Thursday	Friday
Morning Session	8:00 am to 1:00 pm	8:00 am to 12:00 pm
Evening Session	6:00 pm to 11:00 pm	6:00 pm to 11:00 pm

Dental Assisting, Medical Administrative Assisting Technology		
	Monday through Thursday	Friday
Morning Session	8:00 am to 1:00 pm	8:00 am to 12:00 pm

Combination Welding		
	Monday through Thursday	Friday
Morning Session	8:00 am to 1:00 pm	8:00 am to 12:00 pm
Evening Session	6:00 pm to 11:00 pm	6:00 pm to 10:00 pm

Tuition and Fees Schedule

Weslaco Campus							
Program	Clock Hours	Quarter Credit Hours	Tuition per Credit Hour	Total Tuition	Program Fee per Credit Hour	Registration Fee	Total Cost
Dental Assisting	968	59	$290	$17,110	$50	$40	$20,100
Combination Welding	960	63	$290	$18,270	$40	$40	$20,830
Medical Administrative Assisting Technology	720	49	$290	$14,210	$30	$40	$15,720
Medical Assisting	968	59	$290	$17,110	$40	$40	$19,510

Where applicable, books, tool kits, supplies, and uniforms are included as part of the program tuition and are non- returnable. Miscellaneous program costs to the student may include physicals, spare (extra) uniforms, lab coats, and/or shoes, if preferred.

South Texas Vocational Technical Institute - San Antonio Campus

Administrative Staff
Rogelia Medina - Executive Director
Jo Ann Rodriguez - Executive Assistant
Irma Gonzalez – Administrative Assistant
Michael Tobler - Director of Education
Joel Hernandez – Academic Administrative Assistant
Noelia Cardenas – Lead Financial Aid Officer
Sylvia Luebke – Financial Aid Officer
Cynthia Harper – Director of Career Services
Ann Menchaca – Career Coach
Deborah Clark – Career Coach

Admissions
Lupita Garza – Director of Admissions
Jennifer Caballero – Admissions Representative
David H. Rodriguez – Admissions Representative
John Munoz– Admissions Representative
Rogelio Garcia–Admissions Representative
Priscilla Saenz – Admissions Representative
Dwayne Wheeler – Admissions Representative

FACULTY

Heating, Ventilation, Air Conditioning & Basic Refrigeration
Christopher Sauceda – Lead HVAC Instructor, 15 years related experience, Certificate in Air Conditioning and Heating and Air Conditioning System and Service; EPA Universal Technician; NCCER Craft Instructor
Ejinio Anguiano – HVAC Instructor, 21 years related experience, EPA Type II Technician, TDLR License
Paul Farias – HVAC Instructor, 33 years related experience; Certificate in Refrigeration Air Conditioning Technology, EPA Universal Technician; OSHA; NCCER Craft Instructor
Julian Maldonado – HVAC Instructor, 16 years related experience, Assoc. Applied Science in Air Conditioning and Heating, EPA Universal Technician, TDLR License; NCCER Craft Instructor
Colton Drew – HVAC Instructor, 9 years related experience, EPA Universal Type, NCCER Craft Instructor
Matthew S. Smith – HVAC Instructor, 26 years related experience, Associate Degree in Computer Networking Systems Technology, Bachelor of Science in Management, NCCER Craft Instructor
Ernesto Carranza – HVAC Instructor, 19 years related experience

Automotive Service Technician
Albert Rizzo – Lead AST Instructor, 18 years related experience
Herbert Leist – AST Instructor, 24 years related experience
Cesar Gallegos – AST Instructor, 11 years related experience, Diploma in Automotive, Diesel, and Industrial Technology with Ford Accelerated Credential Training
Carlos Reyes – AST Instructor, 11 years related experience
Simon Reyes – AST Instructor, 29 years related experience
William Rivera – AST Instructor, 22 years related experience
Stephen Stohner – AST Instructor, 27 years related experience, Assoc. Applied Science in Automotive Technology
Ramon Agueros - AST Instructor, 11 years related experience, ASE Master Technician

Diesel-Heavy Truck Technician
Adam LeWin – DHT Instructor, 26 years related experience, ASE License Refrigerant & Recovery & Recycling, NCCER Craft Instructor
Michael Smith - DHT Instructor, 19 years related experience, ASE Master Automotive Technician, ASE Medium/Heavy Truck Technician, certified ALLDATA Specialist
Pedro Vasquez – DHT Instructor, 9 years related experience, Diploma in Automotive Technology

Combination Welding
James Morales – CW Program Director, 14 years related experience, Certificate in Combination Welding, NCCER Master Trainer, NCCER Craft Instructor, AWS Member
James Faulk – CW Instructor, 17 years related experience, NCCER Craft Instructor, AWS Member
Rigoberto Gonzales – CW Instructor, 11 years related experience, Certificate in Combination Welding, NCCER Craft Instructor, AWS Member
Jose Luna – CW Instructor, 11 years related experience, Certificate in Combination Welding, NCCER Craft

Instructor, AWS Member
Evaristo Galindo - CW Instructor, 23 years related experience, NCCER Craft Instructor, AWS Member
Daniel Johnson - CW Instructor, 9 years related experience, AWS Member
Shaina Johnson – CW Instructor, 9 years related experience, AWS Member certified Welder
Timothy Johnson - CW Instructor, 8 years related experience, NCCER Craft Instructor, AWS Member
David Carlson – CW Instructor, 12 years related experience, NCCER Craft Instructor

CDL Training: Class A Tractor Trailer
Eric Phillips – CDL / AST Instructor, 21 years related experience, CDL License

Hours of Operation

The normal hours of operation at South Texas Vocational Technical Institute in Corpus Christi are as follows:
       Monday – Thursday - 8:00 am to 11:00 pm
       Friday - 8:00 am to 10:00 pm

School and classroom facilities are also available for pre-arranged usage as follows:
       Saturday - 9:00 am to 1:00 pm

Class Schedule

HVAC Automotive Service Technician Combination Welding			Diesel Heavy Truck Technician
	Monday – Thursday	Friday	Monday – Thursday
Morning Session	8:00 am to 1:00 pm	8:00 am to 12:00 pm	8:00 am to 1:00 pm
Afternoon Session	1:00 pm to 6:00 pm	1:00 pm to 5:00 pm	1:00 pm to 6:00 pm
Evening Session	6:00 pm to 11:00 pm	6:00 pm to 10:00 pm	6:00 pm to 11:00 pm
CDL Training: Class A Tractor Trailer			
Monday – Thursday: 7:00 am – 5:30 pm			

Tuition and Fees Schedule

			San Antonio Campus				
Program	Clock Hours	Quarter Credit Hours	Tuition per Credit Hour	Total Tuition	Program Fee per Credit Hour	Registration Fee	Total Cost
Heating, Ventilation, Air Conditioning & Basic Refrigeration	800	50	$290	$14,400	$70	$40	$18,040
Automotive Service Technician	1200	71.5	$290	$20,735	$55	$40	$24,708
CDL Training: Class A Tractor Trailer	160	N/A*	N/A*	$5,000	$0	$0	$5,000
Combination Welding	960	56.5	$290	$16,385	$75	$40	$20,663
Diesel-Heavy Truck Technician	1000	60	$290	$17,400	$120	$40	$24,640

*This is a clock hour program; therefore, quarter credit hours are not calculated.
Where applicable, books, tool kits, supplies, and uniforms are included as part of the program tuition and are non-returnable. Miscellaneous program costs to the student may include physicals, spare (extra) uniforms, lab coats, and/or shoes, if preferred.

South Texas Vocational Technical Institute – McAllen Campus

Administrative Staff
Yvonne M. Keathley - Executive Director
Melissa Leal - Director of Education
Vanessa Pardo - Director of Career Services
Yadira De La Fuente – Career Coach
Sonia Balderas – Financial Aid Officer
Yadira De La Fuente – Career Coach
Marco Quintanilla – Administrative Academic Assistant
Estela Flores - Executive Assistant
Trisha Monique Castro - Receptionist
Alfredo Uribe - Custodian

Admissions
Alex Hernandez - Director of Admissions
Aliana Ramirez - Admissions Representative
Robert Perez - Admissions Representative
Ana Guerra - Admissions Representative

FACULTY

Business Studies
Hector Casas – Business Studies Instructor, 13 years related experience, Bachelors in Accounting
Fernando Garcia Sancho – Business Studies Instructor, 12 years related experience, Bachelors in Business Administration
Emmanuel Perez – Business Studies & Career Planning Instructor, 15 years related experience, Master of Accounting and Financial Management with Certified Fraud Examiner Emphasis, Bachelor of Science in International Business

Dental Assisting
San Juanita Morales – DA Instructor, 27 years related experience, Registered Dental Assistant
Ostenia Perales – DA Instructor, 11 years related experience, Registered Dental Assistant
Ruby Flores – DA Instructor, 4 years related experience, Registered Dental Assistant

Medical Assisting
Rebecca Reyna – MA Lead Instructor 7 years related experience, Certified Medical Assistant
Karina Barbosa- MA Instructor, related experience, Certified Medical Assistant
Maria Ibanez - MA Instructor, 49 years related experience, Diploma Medical Technology
Elda Martinez – MA Instructor, 15 years related experience
Michelle Alejandro – MA Instructor, 13 years related experience, Registered Medical Assistant (RMA), Associate of Applied Science in Medical Assisting

Medical Administrative Assisting Technology / Medical Billing and Coding
Lorilee Moreno – MAAT/MBC Instructor, 4 years related experience, Associates Degree in Health & Medical Administrative Services, Diploma in Medical Coding & Billing – Health Information Technology

CDL Training: Class A Tractor Trailer
Omar Olivarez Jr., CDL Program Director, 19 years related experience, CDL commercial driver's license
Alphonso Thurman – CDL Instructor, 7 years related experience, CDL commercial driver's license
Norberto Rangel – CDL Instructor, 9 years related experience, CDL commercial driver's license

Hours of Operation

The normal hours of operation at South Texas Vocational Technical Institute in McAllen are as follows:
    Monday – Thursday - 8:00 am to 11:00 pm
    Friday - 8:00 am to 5:00 pm
School and classroom facilities are also available for pre-arranged usage as follows:
    Saturday - 9:00 am to 1:00 pm

Class Schedules

Business Studies		
	Monday through Thursday	
Morning Session	8:00 am to 3:00 pm	

Medical Assisting, Medical Clinical Assistant		
	Monday through Thursday	Friday
Morning Session	8:00 am to 1:00 pm	8:00 am to 12:00 pm
Mid-Day Session	10:00 am to 3:00 pm	10:00 am to 2:00 pm
Evening Session	6:00 pm to 11:00 pm	

Dental Assisting; Medical Administrative Assisting Technology, Medical Billing and Coding		
	Monday through Thursday	Friday
Morning Session	8:00 am to 1:00 pm	8:00 am to 12:00 pm

CDL Training: Class A Tractor Trailer		
	Monday through Thursday	Saturday through Sunday
Morning Session	7:00 am to 5:30 pm	
Evening Session	5:30 pm to 10:45 pm	
Weekend Session		7:00 am to 5:30 pm

Tuition and Fees Schedule

McAllen Campus							
Program	Clock Hours	Quarter Credit Hours	Tuition per Credit Hour	Total Tuition	Program Fee per Credit Hour	Registration Fee	Total Cost
Business Studies	630	60.0	$290	$17,400	$45	$40	$20,140
CDL Training: Class A Tractor Trailer	160	N/A*	N/A*	$5,000	$0	$0	$5,000
Dental Assisting	968	47.5	$290	$13,775	$130	$40	$19,990
Medical Administrative Assisting Technology**	720	41.5	$290	$12,035	$90	$40	$15,810
Medical Assisting**	968	50.5	$290	$14,645	$100	$40	$19,735
Medical Billing and Coding	920	72.0	$290	$20,880	$60	$40	$25,240
Medical Clinical Assistant	800	60.0	$290	$17,400	$60	$40	$21,040

*This is a clock hour program; therefore, quarter credit hours are not calculated.
Where applicable, books, tool kits, supplies, and uniforms are included as part of the program tuition and are non-returnable. Miscellaneous program costs to the student may include physicals, spare (extra) uniforms, lab coats, and/or shoes, if preferred.
**This program is no longer accepting enrollments

South Texas Vocational Technical Institute – Brownsville Campus

Administrative Staff
Vanessa Pardo – Interim Executive Director
Priscilla Guajardo - Director of Education
Lidia Contreras - Director of Career Services
Esther Padilla - Financial Service Officer
Gloria Luna - Executive Assistant
Josefa Zamora – Custodian

Admissions
Elizabeth Cardenas – Director of Admissions
Felipa DeAnda – Admissions Representative
Claudia Rodriguez – Admissions Representative

FACULTY

Dental Assisting
Rosalinda Garza – Lead Dental Assisting Instructor, 8 years related experience, Registered Dental Assistant
Isela Rios – Dental Assisting Instructor, 11 years related experience, Registered Dental Assistant
Eunice Garcia – Dental Assisting Instructor, 16 related experience, Registered Dental Assistant

Medical Assisting
LeAnna S. Farias – Lead Medical Assisting Instructor, 12 years related experience, Certified Medical Assistant
Jesse Fortiscue – Medical Assisting Instructor, 11 years related experience, Certified Medical Assistant
Leidy Longoria – Medical Assisting Instructor, 5 years related experience, Licensed Vocational Nurse
Jamie Medrano – Medical Assisting Instructor, 5 years related experience, Certified Medical Assistant
Annette Sandoval – Medical Assisting Instructor, 4 years related experience, Certified Medical Assistant
Selene Garcia De Garcia – Medical Assisting Instructor, 6 years related experience, Certified Medical Assistant

Medical Administrative Assisting Technology
Francisca Longoria – Medical Administrative Assisting Technology Instructor, 7 years related experience, Certified Professional Coder

CDL Training – Class A Tractor Trailer
Samuel Gonzalez-Contrer – CDL Driver Trainer, 6 years related experience
Facundo Zavala – CDL Driver Trainer, 4 years related experience

Hours of Operation

The normal hours of operation at South Texas Vocational Technical Institute in Brownsville are as follows:
      Monday – Thursday - 8:00 am to 11:00 pm
      Friday - 8:00 am to 5:00 pm

School and classroom facilities are also available for pre-arranged usage as follows:
      Saturday - 9:00 am to 1:00 pm

Class Schedules

Medical Assisting		
	Monday through Thursday	Friday
Morning Session	8:00 am to 1:00 pm	8:00 am to 12:00 pm
Afternoon Session	1:00 pm to 6:00 pm	1:00 pm to 5:00 pm
Evening Session	6:00 pm to 11:00 pm	

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Dental Assisting, Medical Administrative Assisting Technology		
	Monday through Thursday	Friday
Morning Session	8:00 am to 1:00 pm	8:00 am to 12:00 pm

CDL Training: Class A Tractor Trailer		
	Monday through Thursday	Saturday through Sunday
Morning Session	7:00 am to 5:30 pm	
Evening Session	5:30 pm to 10:45 pm	
Weekend Session		7:00 am to 5:30 pm

Tuition and Fees Schedule

Brownsville Campus							
Program	Clock Hours	Quarter Credit Hours	Tuition per Credit	Total Tuition	Program Fee per Credit Hour	Registration Fee	Total Cost
CDL Training: Class A Tractor Trailer	160	N/A*	N/A*	$5,000	$0	$0	$5,000
Dental Assisting	968	59	$290	$17,110	$50	$40	$20,100
Medical Administrative Assisting Technology	720	49	$290	$14,210	$30	$40	$15,720
Medical Assisting	968	59	$290	$17,110	$40	$40	$19,510

*This is a clock hour program; therefore, quarter credit hours are not calculated.
Where applicable, books, tool kits, supplies, and uniforms are included as part of the program tuition and are non-returnable. Miscellaneous program costs to the student may include physicals, spare (extra) uniforms, lab coats, and/or shoes, if preferred.

South Texas Vocational Technical Institute – Corpus Christi Campus

Administrative Staff

Amber Borrego - Executive Director, DOE Designee
OPEN - Director of Education
Omar Villarreal- Director of Career Services
Amber Hunter - Executive Assistant
Dennis Moore – Career Coach
Terri Duque – Financial Services Officer
Jill Dryden – Academic Administrative Assistant
Laura Durfee – Student Services Coordinator

Admissions

Rodney Orta – Director of Admissions
Naïve Tello - Admissions Representative
Daniel Aguirre - Admissions Representative
Roxanne Gonzales – Admissions Representative
Warren Moreno – Admissions Representative
Eljie Grino – Admissions Representative

FACULTY

Heating, Ventilation, Air Conditioning & Basic Refrigeration

Robert Dooley – Lead HVAC Instructor, 28 years related experience, EPA Certified
Michael Hebert – HVAC Instructor, 15 years related experience, EPA Certified
Leigh Rodriguez – HVAC Instructor, 8 years related experience, EPA Certified
Daniel DeLaCruz – HVAC Instructor, 18 years related experience, EPA Certified
Gary Orr – HVAC Instructor, 30+ years related experience, EPA Certified
Richard Garza – HVAC Instructor, 20 years related experience, EPA Certified
Michael Perez - HVAC Instructor, 38 years related experience, EPA Certified
Phillip McQuade – HVAC Instructor, 25 years related experience, EPA Certified
Stacey Rodriguez – HVAC Instructor, 20 years related experience, EPA Certified

Medical Assisting

Araceli Valdez –Lead MA Instructor, 21 years related experience, Certified MA
Melinda Hernandez – MA Instructor, 25 years related experience, Certified MA
Aurora DeLaRosa-Ivanez – MA Instructor, 10 years related experience, Certified MA
Evelina Flores – MA Instructor, 28 years related experience, Certified MA
Diane Canion – MA Instructor, 17 years related experience, Certified MA

Dental Assisting

Laura Magna – DA Instructor, 32 years related experience, Circujani Dentista(US equivalency DDS,) RDA
Robin Broughton – DA Instructor, 10 years related experience, Registered Dental Assistant
Griselda Gonzales – DA Instructor, 8 years related experience, Registered Dental Assistant

Combination Welding

Quinton Bass – CW Instructor, 10 years related experience, NCCER Certified
Paul Bazan – CW Instructor, 7 years related experience, NCCER Certified
Jesus Casturena – CW Instructor, 23 years related experience NCCER Certified
Nicanor Yanez – CW Instructor, 25 years related experience, NCCER Certified, AWS Certified Welding Inspector, NCCER Certified
Narciso Hirachata – CW Instructor, 5 years related experience, NCCER Certified

Hours of Operation

The normal hours of operation at South Texas Vocational Technical Institute in Corpus Christi are as follows:
  Monday – Thursday - 8:00 am to 11:00 pm
  Friday - 8:00 am to 10:00 pm

School and classroom facilities are also available for pre-arranged usage as follows:
  Saturday - 9:00 am to 1:00 pm

Class Schedules

Medical Assisting, Medical Clinical Assistant		
	Monday – Thursday	Friday
Morning Session	8:00 am to 1:00 pm	8:00 am to 12:00 pm
Mid-Day Session	9:00 am to 2:00 pm	9:00 am to 1:00 pm
Evening Session	6:00 pm to 11:00 pm	
Dental Assisting		
	Monday – Thursday	Friday
Morning Session		
Mid-Day Session	9:00 am to 2:00 pm	9:00 am to 1:00 pm
Evening Session		

Combination Welding		
Monday – Thursday	Friday	
8:00 am to 1:00 pm	8:00 am to 12:00 pm	
6:00 pm to 11:00 pm	6:00 pm to 10:00 pm	
Heating, Ventilation, Air Conditioning & Basic Refrigeration		
Monday – Thursday	Friday	
8:00 am to 1:00 pm	8:00 am to 12:00 pm	
6:00 pm to 11:00 pm		

Tuition and Fees Schedule

Corpus Christi Campus							
Program	Clock Hours	Quarter Credit Hours	Tuition per Credit Hour	Total Tuition	Program Fee per Credit Hour	Registration Fee	Total Cost
Heating, Ventilation, Air Conditioning & Basic Refrigeration	800	50	$290	$14,400	$70	$40	$18,040
Combination Welding	960	56.5	$290	$16,385	$75	$40	$20,663
Dental Assisting	968	47.5	$290	$13,775	$130	$40	$19,990
Medical Assisting*	968	50.5	$290	$14,645	$100	$40	$19,735
Medical Clinical Assistant	800	60.0	$290	$17,400	$60	$40	$21,040

Where applicable, books, tool kits, supplies, and uniforms are included as part of the program tuition and are non-returnable. Miscellaneous program costs to the student may include physicals, spare (extra) uniforms, lab coats, and/or shoes, if preferred.

*This program is no longer accepting enrollments.

Other Information

Changes in Catalog Information

The information in this catalog and other school publications is subject to change and may require approval of the Texas Workforce Commission. Developments in technology and continuing efforts of STVT to meet the needs of its students require periodic revision of class content, scheduling, and policies.

Board of Directors

William Hansen	Michael Williams	Stephanie Nellons-Paige	Aron Schwartz
Pete Kirchof	Andrew Milgram	Daniel Ducote, Jr.	Michael Zawisky

Statement of Truth

The contents of this catalog are presented as an accurate description of course content, schools facilities and services, and academic standards and policies that are in effect as of the enrollment agreement entered into by the student and South Texas Vocational Technical Institute. Images and photos within this catalog may not reflect actual students, faculty, programs, equipment and facilities at this campus.

The information contained in this catalog is true and correct to the best of my knowledge.

Michael Zawisky
President and Chief Executive Officer
2021 Official School Catalog, Version 1
Effective: March 19, 2021

Brownsville – Corpus Christi – McAllen – San Antonio – Weslaco

Corporate Office:
STVT-AAI Education Inc. dba
Ancora Education
8701 Bedford Euless Rd., Suite 400A
Hurst, TX 76053
Phone: 682-334-5700
Fax: 817-590-9242

www.stvt.edu