



ATI COLLEGE

CATALOG 2009 - 2010

Main Campus: 12440 Firestone Boulevard, Suite 2001 Norwalk, California 90650-4328



TABLE OF CONTENTS

GENERAL INFORMATION

- / History and Development
- / Mission
- / Philosophy
- / Objectives
- / Approval Disclosure Statement
- / Facility & Equipment

ADMISSION POLICIES

- / Steps for Enrollment
- / Criteria for Admission

STUDENT INFORMATION

- / Professional Conduct of Student
- / Confidentiality of Student Records
- / Professional Dress Standards
- / Student Grievance Procedure
- / Holidays

TUITION, FEES AND STUDENT FINANCIAL AID

- / Tuition and Fees
- / Tuition Discounts under Agreements with Third Party Funding Agencies (Policies & Procedures)

REFUND POLICY

- / Buyer's Right to Cancel
- / Cancellation
- / Equipment
- / Withdrawal from Course
- / Determination of Withdrawal from College
- / Return of Title IV
- / Refunds
- / Hypothetical Refund Example According to the State Prorata Policy

ACADEMIC INFORMATION

- / Method of Instruction
- / Grade Points
- / Grade Point Average
- / Method of Grading
- / Definitions

SATISFACTORY ACADEMIC PROGRESS (SAP) & GRADUATION

- / Evaluation Period
- / Academic Requirements
- / Course & Midterms/Final Exam Make-up
- / Academic Probation Policy
- / Suspension & Dismissal
- / Reinstatement Policy

TABLE OF CONTENTS (continued)

SATISFACTORY ACADEMIC PROGRESS (SAP) & GRADUATION

- Appeals
- Maximum Number per Classroom & Laboratory Policy
- Student Information Updates
- Special Instructional Assistance
- Guidance
- Attendance Policy
- Leave of Absence (LOA)

CAREER SERVICES

- Placement Services

CLOCK HOUR TO CREDIT HOUR CONVERSION

- Definition of Clock Hours
- Student Records Retention Policy

PROGRAM INFORMATION

- Echocardiography
- Medical Assisting/Billing
- Ultrasound Technology
- Cosmetology
- Esthetician
- A+/MCSE
- Cisco Certification
- MCSE
- Oracle DBA
- Vocational English

STAFF & FACULTY

PROGRAMS, FEES & SCHEDULE

OTHER FEES & CHARGES

COMPLAINT FORM

- Ability-To-Benefit Examination
- ATI Rules & Procedures for Keeping Class Hours & Practical Hours completed
- ARDMS Ultrasound/Vascular - Examination Prerequisites

APPENDIX I - TRANSFER OF CREDIT RESOLUTION

FORMS

- Request for Transfer Credit Evaluation
- Notice of Intent to Transfer
- Notice of Intent to Repeat a Course
- Application for Educational Leave (LOA)
- Transcript Request Form
- Completion Certificate (copy) Request Form
- Verification of Enrollment Request Form
- Student Information Update Form
- Reinstatement Request Form



GENERAL INFORMATION

History and Development

ATI College is a private postsecondary vocational college system focused in technology-oriented programs. Main campus located in Norwalk California began its operation in January 1998 then soon opened ATI branch campus in Tustin California in February 2004. In August 2008, ATI branch campus moved its location to 1125 E. 17th Street Suite N251 in Santa Ana City to better accommodate the growing student population. College continues to offer varieties of career-focused vocational programs to adult learners in Los Angeles and Orange Counties.

Mission

It is ATI mission to improve peoples' lives through providing professional work-skill trainings. Students seeking to succeed as professionals and instructors seeking to teach such students require a learning environment committed to high standards of instruction. ATI College seeks to respond to these needs and challenges by teaching our students 1) to develop high-level of knowledge in their chosen field of career, 2) to develop analytical and critical thinking skills, 2) to help understand the significance of self-discipline thus acquiring self-confidence, 4) to develop professional attitude and 5) the ability to meet employer's expectations in the world of professionalism.

Philosophy

Philosophy of ATI College is to commit itself to providing a professional environment with the knowledge and skills to those who seek a vocational training to achieve higher goals in their lives.

Objectives

Grand objective of ATI College is to prepare our students to achieve their goals in the chosen field of professional careers. To accomplish this grand objective, staff and faculty members of ATI College will:

- 3 Provide an excellent academic and professional preparation of students for career in their chosen field of specialization;
- 3 Assist in development and maintenance of high standards of achievement for students;
- 3 Provide necessary encouragement of critical thinking that is essential in the professional world.

Approval Disclosure Statement

ATI College was granted institutional approval from the Bureau for Private Post secondary and Vocational Education pursuant to California Education Code Section 94311 in YR 1998. The Bureau's approval means that the institution and its' operation complies with the minimum standards established under law for occupational instruction by the state or by the Bureau. Institutional approval must be re-approved every three years and is subject to continuing review. In addition to Bureau approval, in 2002 ATI College received its accreditation from Accrediting Commission of Career Schools and Colleges (ACCSC), a nationally recognized accrediting agency.



GENERAL INFORMATION

Facility & Equipment

The ATI main campus is located at 12440 Firestone Blvd. Suite 2001, Norwalk, California. Conveniently located near the I-5, Norwalk campus has easy access to public transportation with the facility equipped with laboratories, general-purpose classrooms, student lounges and administrative offices all which are well lighted and air-conditioned. Computer laboratories are equipped with Pentium IV PCs for instructors, seating for up to 20 students in a lecture type setting with each student station equipped with Pentium IV computer units with internet access. Approximated total square footage of Norwalk facility is 10,000.

ATI branch campus is located in the City of Santa Ana in Orange County at 1125 E. Seventeenth Street, Suite N251 to accommodate students in Orange and San Diego Counties. Branch campus is easily accessible by public transportation. Facility is equipped with computer laboratories, general-purpose classrooms, student lounge and administrative offices. All rooms are well lighted and air-conditioned for the student's well-being. Approximated total square footage of Santa Ana facility is 10,000.

Imaging laboratories are equipped with medical supplies to support the student learning experiences. Each laboratory at both main and branch campus are equipped with 2-D & 3-D ultrasound systems each equipped with printers and recording devices.

The school library/resource center is equipped with current collection of manuals, reference books and periodicals designed to support all course offerings. In addition, the library is equipped with six computer stations for private training, tutoring, and researching. The library offers computer services to all students, staff, and faculty of the college. Library hours are Monday through Friday, 8 a.m. - 10:00 p.m. Library is closed on weekends and holidays.



ADMISSION POLICIES

Steps for Enrollment

- † Inquiring applicant is scheduled to visit the school.
- † Inquiring applicant must have a personal interview with an admission representative.
- † While visiting the school applicant receives a tour of the campus, completes an application & admissions representative explains the steps for enrollment requirements, receives an overview of the programs for which student is qualified.
- † Inquiring applicant is scheduled for entrance examination.
- † Upon making formal application to school, applicant will meet with financial officer to determine financial aid eligibility.
- † Applicant attends program orientation prior to first day of lecture.

Criteria for Admission

Persons with high school diploma or GED or college degree or passing score on ATB test are eligible to apply. Each applicant must take an entrance exam to enter the program of study at the college. Applicants who do not have a high school diploma or GED or a college degree and are beyond the age of compulsory secondary education in California must pass the Wonderlic's ability-to-benefit (ATB) test to be considered for admission. Passing score for the Wonderlic's ability-to-benefit tests are as follows: Quantitative score of 210 or greater & Verbal score of 200 or higher. The final determination on applicant is based on test results, prior education, motivation, work-experience, placement potential and general aptitude for the chosen program. Each applicant is assessed individually. *College does not deny admission on the basis of age, race, creed, color, sex or national origin.*

Students with previous training in the course to be pursued will be tested upon enrollment and given appropriate credit. Evaluation will be based upon either written exam, oral exam, or both. Credits allowed will be recorded in enrollment record and the length of the course shortened proportionately. In addition student and appropriate sponsoring agency shall be notified (note: all prior training must be evaluated).



STUDENT INFORMATION

Professional Conduct of Student

An important element of the training at ATI includes the development of professionalism. The high standards maintained in ATI programs prepare each student to meet the highest expectations of employers. College expects students to conduct themselves in a socially acceptable manner at all times. Students indulging in the following types of misconduct are subject to immediate dismissal:

- Any type of dishonesty, including cheating, plagiarism, knowingly furnishing false information to institution, forgery, alteration or use of institution identification documents with the intent to defraud.
- Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
- Physical or verbal abuse of any person on school premises or at school-sponsored or supervised functions.
- Theft of school property or damage to school premises or to the property of a member of the school community on the school premises.
- Failure to comply with directions of school officials acting in the performance of their duties.
- The use, possession, or distribution of alcoholic beverages, controlled substances, firearms, weapons, explosives and/or dangerous chemicals on school premises.
- Any violation of Federal, State or local law on ATI premises or at ATI sponsored functions.
- College views excessive tardiness as violation of the professional conduct philosophy that could lead to dismissal. Any violation or transgression will be strictly penalized. ATI reserves the right to make the administrative and educational decisions as to whether the code of conduct had been violated. All cases are reviewed individually.

Confidentiality of Student Records

All student records are kept on file. Files are confidential and are made available for approved purposes only. In accordance with the Family Educational Rights & Privacy Act of 1974, school will not release educational records to unauthorized persons without prior written consent from a student, a parent or a legal guardian.

Professional Dress Standards

Important part of the training at the college includes the development of professional attitudes and behaviors. Prospective employers seek employees who will be positive additions to their companies. Therefore, we at ATI have created a “work-like” environment in which our students can grow and develop according to these professional expectations. Learning how to communicate and deal with different situations, coping with frustration, skills to solving problems, disciplining oneself and dressing professionally are just few of the ingredients that go into the makeup of a “professional”. In these areas we have high standards because we are committed to preparing our students for the highest expectations of our employers.



STUDENT INFORMATION

Student Grievance Procedure

College recognizes that the student may have a concern or issue that necessitates a prompt and fair resolution. Complaints are acknowledged on individual basis. If complain is not resolved within a reasonable time frame although report was made in writing to the school administrator and program instructor, then a written complain is reviewed by the school director.

Complaints not resolved by the school may be forwarded to the State of California Bureau for Private and Postsecondary and Vocational Education (BPPVE) for review. Student may contact the BPPVE'S office by mail. Complaints received by phone will be logged along with a request for a written follow-up; an initial letter speeds up the process.

The letter of complaint must contain the following:

- ✓ The nature of the problem.
- ✓ The approximate date of the problem occurred.
- ✓ The names of the individuals involved in the problem.
- ✓ Copies of important information regarding the problems.

Send to:

Private Postsecondary and Vocational Education Information
P.O. Box 980818
West Sacramento, CA 95798-0818
Web site: www.bppve.ca.gov
E-mail: bppve@dca.ca.gov

Schools accredited by the Accrediting Commission of Career schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complaint(s) for the Commission 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 Commission. Student may direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201
TEL. (703) 247-4212

A copy of the Commission's complaint form is available at the school and may be obtained by contacting the admissions department at (800) 516-1119.

Holidays

Campus is closed on following Holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

TUITION, FEES & FINANCIAL AID

Tuition and Fees

Course material and other required support materials are not included in the tuition. Students will need to purchase notebooks, pens, pencils, etc. separately. Books and other support materials purchased from college are non-refundable/non-returnable. Tuition and fee costs do not include testing cost for certification, licensure, and credential examinations.

Program	Tuition	Registration	VA Registration	Other Charges
Echocardiography	\$27,025.00	\$75.00	\$10.00	\$900.00
Medical Assisting & Billing	\$7,693.00	\$75.00	\$10.00	\$450.00
Ultrasound Technology	\$25,525.00	\$75.00	\$10.00	\$900.00
Cosmetology	\$9,425.00	\$75.00	\$10.00	\$500.00
Esthetician	\$5,200.00	\$75.00	\$10.00	\$400.00
A+ / MCSE	\$6,062.00	\$75.00	\$10.00	\$775.00
Cisco Certification	\$12,015.00	\$75.00	\$10.00	\$900.00
MCSE	\$4,715.00	\$75.00	\$10.00	\$650.00
Oracle DBA	\$10,795.00	\$75.00	\$10.00	\$950.00
Vocational English	\$4,800.00	\$75.00	\$10.00	\$380.00



TUITION, FEES & FINANCIAL AID

Tuition Discounts under Agreements with Third Party Funding Agencies: ATI Policy and Procedures

ATI College will consider providing bona fide tuition discounts to be applied to the published rates if certain third parties sponsor the prospective student's participation in the program. The term "third party funding agency" describes an entity or agency which will pay for the prospective student's participation in a program or programs offered by ATI College. The term "bona fide" means that the tuition discounts represent actual reductions in the tuition that would otherwise be charged.

The tuition discounts will only be granted to the prospective student if ATI College and the sponsoring third party funding agency can reach an agreement regarding the student's participation in the program and the associated tuition, fees and costs for that program. Tuition discounts offered to prospective students will be bona fide and will be fairly applied.

In the event that such an agreement is reached between ATI College and the third party funding agency, the amount of discount to be applied shall be disclosed in full to the prospective student before enrollment. The contents of the disclosure will include: 1) the dollar amount for tuition, registration fee and course material and/or costs incidental to training that the prospective student would pay without the discount; 2) the name and contact information of the third party funding agency who is sponsoring the prospective student; 3) the dollar amount for tuition, registration fee, course material costs and/or costs incidental to training which the third party funding agency agreed to pay on behalf of the prospective student; and 4) if any, remainder of any charges that the student is responsible for after taking into account the amount the third party funding agency has agreed to pay.

The discount disclosures to student shall be made in writing by providing the prospective student with the enrollment agreement reflecting all the information listed in the above paragraph. The discount disclosure shall further be orally disclosed to the prospective student by an ATI enrollment officer by reviewing the above information with the prospective student.



REFUND POLICY

Buyer's Right to Cancel

All funds paid will be returned if student is rejected for admission. If student cancels his/her enrollment agreement within the first three days from signing of enrollment agreement, all funds paid including the registration fee will be refunded. If student cancels his/her enrollment agreement after the three days but before he/she begins regular attendance, all funds except non-refundable registration will be refunded. Students have the right to cancel enrollment agreement for course of instruction, including any equipment such as books, materials and supplies or any other goods related to the instruction. Students have the rights to cancel enrollment agreement for course of instruction for full-refund until midnight of the sixth business day after the first day of attendance.

Cancellation

Cancellation shall occur when the student give written notice of cancellation at the institution's address. Student can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. On the first day of class, student will be given two notices of cancellation forms for his/her use if decides to cancel, however, student can use any written notice that he/she may wish. You do not cancel the contract by just not attending classes.

Equipment

If the school has given the student any returnable equipment, including books or other materials, student shall return it to the school within 30 days following the date of notice of cancellation. If the student fails to return this equipment, including books or other materials that are returnable equipment, in good and returnable condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due to the student. Once student pay for the equipment, it is students to keep without further obligation. Beauty supplies and equipment are not returnable due to sanitary reasons. Therefore, once student have received any beauty supplies and equipment, its cost is charged to the student account. If the student cancels his/her enrollment agreement, the school will refund any money that student paid, less any deduction for registration fee, prorated tuition charges, and equipment received.



REFUND POLICY

Withdrawal from Course

Students have the right to withdraw from a course of instruction at any time. If student withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the midnight of the fifth business day following the first class you have attended, the school will remit a refund, less a registration fee, within 30 days following the student withdrawal. Students are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount student paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which student have not received but for which student have paid, and the denominator of which is the total number of hours of instruction for which student have paid. If student obtain equipment as specified in the enrollment agreement as a separate charge and return it in good condition within 30 days following the date of withdrawal, the school shall refund the charge for the equipment paid by the student. If student fails to return the equipment in good & returnable condition allowing for reasonable wear and tear within the 30-day period, the school may offset against the refund the documented cost to the school of that equipment. Student shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount the school has charged in the enrollment agreement. In any event, student will never be charged for more than the equipment charges stated in the enrollment agreement. For a list of these charges, see the first page of the enrollment agreement. If the amount that the student have paid is more than the amount that he/she owes for the time attended, then a refund will be made within 30 days of the official withdrawal. If the amount that the student owes is more than the amount that he/she has already paid, then the student will have to arrange to pay it. Official withdrawal date is on the student's notification or school's determination.

Determination of Withdrawal from School

The withdrawal date shall be the last date of recorded attendance. The determination of withdrawal date would be 14 calendar days from the withdrawal date. Student would be determined to have withdrawn from school on the earliest of:

- The date student notify the Financial Aid Office of his/her intent to withdraw.
- The Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
- The date the school terminates the student enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
- The date the student fail to attend classes for a two-week period.
- The date the student failed to return as scheduled from an approved leave of absence.
- The withdrawal date shall be the last date of recorded attendance.
- The date of the determination of withdrawal will be the scheduled date of return from LOA.

REFUND POLICY

Return of Title IV

Special note to students receiving Unsubsidized, Subsidized, PLUS, Perkins loans ACG/Smart/Pell/SEOG grants or other aid, if student withdraw from school prior to the completion of the equivalent to 60 percent of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment.

Refunds

If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1 Unsubsidized Loans from FFELP or Direct Loan, 2 Subsidized Loans from FFELP or Direct Loan, 3 Perkins Loans, 4 PLUS (Graduate Students) FFELP or Direct Loan, 5 PLUS (Parent) FFELP or Direct Loan, 6 Pell Grant, 7 Academic Competitiveness Grant (ACG), 8 National SMART Grant, 9 Federal SEOG. This order would apply in accordance to the aid programs available at the institution.

Hypothetical Refund Example According to the State Prorate Policy

Assume that a student, upon enrollment in a 1,600-hour course, pays \$6,800.00 for tuition, \$75.00 for registration, and \$525.00 (documented cost to the school) for equipment as specified in the enrollment agreement and withdraws after 600 hours into the course (this includes class days not attended by the student) without returning (due to sanitary reasons) the equipment he/she obtained. The prorated refund to the student would be \$4,250.00 based on the calculation stated below. If the student returns the equipment (if it was returnable) in good and returnable condition within 30 days following his/her withdrawal, the school would refund the charge for the equipment returned.

Total paid	\$7,400		Tuition cost	\$6,800	Paid for instruction	\$6,800
Less registration fee (not refundable)	\$75		Hours in the program	1,600	Hours attended	600
Less cost of unreturnable equipment	\$525		Hours charged	4.25	Tuition owed $600 \times \$ 4.25$	\$2,550
Equals amount paid for instruction	\$6,800				Refund due	\$4,250



ACADEMIC INFORMATION

Method of Instruction

The quality of education ATI students receive is primarily due to the excellence of the faculty and assistance from the staff of the college. Faculty members are carefully selected for their knowledge and experience and their ability to stimulate and develop each student's potential. College utilizes ideal equipment as instructional devices to enhance the learning experience of the students. Hands-on training provides students with the experience and the confidence required to broaden their understanding of information processing techniques. The work of all students at ATI College is reported in terms of grades. Instructors are required to assign grades for each student registered in the program.

Grade Point Average

The grade-point average is determined by dividing the number of grade points earned by the number of course attempted. The total grade points earned for course equals the number of grade points assigned times the number of course. For satisfactory standing, students must maintain a C average (2.0 GPA) in all courses taken at the college.

Method of Grading

Grade is assigned at the completion of each course within each program based on following criteria:

- 3 Attendance - 10%
- 3 Student Participation (professionalism, class participation, home assignments)- 30%
- 3 Quizzes, Midterm Examination, Final Examination - 60%

Grade Points

- A = 90-100% (4.0)
- B = 80-89% (3.0)
- C = 70-79% (2.0)
- D = 60-69% (1.0)
- F = below 60% (0.0)
- I = incomplete (0.0)
- W = withdrawal (0.0)

Definitions

The following definitions apply to grades assigned in all courses:

- A** - Performance of the student has been at the highest level, showing sustained excellence in meeting all course requirements and exhibiting an unusual degree of intellectual initiative (4.0).
- B** - Performance of the student has been at a high level, showing consistent and effective achievement in meeting course requirements (3.0).
- C** - Performance of the student has been at an adequate level, meeting the basic requirements of the course (2.0).



ACADEMIC INFORMATION

Definitions

D - Performance of the student has been less than adequate, meeting only the minimum requirements (1.0). A grade of "D" must be made up with in 1.5 times the normal duration of the program. School will exclude a grade "D" for prior attempts when calculating a student's GPA, but it will be included in the credits from all attempts when calculating the maximum time frame (150%).

F - Performance of the student has been such that minimal course requirements have not been met. A grade of "F" must be made up with in 1.5 times the normal duration of the program. School will exclude a grade "F" for prior attempts when calculating a student's GPA, but it will be included in the credits from all attempts when calculating the maximum time frame (150%).

I - The symbol for "I" for incomplete, please refer to Section Academic Requirements for more information. School will exclude a grade "I" for prior attempts when calculating a student's GPA, but it will be included in the credits from all attempts when calculating the maximum time frame (150%).

W - The symbol "W" indicates that the student was permitted to drop from a course/module within a program after the second week of instruction with the approval of the instructor and appropriate campus official. School will exclude a grade "W" for prior attempts when calculating a student's GPA, but it will be included in the credits from all attempts when calculating the maximum time frame (150%).

SATISFACTORY ACADEMIC PROGRESS (SAP) & GRADUATION

All students (i.e., full-time, part-time, Title IV and non-Title IV) must satisfy the following SAP requirements to earn a Completion Certification from this college.

Evaluation Periods

ATI College standards of Satisfactory Academic Progress (SAP) are monitored by qualitative and quantitative components as noted in the chart below. Students must complete their program within 1.5 time of the normal program length.

Both qualitative and quantitative components are listed on the chart below:

Evaluation Period of Normal Length of Program	25%	50%	75%	100%	125%	150%
Module/course End Grade to Meet SAP	2.0 GPA	2.0 GPA	2.0 GPA	2.0 GPA	2.0 GPA	2.0 GPA
Minimum Semester Credit Required to Meet SAP	67% of Attempted Sem. Credit	67% of Attempted Sem. Credit	67% of Attempted Sem. Credit	67% of Attempted Sem. Credit	67% of Attempted Sem. Credit	67% of Attempted Sem. Credit

Academic Requirements

Students must fulfill all of the following requirements:

- Pass all midterms and final exams to earn a grade from each module/course. Failed exams can be retaken with consent from instructor; the exam must be retaken within five-days from the original exam date. A grade of "I" for incomplete will be assigned if failed exams are not retaken within the time allotted and student will be placed on academic probation. It is the student's responsibility to schedule all make-ups and re-examinations. School will exclude a grade of "I" for prior attempts when calculating a student's GPA, but it will be included in the credits from all attempts when calculating the maximum time frame (150%).

- Maintain at least 70% attendance in each assigned module/course. Less than 70% attendance can be made-up if arrangement is made with the student services manager and instructor for make-ups to take place within the same module/course. Further arrangements may be made, if necessary, upon individual assessment by student services manager. Grades of "I" for incomplete will be assigned if 70% attendance requirement is not satisfied within the time allotted and student will be placed on academic probation. School will exclude a grade of "I" for prior attempts when calculating a student's GPA, but it will be included in the credits from all attempts when calculating the maximum time frame (150%).

SATISFACTORY ACADEMIC PROGRESS (SAP) & GRADUATION

Academic Requirements

Students must fulfill all of the following requirements:

- Incomplete course work (i.e. quizzes, presentations, projects) must be completed and evaluated in the prescribed time period. Incomplete course work can be made-up if it is due to unforeseen, but fully justified reasons and that there is still a possibility of earning a grade. It is the responsibility of the student to bring pertinent information to attention of the instructor and/or student services manager to determine the remaining course work requirement which must be satisfied to remove or replace a grade of "I" for incomplete. The final grade is assigned when course work is completed and evaluated. An Incomplete result must be made up within 1.5 times the normal duration of the program. School will exclude a grade of "I" for prior attempts when calculating a student's GPA, but it will be included in the credits from all attempts when calculating the maximum time frame (150%).
- If a grade of D or F is assigned, student must retake that module/course and will be placed on academic probation. School will exclude a grade of "D" or "F" for prior attempts when calculating a student's GPA, but it will be included in the credits from all attempts when calculating the maximum time frame (150%). To "repeat-delete", students must: (1) File a "Repeat/Retake Request Form" with the student services manager, (2) Arrange a repeat schedule, (3) Only repeat course/module for which they received a grade of D or F.
- Students must complete their programs within 1.5 times the normal program length. Students will become ineligible for further financial aid assistance if fails to complete their programs within 1.5 times the normal program length and will be charged additional tuition.
- Achieve cumulative GPA of 2.0 or above at the end of each module/course. If cumulative GPA of 2.0 is not achieved, student will be placed on academic probation.
- Student must satisfy the problem conditions if placed on academic probation.

Course & Midterms/Final Exam Make-Up

To make up class work and/or examinations, student must:

1. Have "unforeseen, but fully justifiable" reason(s) and must provide a written explanation.
2. Bring all relevant information for student services manager and instructors to review.
3. Agree to the terms for how and when the make-up will take place.

Academic Probation Policy

ATI College reserves the right to apply academic probation policy to any student who's academic, attendance, and/or conduct standing which does not meet the school's satisfactory standards. Students on academic probation for the total length of the module following the probation announcement must satisfy the problem condition(s) prior to the starting of the subsequent module. The instructor and school director will determine if problem conditions have been satisfied before student is allowed to start subsequent module/course. Student is placed on academic probation if school academic requirements are not satisfied and student is no longer eligible for financial aid while on academic probation.

SATISFACTORY ACADEMIC PROGRESS (SAP) & GRADUATION

Suspension and Dismissal

College reserves the right to suspend or dismiss any student where academic, attendance, conduct standing, and/or financial obligations does not meet the school's standards. Student who have been suspended or dismissed may be reinstated only upon approval of the school director after satisfying the requirements. All suspensions and dismissals are determined on individual basis.

Reinstatement Policy

Suspended, dismissed or individuals out for personal reasons may be reinstated with an approval from the school director. After student has remained outside of school for at least six (6) months and has taken steps to meeting the SAP requirements in academic, personal, and any other critical situations, student may file *Reinstatement Request* for review. Conditions are determined and reviewed on individual basis. Please submit request in person or via fax to admissions department at 12440 Firestone Blvd., Suite 2001, Norwalk, CA 90650. Once reinstated, student's financial aid may be re-instated when and if student satisfies the school SAP requirements.

Appeals

Student may appeal a SAP report by submitting a written appeal for the school director to review. The appeal must state any mitigating circumstances related to the SAP report where it will be reviewed by the school director for her decision on matter. Appealing before the school director is the ultimate step in the appeal process and the decision reached by the school director is final. A successful appeal may warrant continues eligibility of student's financial aid. An unsuccessful appeal means the student is no longer eligible for financial aid disbursements.

Maximum Number per Classroom & Laboratory Policy

Maximum number of student per classroom and laboratory at all ATI College campuses is 30.

Student Information Updates

It is student's responsibility to notify the school when student information requires updating (i.e. new address, phone number, E-mail). No particular form is required when submitting these changes to the school. However, Student Information Update Form is recommended.

Special Instructional Assistance

Individuals who have occasional difficulty with study are urged to seek assistance from their instructor. Additionally, tutoring is available outside of normal class time. Contact the student service department at the school for more information.

SATISFACTORY ACADEMIC PROGRESS (SAP) & GRADUATION

Guidance

College provides guidance services for students depending on their individual needs. Assistance in program selection and career planning is available at the student service department. Students encountering problem which interferes with their education are encouraged to bring these problems to attention of their instructor or the student service coordinator. College recognizes the existence of external factors, which may interfere with study of program, such as physical or substance abuse. For those students trying to deal with substance problem, student service coordinator is available for advising. College also offers referral services through local agencies. Key element is that the student must take the initiative to ask for assistance.

Attendance Policy

Students are required to attend classes and lab sessions which are scheduled by the college. A notice is sent if student attendance should drop below the norm. Excessive absences will be considered grounds for dismissal. Excessive absence is defined as missing 30 percent or more of the cumulative hours scheduled to date within a given module/course of study. Note: Student is considered "withdrawn" with 14 consecutive absences (using the calendar days which includes the weekends and holidays) and a notice is sent to the student informing the student status as "withdrawn". Please refer to "Satisfactory Academic Progress (SAP) & Graduation" & "Course & Exam Make-Up" policies in this catalog for additional information.

Leave of Absence

College recognizes that there may be times when due to extreme circumstances, student may require a leave. In such case college director may authorize a leave of absence up to 180 days and under no circumstances can a leave of absence be extended beyond 180 days. School recommends that a student may request for a leave should he/she will be absent for more than 10 consecutive school days.

Reasons for a leave of absence include, but are not limited to:

- 3 Serious student medical problem
- 3 Military duty
- 3 Death of an immediate family member
- 3 Personal - unforeseen, but fully justifiable reason or reasons

Time for approved leave of absence may be included in the calculation of a student's maximum program length. If a leave of absence commences before student completes the program of study, grade of "I" is recorded in student record.



CAREER SERVICES

Placement Assistance

College maintains placement center in student service department to better assist graduates in securing employment. Placement officer acts as liaison between college graduates and potential employers. Information in job search technique based on the current need of local business and industries are made available to graduates.

A successful job search is dependent upon a self-confident, well-prepared applicant with pre-planned strategy. College is committed in assisting students in these efforts through series of job search and interview technique workshops. Each workshop addresses areas of how to prepare resume, market research techniques, and interview skills. Graduates must have the legal right to accept employment in the United States while those who are not citizens must produce current proof of ability to accept employment, i.e., green card, work permit or letter from INS showing valid "A" number or permanent residency.

CLOCK HOUR TO CREDIT HOUR CONVERSION

Clock Hour to Credit Hour Conversion Formula

School's definition of clock hour to credit hour conversion is as follows:

ONE SEM. CREDIT HOUR = 15 Classroom Hours or
 30 Lab/Shop Hours or
 45 Extern/Internship Hours

Example calculation:

600 Clock Hour = 40 Credit Hours (assuming 600 classroom hours) or
 20 Credit Hours (assuming 600 lab/shop hours) or
 13 Credit Hours (assuming 600 externship/internship hours)

Definition of Clock Hours

School's definition of clock hour is as follow: 50 minutes duration in classroom lecture, lab/shop hours, independent study activity, or externship hours.

Student Records Retention Policy

Adequate and accurate records will be maintained by the institution, in accordance with regulations adopted by the bureau, and satisfactory standards shall be enforced relating to attendance, progress, and performance. The institution will maintain current records for a period of not less than five years at its principal place of business in California, that are immediately available during normal business hours for inspection and copying by the council or the Attorney General and showing all of the following:(1) The name and addresses, both local and home, of each of its students.(2) The programs of study offered by the institution.(3) The names and addresses of its faculty, together with a record of the educational qualifications of each.(4) The degrees or diplomas and honorary degrees and diplomas granted, the date of granting, together with the curricula upon which the diplomas and degrees were based.

PROGRAM INFORMATION

Program: Echocardiography

Clock Hours: 1740

Semester Credit: 83.5

Program Descriptions & Objectives: Echocardiography program offers exceptional clinical didactic education and hands-on practical experiences needed to create a well-rounded, fully competent cardiac sonographer in an environment based on teamwork and mutual respect. Student will have opportunity to train and observe in the field of adult echocardiography including patient management and clinical medicine, ultrasound physics and instrumentation, pathophysiology of cardiovascular diseases and therapeutic measures, 2D & M mode echocardiography, cardiac doppler and color flow echocardiography, advanced techniques in echocardiography and stress echocardiography.

Licensure and Certification: Although some States require workers in this occupation to be licensed, license is not required in California to work in this profession. However, some graduates of Echocardiography program may be eligible to participate in certification examinations from two organizations: Cardiovascular Credentialing International ("CCI") and the American Registry of Diagnostic Medical Sonographers ("ARDMS"). The CCI offers four certifications—Certified Cardiographic Technician (CCT), Registered Cardiac Sonographer (RCS), Registered Vascular Specialist (RVS), and Registered Cardiovascular Invasive Specialist (RCIS). The ARDMS offers Registered Diagnostic Cardiac Sonographer (RDCS) and Registered Vascular Technologist (RVT) credentials. Although these certifications and credentials are not mandated requirements, many employers prefer to hire individuals who will or have acquired one or more of these credentials.

Occupations: Positions available to graduates of Echocardiography program include entry level invasive cardiology technician, echocardiographer, vascular sonographer, and/or entry level assistant to ultrasound laboratory technician. Jobs are performed mostly in cardiology departments, offices of physicians (cardiologists), or in medical and diagnostic laboratories/imaging centers (Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2008-09 Edition, Diagnostic Medical Sonographers*).

Course Descriptions:

- ³ Medical Terminology, Anatomy, and Physiology (180 clock hrs/9 semester credit): This module is designed to provide students with the basic fundamental knowledge of human anatomy and medical terminology including body organization, cell tissue membranes, special senses, endocrine, musculoskeletal, nervous, cardiovascular/urinary, reproductive and related pathology. Students will gain knowledge of cross-sectional views of the human body, basic math, and the fundamental knowledge to succeed in the ultrasound technology program.
- ³ Vascular 1 (180 clock hrs/9 semester credit): Vascular 1 module will prepare students with an introduction to vascular sonography. Discussion and lectures topics will be based on vascular anatomy, hemodynamics, special analysis, and cerebral vascular (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- ³ Vascular 2 (180 clock hr/9 semester credit): This module is a continuation of Vascular 1 where students will be introduced to discussions and lectures of carotid lower venous topics, lower arterial studies topics, normal vs. abnormal pathological conditions, and plethysmography (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).

PROGRAM INFORMATION

- 3 Physics & Instrumentation 1 (180 clock hr/9 semester credit): In this module students are introduced to the nature and physics of the ultrasound, intersection of human tissues, image formations and display, subject of knobology, and 2D scanning instrumentation and their safety functions (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- 3 Physics & Instrumentation 2 (180 clock hr/9 semester credit): Upon successful completion of Physics & Instrumentation 1 & 2, students will have understanding knowledge of the nature and physics of the ultrasound, intersection of human tissues, image formations and display, knobology, Doppler, color flow, 2D scanning instrumentation and safety functions (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- 3 Echocardiography 1A & B (360 clock hr/18 semester credit): This module prepares the students to understand the general study of the echocardiography. It prepares the students to recognize and interpret the following: Coronary Artery Disease, Complications of MI, and Pericardial Diseases. Module will further cover learning how to do ultrasound of the vascular system including carotid arteries, arterial ultrasound of the extremities and venous studies of the lower extremities. The students will be taught how to do Doppler ultrasound including color flow imaging and analysis, and how to evaluate waveforms (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- 3 Echocardiography 2A & B (360 clock hr/18 semester credit): This module prepares the students to understand the advanced level of study of the echocardiography. This module prepares the student to recognize and interpret the conditions and symptoms of the Congenital Heart Diseases as well as topics to be further discussed in Echocardiography (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- 3 Clinical Externship (120 clock hr/2.5 semester credit): Students participate in a clinical externship where they will gain hands on training. Students are required to be available days and evenings, externship is part of program (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology, Vascular 1&2, Physics and Instrumentation1&2, Echocardiography 1A&B, Echocardiography 2A&B modules).

Required Texts:

- 3 Berman, M.C. and Cohen, H.L. (1997). *Obstetrics and Gynecology*, 2nd ed. Philadelphia, PA: Lippincott Williams and Wilkins.
- 3 Curry, R.A. and Tempkin, B.B. (2004). *Exercises in Sonography: Introduction to Normal Structure and Function*, 2nd ed. St. Louis, MO: Saunders.
- 3 Ehrlich, A. and Schroeder, C.L. (2005). *Medical Terminology for Health Professions*, 5th ed. Clifton Park, NY: Thomson Delmar Learning.
- 3 Kawamura, D.M. (1997). *Abdomen and Superficial Structures*, 2nd ed. Philadelphia, PA: Lippincott-Raven Publishers.
- 3 Kremkau, F.W. (2005). *Diagnostic Ultrasound: Principles and Instruments*, 7th ed. Philadelphia, PA: Saunders.
- 3 Tempkin, B.B. (1999). *Ultrasound Scanning: Principles and Protocols*. Philadelphia, PA: Saunders.
- 3 Zwiebel, W.J. and Pellerito, J.S. (2005). *Introduction to Vascular Sonography*, 5th ed. Philadelphia, PA: Elsevier, Inc.



PROGRAM INFORMATION

Admission Requirement:

Persons with high school diploma or GED or college degree or passing score on ATB test are eligible to apply.

The school reserves the right to cancel a class and or change the start date due to insufficient enrollment. If this occurs, the student may apply all monies paid to the next scheduled class start date or request a refund (except registration fee).

School Performance Fact Sheet is available online at www.ati.edu. The crime data report by the institution is also available for view at <http://ope.ed.gov/security>.

PROGRAM INFORMATION

Program: Medical Assisting/Billing

Clock Hours: 620

Semester Credit: 32.5

Program Descriptions & Objectives: Medical Assisting/Billing program will prepare students for positions as entry-level medical assistant / billing position in health care offices, clinics, and hospitals. Program will introduce areas of legal issues, front office administration, customer service, general biology, and medical terminology. Students will also learn the private insurance plans, including HMO, PPO, and POS; Medicare; workers' compensation; disability insurance; and disputed and delinquent claims.

Licensure and Certification: None

Occupations: Medical assistants held about 417,000 jobs in 2006. About 62 percent worked in offices of physicians; 12 percent worked in public and private hospitals, including inpatient and outpatient facilities; and 11 percent worked in offices of other health practitioners, such as chiropractors, optometrists, and podiatrists. Most of the remainder worked in other health care industries such as outpatient care centers and nursing and residential care facilities (Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2008-09 Edition*).

Course Description:

Medical Terminology (90 clock/5.5 credit)

- Acquaint students with insurance terminology, to introduce the meaning and pronunciation of medical terms, including prefixes, root words and suffixes.
- Students will learn insurance terminology and the location of all body parts and their functions.
- How to use the PDR; identify symbols and abbreviations, Medical terminology as it refers to medical claims.

Keyboard & MS Word/Excel (90 clock/5.5 credit)

- Including familiarization with a standard keyboard, accuracy and speed.
- Students will become familiar with MS Word & Excel. The student will learn how to set page, cut, copy, in put data and retrieve data from disk on word. The student will learn how to edit, format, formulate, chart, and graphics.
- Using widely known software, Medisoft, students will be able to be trained in the basic fundamentals of a computerized accounting system for medical providers, primary functions will include patient registrations, coding, insurance claims statements, accounts receivables.



PROGRAM INFORMATION

Medical Coding (90 clock/5.5 credit)

- Provides students with a clear understanding of what managed care is. How it works, and the task and responsibility of the office staff, review medical information management and technology. Understanding all phases of Blue Cross and Tricare billing.
- Identify government claims, and coding, how to bill government claims, reimbursements, coding.
- Students will learn what is workers compensation, the types of activities that will be considered workers comp. benefits covered by workers comp.

Medical Billing (90 clock/5.5 credit)

- Using widely known software, Medisoft, students will be able to be trained in the basic fundamentals of a computerized accounting system for medical providers, primary functions will include patient registrations, coding, insurance claims statements, accounts receivables.
- Students will be able to identify dental claims, dental coding, computerized dental transmissions, the oral cavity of the mouth, the teeth.
- Students will be able to identify hospital coding, hospitals claims forms, submissions of hospitals claim forms, in and out patient billing, physical therapy billing, in-patient billing the use of the HCPCS billing system.

Medical Office Management (90 clock/5.5 credit)

- Students will learn what it takes to work in a medical facility front office, medical legal responsibility, patient charting, medical records, telephones, insurance verifications, reviewing forms managed care lines.

Introduction to Medical Law (30 clock/1.5 credit)

- Identify the importance concepts in maintaining patient records, right to privacy, define fraud, malice, and oppression, collection procedures, Cal-OSHA laws and regulations as it pertains to the medical field.

Career Development & Job Search (20 clock/1 credit)

- Acquaint students with professional ethics, dress codes, professional verbiage, how to communicate effectively, verbal and written skills.
- Students are offered assistance in job search, mock interviews, setting up appointments, resumes and cover letters.

On-the-job Externship (120 clock/2.5 credit)

Students of Medical Assisting/Billing program are required to perform externship duties prior to graduation and upon successful completion of the in-school portion of their training. There is no cost to the externship site for this service as it gives the student a chance to perform "on-the-job" and a chance for the site to utilize the services of a student without remuneration. Students will act as externs for a period of four weeks at the rate of 30 hours per week.



PROGRAM INFORMATION

Admission Requirement:

Persons with high school diploma or GED or college degree or passing score on ATB test are eligible to apply.

The school reserves the right to cancel a class and or change the start date due to insufficient enrollment. If this occurs, the student may apply all monies paid to the next scheduled class start date or request a refund (except registration fee).

School Performance Fact Sheet is available online at www.ati.edu. The crime data report by the institution is also available for view at <http://ope.ed.gov/security>.

PROGRAM INFORMATION

Program: Ultrasound Technology

Clock Hours: 1725

Semester Credit: 83

Program Descriptions & Objectives: The objective of the Ultrasound Technology program is to prepare students with the knowledge, technical skills, and work habits required for an entry-level position in the occupations and job titles to which the program is represented to lead. Upon successful completion of this program, graduate is awarded a completion certificate. Graduates of this program may assume a responsible position as a member of the health team in a hospital, imaging center, doctor's office, or clinic. Positions may also be available in private practice, industry, or government. Duties may include performing ultrasound scans of the upper abdomen, pelvic area, microscopic / macroscopic anatomy of veins and arteries, or superficial structures.

Licensure and Certification: Although some States require workers in this occupation to be licensed, license is not required in California to work in this profession. However, some graduates of Ultrasound Technology program may be eligible (see ARDMS Exam Prerequisite Chart at http://www.ardms.org/downloads/Prerequisite_Chart.pdf for details) to participate in certification examinations from the American Registry of Diagnostic Medical Sonographers ("ARDMS"). Although CA State does not require licensure in diagnostic medical sonography, organizations such as the American Registry for Diagnostic Medical Sonography ("ARDMS") certify the skills and knowledge of sonographers through credentialing, including registration. Because registration provides an independent, objective measure of an individual's professional standing, many employers prefer to hire registered sonographers. Sonographers registered by the ARDMS are Registered Diagnostic Medical Sonographers ("RDMS"). Registration with ARDMS requires passing a general physical principles and instrumentation examination, in addition to passing an exam in a specialty such as obstetric and gynecologic sonography, abdominal sonography, or neurosonography. Sonographers must complete a required number of continuing education hours to maintain registration with the ARDMS and to stay abreast of technological advancements related to the occupation.

Occupations: Diagnostic medical sonographers held about 46,000 jobs in 2006. More than half of all sonographer jobs were in public and private hospitals. The rest were typically in offices of physicians, medical and diagnostic laboratories, and mobile imaging services. Positions available to graduates of Ultrasound Technology program include entry level ultrasound technician, entry level sonographer/scanner, and assistant to ultrasound laboratory technicians (Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2008-09 Edition*).

Course Description:

³ Medical Terminology, Anatomy, and Physiology (180 clock hrs/9 semester credit): This module is designed to provide students with the basic fundamental knowledge of human anatomy and medical terminology including body organization, cell tissue membranes, special senses, endocrine, musculoskeletal, nervous, cardiovascular/urinary, reproductive and related pathology. Students will gain knowledge of cross-sectional views of the human body, basic math, and the fundamental knowledge to succeed in the ultrasound technology program.

³ Vascular 1 (180 clock hrs/9 semester credit): Vascular 1 module will prepare students with an introduction to vascular sonography. Discussion and lectures topics will be based on vascular anatomy, hemodynamics, special analysis, and cerebral vascular (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).

PROGRAM INFORMATION

- 3 Vascular 2 (180 clock hr/9 semester credit): This module is a continuation of Vascular 1 where students will be introduced to discussions and lectures of carotid lower venous topics, lower arterial studies topics, normal vs. abnormal pathological conditions, and plethysmography (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- 3 Physics & Instrumentation 1 (180 clock hr/9 semester credit): In this module students are introduced to the nature and physics of the ultrasound, intersection of human tissues, image formations and display, subject of knobology, and 2D scanning instrumentation and their safety functions (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- 3 Physics & Instrumentation 2 (180 clock hr/9 semester credit): Upon successful completion of Physics & Instrumentation 1 & 2, students will have understanding knowledge of the nature and physics of the ultrasound, intersection of human tissues, image formations and display, knobology, Doppler, color flow, 2D scanning instrumentation and safety functions (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- 3 Abdomen 1 (180 clock hr/9 semester credit): This module is designed to provide students with the basic knowledge of the regional anatomy and terminology as it relates to the abdominal area and small parts (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- 3 Abdomen 2 (180 clock hr/9 semester credit): This module is a continuation of Abdomen 1. Upon completion of Abdomen 1 & 2, students will obtain entry level skill necessary to perform abdominal and small parts ultrasound examinations and will be able to recognize organs and normal anatomy and some pathological conditions (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- 3 OB/GYN 1 (180 clock hr/9 semester credit): This module provides the basics knowledge and skills to perform first, second and third trimester studies; recognize normal vs. abnormal conditions, maternal complications, and fetal assessment. Special gynecological procedures are also discussed in this course (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- 3 OB/GYN 2 (180 clock hr/9 semester credit): OB/GYN 2 is a continuation of OB/GYN 1 module. In this module students will obtain the basic knowledge that will assist sonographers to distinguish the normal anatomy and common pathologic conditions vs. commonly known anatomy abnormalities and their conditions. Upon completion of this module students will be able to perform OB/GYN ultrasound examinations at an entry-level competency (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- 3 Clinical Externship (105 clock hr/2 semester credit): Students participate in a clinical externship where they will gain hands on training. Students are required to be available days and evenings, the externship is part of the students program (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology, Abdomen 1&2, OB/GYN 1&2, Vascular 1&2, Physics and Instrumentation1&2 modules).



PROGRAM INFORMATION

Required Texts:

- 3 Berman, M.C. and Cohen, H.L. (1997). *Obstetrics and Gynecology*, 2nd ed. Philadelphia, PA: Lippincott Williams and Wilkins.
- 3 Curry, R.A. and Tempkin, B.B. (2004). *Exercises in Sonography: Introduction to Normal Structure and Function*, 2nd ed. St. Louis, MO: Saunders.
- 3 Ehrlich, A. and Schroeder, C.L. (2005). *Medical Terminology for Health Professions*, 5th ed. Clifton Park, NY: Thomson Delmar Learning.
- 3 Kawamura, D.M. (1997). *Abdomen and Superficial Structures*, 2nd ed. Philadelphia, PA: Lippincott-Raven Publishers.
- 3 Kremkau, F.W. (2005). *Diagnostic Ultrasound: Principles and Instruments*, 7th ed. Philadelphia, PA: Saunders.
- 3 Tempkin, B.B. (1999). *Ultrasound Scanning: Principles and Protocols*. Philadelphia, PA: Saunders.
- 3 Zwiebel, W.J. and Pellerito, J.S. (2005). *Introduction to Vascular Sonography*, 5th ed. Philadelphia, PA: Elsevier, Inc.

Admission Requirement:

Persons with high school diploma or GED or college degree or passing score on ATB test are eligible to apply.

The school reserves the right to cancel a class and or change the start date due to insufficient enrollment. If this occurs, the student may apply all monies paid to the next scheduled class start date or request a refund (except registration fee).

School Performance Fact Sheet is available online at www.ati.edu. The crime data report by the institution is also available for view at <http://ope.ed.gov/security>.

PROGRAM INFORMATION

Program: Cosmetology

Clock Hours: 1600

Semester Credit: 65.5

Program Descriptions & Objectives: This career oriented educational program is designed for men and women who are interested in professional position in the world of beauty. Teaching methods blend and balance in-depth study and research and practical training and experience in the skills and knowledge of beauty and cosmetology. Students learn the secrets and techniques for designing the total look of beauty and harmony. In addition, students learn and develop the skills and know-how of human relations, customer satisfaction, and professional attitudes that are vital to success in the cosmetology field. Positions available to graduates of this program include entry level cosmetologist/beautician, entry level beauty operator or hair-stylist.

Licensure and Certification: All States require barbers, cosmetologists, and other personal appearance workers to be licensed, with the exceptions of shampooers and makeup artists. Qualifications for a license vary by State, but generally a person must have a high school diploma or GED, be at least 18 years old, and have graduated from a State-licensed barber or cosmetology school. After graduating from a State approved training program, students take a State licensing examination. The exam consists of a written test and, in some cases, a practical test of styling skills or an oral examination. In many States, cosmetology training may be credited toward a barbering license, and vice versa, and a few States combine the two licenses.

Occupations: Barbers, cosmetologists, and other personal appearance workers held about 825,000 jobs in 2006. Of these, barbers and cosmetologists held 677,000 jobs, manicurists and pedicurists 78,000, skin care specialists 38,000, and shampooers 29,000. Theatrical and performance makeup artists held 2,100 jobs. Most of these workers are employed in beauty salons or barber shops, but they also are found in nail salons, day and resort spas, and nursing and other residential care homes. Nearly every town has a barbershop or beauty salon, but employment in this occupation is concentrated in the most populous cities and States. About 46 percent of all barbers, cosmetologists, and other personal appearance workers are self-employed. Many of these workers own their own salon, but a growing number of the self-employed lease booth space or a chair from the salon's owner (Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2008-09 Edition*).

Course Descriptions:

- 3 The Barbering & Cosmetology Act and the Board's Rules & Regulations (20 theory hours/ 0 practical operations)
- 3 Cosmetology Chemistry (20 theory hours/ 0 practical operations)
- 3 Health and Safety/Hazardous Substances (20 theory hours/ 0 practical operations)
- 3 Theory of Electricity in Cosmetology (5 theory hours/ 0 practical operations)
- 3 Disinfection and Sanitation(20 theory hours/ 10 practical operations)
- 3 Bacteriology, anatomy and physiology (15 theory hours/ 0 practical operations)
- 3 Wet Hair Styling (25 theory hours/ 200 practical operations)
- 3 Thermal Hair Styling - Thermal Styling (20 theory hours/40 practical operations)
- 3 Thermal Hair Styling - Press and Curl (20 theory hours/0 practical operations)
- 3 Permanent Waving (20 theory hours/80 practical operations)
- 3 Chemical Straightening (20 theory hours/25 practical operations)
- 3 Haircutting (20 theory hours/80 practical operations)
- 3 Hair Coloring and Bleaching - Hair Coloring (40 theory hours/50 practical operations)
- 3 Hair Coloring and Bleaching - Hair Bleaching (20 theory hours/0 practical operations)



PROGRAM INFORMATION

Course Descriptions:

- 3 Scalp and Hair Treatments (5 theory hours/20 practical operations)
- 3 Facials - Manual (5 theory hours/10 practical operations)
- 3 Facials - Electrical (10 theory hours/15 practical operations)
- 3 Chemicals (10 theory hours/15 practical operations)
- 3 Eyebrow Arching and Hair Removal (10 theory hours/15 practical operations)
- 3 Makeup (15 theory hours/10 practical operations)
- 3 Manicure and Pedicure - water and oil manicure, including nail analysis, and hand and arm massage (5 theory hours/15 practical operations)
- 3 Manicure and Pedicure - complete pedicure, including nail analysis, and foot and ankle massage (5 theory hours/10 practical operations)
- 3 Artificial Nails - acrylic: liquid and powder brush-on (10 theory hours/50 nails)
- 3 Artificial Nails - artificial nail tips (10 theory hours/50 nails)
- 3 Artificial Nails - nail wraps and repairs (5 theory hours/20 nails)

Admission Requirement:

Persons with high school diploma or GED or college degree or passing score on ATB test are eligible to apply.

The school reserves the right to cancel a class and or change the start date due to insufficient enrollment. If this occurs, the student may apply all monies paid to the next scheduled class start date or request a refund (except registration fee).

School Performance Fact Sheet is available online at www.ati.edu. The crime data report by the institution is also available for view at <http://ope.ed.gov/security>.

PROGRAM INFORMATION

Program: Esthetician

Clock Hours: 600

Semester Credit: 26

Program Descriptions & Objectives: Program is designed for students to acquire knowledge of laws and rules regulating establishments' practices, knowledge of sanitation and sterilization as related to all phases of the skin, as well as general theory relative to esthetics including anatomy, chemistry, and physiology. Students will learn the proper use of implements relative to all esthetician services, including knowledge of analyzing the skin, application of daytime and evening makeup to include the application of false eyelashes. Students will also learn the proper procedure of manual, electrical & chemical facials, tweezing and waxing procedure. Positions available to the graduates of this program are entry level skin care specialist, esthetician, facial care specialist, make-up specialist, and facial massage specialist.

Licensure and Certification: All States require barbers, cosmetologists, and other personal appearance workers to be licensed, with the exceptions of shampooers and makeup artists. Qualifications for a license vary by State, but generally a person must have a high school diploma or GED, be at least 18 years old, and have graduated from a State-licensed barber or cosmetology school. After graduating from a State approved training program, students take a State licensing examination. The exam consists of a written test and, in some cases, a practical test of styling skills or an oral examination. In many States, cosmetology training may be credited toward a barbering license, and vice versa, and a few States combine the two licenses.

Occupations: Barbers, cosmetologists, and other personal appearance workers held about 825,000 jobs in 2006. Of these, barbers and cosmetologists held 677,000 jobs, manicurists and pedicurists 78,000, skin care specialists 38,000, and shampooers 29,000. Theatrical and performance makeup artists held 2,100 jobs. Most of these workers are employed in beauty salons or barber shops, but they also are found in nail salons, day and resort spas, and nursing and other residential care homes. Nearly every town has a barbershop or beauty salon, but employment in this occupation is concentrated in the most populous cities and States. About 46 percent of all barbers, cosmetologists, and other personal appearance workers are self-employed. Many of these workers own their own salon, but a growing number of the self-employed lease booth space or a chair from the salon's owner (Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2008-09 Edition*).

Course Descriptions:

- 3 The Barbering & Cosmetology Act and the Board's Rules & Regulations (10 theory hours/ 0 practical operations)
- 3 Chemistry pertaining to the practices of an Esthetician (10 theory hours/0 practical operations)
- 3 Health and Safety/Hazardous Substances (20 theory hours/0 practical operations)
- 3 Electricity (10 theory hours/0 practical operations)
- 3 Disinfection and Sanitation (10 theory hours/10 practical operations)
- 3 Bacteriology, Anatomy, Physiology, Skin Analysis and Conditions (15 theory hours/0 practical operations)
- 3 Facials - Manual (20 theory hours/40 practical operations)
- 3 Facials - Electrical (30 theory hours/60 practical operations)
- 3 Chemicals (20 theory hours/40 practical operations)
- 3 Eyebrow Arching and Hair Removal - Tweezers (5 theory hours/10 practical operations)
- 3 Eyebrow Arching and Hair Removal - Wax and Depilatories (20 theory hours/40 practical operations)
- 3 Makeup (20 theory hours/40 practical operations)



PROGRAM INFORMATION

Admission Requirement:

Persons with high school diploma or GED or college degree or passing score on ATB test are eligible to apply.

The school reserves the right to cancel a class and or change the start date due to insufficient enrollment. If this occurs, the student may apply all monies paid to the next scheduled class start date or request a refund (except registration fee).

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PROGRAM INFORMATION

Program: A+/MCSE

Clock Hours: 280

Semester Credit: 14.5

Program Descriptions & Objectives: A+ certification program is sponsored certification training by CompTIA that certifies the competency of entry level service technicians in the computer industry. Anyone who wants an internationally recognized credential as a competent entry level computer service professional can take the A+ examination. Earning A+ certification means that the individual possesses the knowledge, skills, and customer relations skills essential for a successful entry-level computer service technician, as designed by experts from companies across the industry. Upon successful completion of A+ Core & A+ Operating System courses, student is introduced to MCSE program which is designed to provide students with a wide range of knowledge and practice in order to become familiar with Microsoft Windows 2000 Networking and the Microsoft BackOffice integrated family of server products. This program provides students with the fundamentals of the networking technology and prepares them for the Microsoft Certified Systems Engineer Windows 2000 exams. Graduates of this program are able to effectively plan, implement, maintain, and support networking system with Windows 2000 Server. Positions available to graduates of this program include entry level Corporate Support, entry level Help Desk Support, entry level Training Personnel, and entry level Technical Support Specialist, entry level Computer Network Administrator.

Licensure and Certification: None

Occupations: Computer support specialists and systems administrators held about 862,000 jobs in 2006. Of these, approximately 552,000 were computer support specialists and about 309,000 were network and computer systems administrators. Although they worked in a wide range of industries, about 23 percent of all computer support specialists and systems administrators were employed in professional, scientific, and technical services industries, principally computer systems design and related services. Substantial numbers of these workers were also employed in administrative and support services companies, financial institutions, insurance companies, government agencies, educational institutions, software publishers, telecommunications organizations, health care organizations, and management of companies and enterprises. Employers of computer support specialists and systems administrators range from startup companies to established industry leaders. As computer networks become an integral part of business, industries not typically associated with computers—such as construction—increasingly need computer support workers (Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2008-09 Edition*).

Course Descriptions:

- 3 A+ Core (28 clock hrs/1.4 semester credit): This course prepares student ability to install, configure, upgraded computer hardware products.
- 3 A+ Operating System (28 clock hrs/1.4 semester credit): This course prepares student ability to manage application device drivers and Windows based utilities.
- 3 Microsoft Windows 2000 Professional (42 clock hrs/2.4 semester credit): This course prepares student ability to implement, administer, and troubleshoot information systems that incorporate Microsoft Windows 2000.

PROGRAM INFORMATION

Course Descriptions:

- 3 Microsoft Windows 2000 Server (28 clock hrs/1.4 semester credit): This course prepares student ability to implement, administer, and troubleshoot information systems that incorporate Microsoft Windows 2000 Server.
- 3 Microsoft Windows 2000 Network Infrastructure Administration (28 clock hrs/1.4 semester credit): This course prepares student ability to install, manage, monitor, configure, and troubleshoot DNS, DHCP, Remote Access, Network Protocols, IP Routing, and WINS in a Windows 2000 network infrastructure.
- 3 Microsoft Windows 2000 Active Directory Services (42 clock hrs/2.4 semester credit): This course prepares student ability to install, configure, and troubleshoot the Windows 2000 Active Directory components, DNS for Active Directory, and Active Directory security solutions. In addition, this test measures the skills required to manage, monitor, and optimize the desktop environment by using Group Policy.
- 3 Designing a Microsoft Windows 2000 Directory Services Infrastructure (28 clock hrs/1.4 semester credit): This course prepares student ability to analyze the business requirements and design directory service architecture.
- 3 Designing a Microsoft Windows 2000 Network Infrastructure (28 clock hrs/1.4 semester credit): This course prepares student the skills required to analyze the business requirements for a network infrastructure and design a network infrastructure that meets business requirements.
- 3 Managing a Microsoft Windows 2000 Network Environment (28 clock hrs/1.4 semester credit): This course prepares student ability to administer, support, and troubleshoot information systems that incorporate Microsoft Windows 2000.

Admission Requirement:

Persons with high school diploma or GED or college degree or passing score on ATB test are eligible to apply.

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PROGRAM INFORMATION

Program: Cisco Certification

Clock Hours: 768

Semester Credit: 36

Program Descriptions & Objectives: Upon completion of this program student will be able to install, configure, and maintain Cisco switches and routers in multi-protocol inter-networks using LAN and WAN interfaces. Positions available to graduates of Cisco Certification program are entry level technical support personnel, systems engineer, network engineer, and systems administrator.

Licensure and Certification: None

Occupations: Computer systems analysts held about 504,000 jobs in 2006. Although they are increasingly employed in every sector of the economy, the greatest concentration of these workers is in the computer systems design and related services industry. Computer systems analysts are also employed by governments; insurance companies; financial institutions; hospitals; management, scientific, and technical consulting services firms; data processing services firms; professional and commercial equipment wholesalers; universities; and management of companies and enterprises. A growing number of systems analysts are employed on a temporary or contract basis; many of these individuals are self-employed, working independently as contractors or consultants. About 29,000 computer systems analysts were self-employed in 2006 (Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2008-09 Edition*).

Course Descriptions:

- 3 Computer Network I (96 clock hrs/4.5 semester credit): The current computer networking server operating system will be the focus of this course. Coverage includes installation, configuration and management of a popular Microsoft network server in relation to its clients and to other servers. Aspects of typical Microsoft client-server network administration functions are discussed.
- 3 Computer Network I (96 clock hrs/4.5 semester credit): This course serves as an extension of Computer Network I. Issues on infrastructure administration are discussed. Aspects of active directory technologies will be introduced.
- 3 Computer Network I (96 clock hrs/4.5 semester credit): Issues on network design and management will be discussed. Focus will be on network performance-based management using some basic network monitoring and analytical tools.
- 3 Interconnecting Cisco Network Devices (96 clock hrs/4.5 semester credit): In this course, you will be introduced to the physical components of microcomputers, including system components, bus architectures, ports, connectors, and cables. You will also examine some of the safety issues and procedures pertinent to working with computers. After completing this course, you will be able to identify proper procedures for installing and configuring system components and devices; diagnose and troubleshoot system problems and determine whether they are hardware or software related; identify safety procedures, environmental hazards, and preventative maintenance techniques; and identify popular motherboards, types of memory, bus architectures, and the purpose of CMOS & Interconnecting Cisco Network Devices (ICND) includes both routing and switching concepts, covering both Layer 2 and Layer 3 technologies. This course focuses on using Cisco Catalyst switches and Cisco routers connected in local-area networks (LANs) and wide-area networks (WANs) typically found at small to medium network sites. Upon completion of this course, student will be able to select, connect, configure, and troubleshoot the various Cisco networking devices.

PROGRAM INFORMATION

- 3 Building Scalable Cisco Networks (96 clock hrs/4.5 semester credit): Building Scalable Cisco Inter-networks (BSCI) focuses on using Cisco routers connected in LANs and WANs typically found at medium to large network sites. The course provides the learner with in-depth information on these interior gateway protocols (IGPs): Enhanced Interior Gateway Routing Protocol (EIGRP), Open Shortest Path First (OSPF), and Intermediate System-to-Intermediate System (IS-IS). It also provides information on Border Gateway Protocol (BGP), an exterior gateway protocol (EGP).
- 3 Building Cisco Multi-layer Switched Networks (96 clock hrs/4.5 semester credit): In the Building Cisco Multilayer Switched Networks (BCMSN) course, network administrators learn how to build campus networks using multilayer switching technologies over high speed Ethernet. This course includes both routing and switching concepts, covering both Layer 2 and Layer 3 technologies.
- 3 Building Cisco Remote Access Networks (96 clock hrs/4.5 semester credit): This course is for new-to-product support professionals who will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows Server products. It also provides student with the prerequisite knowledge and skills & In the Building Cisco Remote Access Networks course, students learn how to build, configure and troubleshoot a remote access network to interconnect central sites to branch offices and home offices. Students also learn how to control access to the central site, as well as to maximize bandwidth utilization over the remote links.
- 3 Cisco Internetworking Troubleshooting (96 clock hrs/4.5 semester credit): This course provides students with the knowledge and skills necessary to install, configure, and administer Active Directory Service, which is the directory service for Microsoft Windows operating system. The course also focuses on the tasks required to implement Group Policy to centrally manage large numbers of users and computers & The Cisco Inter-network Troubleshooting (CIT) course teaches students how to baseline and troubleshoot an environment using Cisco routers and switches for multi-protocol client hosts and servers connected with Ethernet and Fast Ethernet LANs, Serial, Frame Relay, and ISDN BRI WANs.

Admission Requirement:

Persons with high school diploma or GED or college degree or passing score on ATB test are eligible to apply.

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PROGRAM INFORMATION

Program: MCSE (Microsoft Certified Systems Engineer)

Clock Hours: 224

Semester Credit: 11.5

Program Descriptions & Objectives: This postsecondary vocational program is designed to provide students with a wide range of knowledge and practice in order to become familiar with Microsoft Windows 2000 Networking and the Microsoft BackOffice integrated family of server products. This program provides students with the fundamentals of the networking technology and prepares them for the Microsoft Certified Systems Engineer Windows 2000 exams. Graduates of this program are able to effectively plan, implement, maintain, and support networking system with Windows 2000 Server. Positions available to graduates on this program include entry level Corporate Support, entry level Help Desk Support, entry level Training Personnel, and entry level Technical Support Specialist, entry level Computer Network Administrator.

Licensure and Certification: None

Occupations: Computer software engineers held about 857,000 jobs in 2006. Approximately 507,000 were computer applications software engineers, and about 350,000 were computer systems software engineers. Although they are employed in most industries, the largest concentration of computer software engineers—more than 29 percent—is in computer systems design and related services. Many computer software engineers also work for establishments in other industries, such as software publishers, government agencies, manufacturers of computers and related electronic equipment, financial institutions, insurance providers, and management of companies and enterprises (Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2008-09 Edition*).

Course Descriptions:

- ³ Microsoft Windows 2000 Professional (42 clock hrs/2.4 semester credit): This course prepares student ability to implement, administer, and troubleshoot information systems that incorporate Microsoft Windows 2000.
- ³ Microsoft Windows 2000 Server (28 clock hrs/1.4 semester credit): This course prepares student ability to implement, administer, and troubleshoot information systems that incorporate Microsoft Windows 2000 Server.
- ³ Microsoft Windows 2000 Network Infrastructure Administration (28 clock hrs/1.4 semester credit): This course prepares student ability to install, manage, monitor, configure, and troubleshoot DNS, DHCP, Remote Access, Network Protocols, IP Routing, and WINS in a Windows 2000 network infrastructure.
- ³ Microsoft Windows 2000 Active Directory Services (42 clock hrs/2.4 semester credit): This course prepares student ability to install, configure, and troubleshoot the Windows 2000 Active Directory components, DNS for Active Directory, and Active Directory security solutions. In addition, this test measures the skills required to manage, monitor, and optimize the desktop environment by using Group Policy.
- ³ Designing a Microsoft Windows 2000 Directory Services Infrastructure (28 clock hrs/1.4 semester credit): This course prepares student ability to analyze the business requirements and design directory service architecture.
- ³ Designing a Microsoft Windows 2000 Network Infrastructure (28 clock hrs/1.4 semester credit): This course prepares student the skills required to analyze the business requirements for a network infrastructure and design a network infrastructure that meets business requirements.
- ³ Managing a Microsoft Windows 2000 Network Environment (28 clock hrs/1.4 semester credit): This course prepares student ability to administer, support, and troubleshoot information systems that incorporate Microsoft Windows 2000.



PROGRAM INFORMATION

Admission Requirement:

Persons with high school diploma or GED or college degree or passing score on ATB test are eligible to apply.

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PROGRAM INFORMATION

Program: Oracle Database Administrator (DBA)

Clock Hours: 840

Semester Credit: 38

Program Descriptions & Objectives: Getting certified with Oracle can bring you the credibility you deserve for your knowledge, skill, and experience on the job as an Oracle Professional and will provide you with a market recognized credential that can lead to success. (1) Gain credibility for your expertise and skill (2) Earn a credential that is recognized worldwide (3) Gain increased opportunity as certification is often required for job opportunities (4) Increase your earnings by differentiating yourself and bringing more value to your employer. Positions available to graduates of this program are entry level database operator, database administrator, database engineer, and database trainer.

Licensure and Certification: None

Occupations: Computer systems analysts and database administrators held about 504,000 jobs in 2006. Although they are increasingly employed in every sector of the economy, the greatest concentration of these workers is in the computer systems design and related services industry. Computer systems analysts and database administrators are also employed by governments; insurance companies; financial institutions; hospitals; management, scientific, and technical consulting services firms; data processing services firms; professional and commercial equipment wholesalers; universities; and management of companies and enterprises. A growing number of systems analysts and database administrators are employed on a temporary or contract basis; many of these individuals are self-employed, working independently as contractors or consultants. About 29,000 computer systems analysts were self-employed in 2006.

Course Description:

- 3 Computer Network I (96 clock hrs/4.5 semester credit): The current computer networking server operating system will be the focus of this course. Coverage includes installation, configuration and management of a popular Microsoft network server in relation to its clients and to other servers. Aspects of typical Microsoft client-server network administration functions are discussed.
- 3 Computer Network I (96 clock hrs/4.5 semester credit): This course serves as an extension of Computer Network I. Issues on infrastructure administration are discussed. Aspects of active directory technologies will be introduced.
- 3 Computer Network I (96 clock hrs/4.5 semester credit): Issues on network design and management will be discussed. Focus will be on network performance-based management using some basic network monitoring and analytical tools.
- 3 Database Administration Fundamentals II (72 clock hrs/4.5 semester credit): This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows operating system Server and stand-alone computers and on client computers that are part of a workgroup or a domain. In addition, this course provides the skills and knowledge necessary to install and configure Microsoft Windows operating system Server to create file, print, and Terminal servers. It also provides students with the prerequisite knowledge and skills. This course also introduces participants to the critical task of planning and implementing database backup and recovery strategies. The class addresses backup and recovery techniques and examines various backup, failure, restore, and recovery scenarios.

PROGRAM INFORMATION

- 3 Database Performance (72 clock hrs/4.5 semester credit): This course is for new-to-product support professionals who will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows Server & Microsoft SQL Server products. It also provides student with the prerequisite knowledge and skills & will introduce participants to a series of tuning steps which can be used to improve the performance of the Oracle Server. The focus is on database rather than specific operating system performance issues.
- 3 Systems Administration (96 clock hrs/6.5 semester credit): This course measures your ability to administer and troubleshoot information systems that incorporate Microsoft SQL Server 2000 Enterprise Edition.
- 3 Database Administration (96 clock hrs/3 semester credit): This course measures your ability to design and implement database solutions by using Microsoft SQL Server 2000 Enterprise Edition. Before taking the exam, you should be proficient in the job skills listed below.
- 3 Introduction to Oracle DBA (144 clock hrs/3 semester credit): This course is taught on Oracle Database, A+ & Microsoft Operating System. It offers students an extensive introduction to data server technology & A+ PC repair Technology /Microsoft Operating System. The class also covers the concepts of relational databases and the powerful SQL and PL/SQL programming languages.
- 3 Database Administration Fundamentals I (72 clock hrs/3 semester credit): This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows operating system and stand-alone computers and on client computers that are part of a workgroup or a domain. Class provides students with the prerequisite knowledge and skills. This course is also designed to give the Oracle database administrator a firm foundation in basic administrative tasks and provide the necessary knowledge and skills to set up, maintain, and troubleshoot an OracleOracle7, Oracle8, Oracle8i, or Oracle9i database.

Admission Requirement:

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PROGRAM INFORMATION

Program: Vocational English

Clock Hours: 740

Semester Credit: 47

Admission Requirements & Program Objectives: Vocational English program offered by this college is a stand-alone program that is limited to persons already trained in occupations who would be employable if they could demonstrate adequate English language skills. Students wishing to enroll in a Vocational English program must meet all other entrance requirements applicable to students enrolled in the school's occupational programs. In addition to standard entrance requirements, students wishing to enroll in a Vocational English program must be tested in English proficiency prior to the start of the program and upon conclusion of the program for an accurate proficiency assessment. Nationally recognized test - *Test of Spoken English* (TSE) is used to measure the ability of nonnative speakers of English to communicate effectively. Test score is measured using the TSE rating scale shown below. Students who complete the Vocational English program at ATI College will be able to use English language effectively at work where English is a primary language. The same student services offered to all non-VE students enrolled at the school, including employment assistance are available for the students enrolling in Vocational English program. The school maintains and reports verifiable employment records for Vocational English students attending this program.

Course Description:

- ³ English Pronunciation (60 clock hrs/4 semester credit): Spoken English skills development emphasizing the sound system of American English, including accurate perception, production, and prediction of speech sounds in context and increased oral fluency.
- ³ American Language Introduction I (80 clock hrs/5 semester credit): Intensive English as a Second Language, including basic reading, writing, speaking, and listening skills. Emphasis in oral communication and cultural orientation.
- ³ American Language Introduction II (80 clock hrs/5 semester credit): Intensive academic English as a Second Language, focusing on development of speaking, listening, reading, and writing skills. Preparation for college-level English, including study skills, language functions, and vocabulary necessary for academic coursework.
- ³ American Language Intermediate I (80 clock hrs/5 semester credit): Semi-intensive academic study of English as a Second Language, integrating reading, writing, speaking (including pronunciation) and listening comprehension skills development in context of current interest topics. Emphasis in basic expression of ideas and relationships.
- ³ American Language Intermediate II (80 clock hrs/5 semester credit): Semi-intensive academic ESL integrating reading, writing, speaking (including pronunciation) and listening comprehension skills development presented in context of current interest topics. Emphasis in process of paragraph development.
- ³ Cross-Cultural Communication Skills (120 clock hrs/8 semester credit): Spoken English skills development emphasizing cross-cultural communication, including American communicative expectations, barriers to intercultural understanding, and interpersonal oral communication skills in a variety of contexts, particularly instructor-student interactions at the college level. This course is designed to help students understand cultural differences in communicative style and behavior.



PROGRAM INFORMATION

- 3 American Language Advance I (80 clock hrs/5 semester credit): College-level ESL including inferential reading comprehension and vocabulary development and essentials of paragraph and short essay organization.
- 3 American Language Advance II (80 clock hrs/5 semester credit): College-level ESL including critical/analytical reading and expository writing, with emphasis on longer essays. Analysis and practice of standard rhetorical modes of essay development.
- 3 Employment Communication Skills (80 clock hrs/5 semester credit): Spoken English skills development emphasizing pre-employment communication, including interviewing, conflict resolution, and negotiation techniques for a non-native English speaker in the workplace. The course focuses on the skills necessary for successful interpersonal and professional communication for career entry and mobility.

TSE Scoring Guide: The Test of Spoken English score consists of a single score of communicative language ability, which is reported on a scale of 20 to 60. Assigned score levels are averaged across items and raters, and the scores are reported in increments of five (i.e., 20, 25, 30, 35, 40, 45, 50, 55, and 60).

ATI COLLEGE STAFF & FACULTY

STAFF	EDUCATIONAL & PROFESSIONAL QUALIFICATION
<u>Mr. Myung J. Kim</u> CEO/President	<ul style="list-style-type: none"> • Yon Sei University, Seoul Korea, BA, Law
<u>Dr. Lisa Jee, Ph.D.</u> Executive Director	<ul style="list-style-type: none"> • University of California, Los Angeles, Graduate School of Education & Information Studies, PhD, Educational Psychology • California State University, Long Beach, College of Education, MA, Educational Psychology • California State University, Long Beach, College of Education, BA, Liberal Studies
<u>Ms. Diane Kim</u> Campus Director Main Campus	<ul style="list-style-type: none"> • University of California, Irvine, BA • Sunnyhills High, Fullerton, CA
<u>Mr. Dong Bin Kim</u> Korea Office Liaison Director	<ul style="list-style-type: none"> • In Ha University, Korea, BS, Electronics • Po Sung High School
<u>Mr. George McPhatter</u> Director of Financial Aid	<ul style="list-style-type: none"> • American Intercontinental University, CA, Business Administration/HR & Management, BA • Director CERT - BPPVEF • Financial Aid Officer CERT - BPPVE
<u>Mr. Andy Hsu</u> Director of Admissions Director of Marketing	<ul style="list-style-type: none"> • SungKyunKwan University, Seoul Korea, BA, Chinese Literature & Minor in Business Management • University of California, Los Angeles, Extension Program, Certificate of Business Management • Director CERT - BPPVE
<u>Ms. Julie Yang</u> Student Services/ Externship Coordinator	<ul style="list-style-type: none"> • FIDM, Costa Mesa, CA • Los Amigos High, Fountain Valley, CA
<u>Mr. Stanley Kim</u> Admissions Representative	<ul style="list-style-type: none"> • Cypress College, Cypress, CA • Sunnyhills High, Fullerton, CA
<u>Ms. Rebecca Nicks</u> Admissions Representative	<ul style="list-style-type: none"> • Chapman University, Orange, CA, BA, Psychology
<u>Mr. Kyung Oh Kim</u> Database Administrator/ Program Developer	<ul style="list-style-type: none"> • SungKyunKwan University, Seoul Korea, BA, Electronic Engineering
<u>Ms. Semmi Jang</u> Office Administrator	<ul style="list-style-type: none"> • Diamond Bar High School, Diamond Bar, CA • ITT Technical Institute, Diamond Bar, CA

ATI COLLEGE STAFF & FACULTY

FACULTY (listed alphabetically by last name)	EDUCATIONAL & PROFESSIONAL QUALIFICATION
<p><u>Dr. Hazem Armanyos</u> Medical Programs Instructor</p>	<ul style="list-style-type: none"> † Medical Council of Canada, MCCEE, Medicine, 2006 † Faculty of Medicine, Ain-Shams University, Cairo, Egypt, MBBCh, 1988 † Faculty of Medicine, Cairo University, Cairo, Egypt, M.D., 1993 † Medical Practice License, Egypt License to practice Medical Profession † Member of the Egyptian Medical Syndicate † Member of the Kuwait Medical Association
<p><u>Dr. Asphahan Botros, Ph.D.</u> Medical Programs Instructor</p>	<ul style="list-style-type: none"> † Atlantis Career College, 2001-2006: Instructor, Ultrasound and Vascular Technology Program † Marina Ultrasound Diagnostics, 1999-2006: Director † Medical Career College, 1999-2001: Instructor, Ultrasound and Vascular Technology Program † CA Career Institute, 1997-1999: Instructor, Ultrasound and Vascular Technology Program † American Registry of Diagnostic Medical Sonographers, Registered Sonographer, 1998 † Al Mansoor Polyclinic, 1989-1995: Head of Radiology Department † Medical School Ein Shams - Ph.D. in Radiology, 1983 † Medical School Ein Shams - Diploma of Radiology, 1976 † Medical School Ein Shams - Medical Degree, 1963-1971

ATI COLLEGE STAFF & FACULTY

FACULTY (listed alphabetically by last name)	EDUCATIONAL & PROFESSIONAL QUALIFICATION
<p><u>Dr. Anna Fradkina, M.D.</u> Medical Programs Instructor</p>	<ul style="list-style-type: none"> † Biosound, Los Angeles, CA, 2002-2004: Ultrasound Technician. † RDCS - Registered Diagnostic Cardiac Sonographer, 2003. † RVT - Registered Vascular Technologist / RDMS - Registered Diagnostic Medical Sonographer, 2002. † Office of V. Shulman, 2000-2001: Ultrasound Technician. † California School of Medical Sciences - Echocardiography and Vascular Sonography/Medical Diagnostic Sonography: Diploma, 2001. † Orenburg State Medical Institute: MD Equivalent, 1983-1989.
<p><u>Ms. Maribel Fuentes</u> Medical Programs Lab Instructor</p>	<ul style="list-style-type: none"> † One Call Imaging, Norwalk, California, Sonographer † Clinica Meidica Familiar, Rialto, California, Sonographer † ATI College, Norwalk, California, Ultrasound Technology † American Institute of Ultrasound in Medicine, Active Member † Society of Diagnostic Medical Sonography, Active Member
<p><u>Dr. Ruben Grigoryants, M.D., Ph.D.</u> Director of Medical Programs</p>	<ul style="list-style-type: none"> † Society of Diagnostic Medical Sonography, 2005: SDMS, CMEC † Maric College, North Hollywood, California, 2004-2005: Instructor † St. Joseph Hospital, Burbank, California, Advanced Echocardiography Program, Certificate, 2002 † Good Samaritan Hospital, Los Angeles, California, Advanced Echocardiography Program, Certificate, 2000 † American Institute of Medical Science, Los Angeles, California, Diagnostic Cardiac Ultrasound Program, Diploma, 1997 † Broadway Medical Center, 1995-2005: Ultrasonographer † Medical College, 1985-1992: Medical Program Director † Andizhan State Medical Institute, Andizhan (former USSR), M.D. † University of Moscow, Moscow, Surgical Treatment of Parasitic, Ph.D.

ATI COLLEGE STAFF & FACULTY

FACULTY (listed alphabetically by last name)	EDUCATIONAL & PROFESSIONAL QUALIFICATION
<u>Dr. Suzanne Ibrahim, M.D.</u> Medical Programs Instructor	<ul style="list-style-type: none"> † Ain-Shams University, Cairo, Egypt, M. Sc. Master Degree in Pediatrics, 1988 † Ain-Shams University, Cairo, Egypt, MBBCh., Bachelor degree of Medicine, 1980
<u>Ms. Eunice Kang</u> Medical Programs Instructor	<ul style="list-style-type: none"> † ATI College, Norwalk, CA; Ultrasound Technology Program w/Echo Specialty, 2005, Certificate † Jaindang Medical Clinic, Busan, Korea, 1995-1998: Coordinator of Imaging Laboratory † Seoul National Teacher's College, 1984-1986: Language Program Instructor † Yon Sei University, Seoul, Korea, 1977: B.A. † Kyesung Girls High School, Seoul, Korea, 1973: Diploma
<u>Dr. Magdy Khella, D.D.</u> Medical Programs Instructor	<ul style="list-style-type: none"> † Alexandria University, Faculty of Dentistry, Alexandria, Egypt, 1979 † American Dental Association, National Board Dental Exam
<u>Mr. Benjamin Kim, RDMS, AB, OB, VT</u> Medical Programs Instructor	<ul style="list-style-type: none"> † ATI College, Ultrasound Technology, Certificate † National Seoul University, Seoul Korea, Masters Degree in Public Administration † National Seoul University, Seoul Korea, Bachelors Degree in Law † Kyung Ki High, Seoul Korea
<u>Dr. Arthur Kostanyan, M.D.</u> Medical Programs Instructor	<ul style="list-style-type: none"> † ARDMS Registered Diagnostic Medical Sonographer, 2005 † Westcoast Ultrasound Institute, 2004: Instructor; Ultrasound Physics † MI Medical Institute, 2003: Instructor † American College of Medical Technology, 1998-2000: Director/Instructor of Medical Technology † Republic District Hospital, Yerevan, Armenia, 1983-1988: Doctor/Sonographer † Yerevan State Medical University, Armenia, General Medicine, M.D., 1982 † District Hospital of Shilachi, Yerevan, Armenia, 1982-1988, Doctor of Internal Medicine

ATI COLLEGE STAFF & FACULTY

FACULTY (listed alphabetically by last name)	EDUCATIONAL & PROFESSIONAL QUALIFICATION
<u>Ms. Chor Mai Moua</u> Vocational English Program Lead Instructor	<ul style="list-style-type: none"> † Cal State University, Los Angeles, California, TESOL M.A., 2007 † Cal State University, Los Angeles, California, Social Science, B.A., 2004
<u>Mr. Thomas Narolewski</u> Medical Programs Instructor	<ul style="list-style-type: none"> † Gardena Memorial Hospital, 2006-Present: Ultrasound Technician † ATI College, Norwalk, California: Ultrasound Technology and Echocardiography Program, 2006, Certificate † Cardio-Beat Imaging, 2004-2005: Ultrasound Technician † American Mobile Diagnostics, 2003: Ultrasound Technician † Olsztyn Hospital, Poland, 1994-1995: Ultrasound Technician
<u>Ms. Brenda Ramirez</u> Beauty Programs Instructor	<ul style="list-style-type: none"> † California Board of Barbering and Cosmetology licensed Cosmetologist † ATI College, Norwalk, California, Cosmetology
<u>Dr. Taliko Tuladhar, M.D.</u> Medical Programs Instructor	<ul style="list-style-type: none"> † Memorial Hospital, Gardena, California, 2001-Present: Lead Ultrasound Technician † ARDMS Registered Sonographer: Abdomen, Small Parts, OB/Gyn, 2005 † California School of Medicine, Ultrasound Technology Program, 2002, Certificate † Riga Medical Academy, Latvia, Medicine, M.D., 1984

PROGRAMS, FEES & SCHEDULE

Program	Clock Hr (Credit Hr)	# of Week	Tuition	Registration (US)	Registration (Foreign)	Registration (Vet)	Materials
Echocardiography	1740 (83.5)	56-88	\$27,025.00	\$75	\$150	\$10	\$900
Medical Assisting & Billing	620 (32.5)	21-31	\$7,693.00	\$75	\$150	\$10	\$450
Ultrasound Technology	1725 (83)	56-88	\$25,525.00	\$75	\$150	\$10	\$900
Cosmetology	1600 (65.5)	54-80	\$9,425.00	\$75	\$150	\$10	\$500
Esthetician	600 (26)	16	\$5,200.00	\$75	\$150	\$10	\$400
A+/MCSE	280 (14.5)	10-14	\$6,062.00	\$75	\$150	\$10	\$775
Cisco Cert	768 (36)	26-39	\$12,015.00	\$75	\$150	\$10	\$900
MCSE	224 (11.5)	8-12	\$4,715.00	\$75	\$150	\$10	\$650
Oracle DBA	840 (38)	28-42	\$10,795.00	\$75	\$150	\$10	\$950
Vocational English	740 (47)	52	\$4,800.00	\$75	\$150	\$10	\$380

Course materials and other supportive materials are not included in the tuition. Students will need to purchase notebooks, pens, pencils, etc. separately. Purchased books and other supportive materials are non-refundable/non-returnable. Tuition and fees do not include testing costs for certifications, licensures, and/or credential examinations. Above tuition rates are applicable to students enrolled on or after January 1, 2008.

PROGRAMS, FEES & SCHEDULE

Program Start Dates (YR 2009 & 2010)

MAIN CAMPUS (F/T):	MAIN CAMPUS (P/T):	BRANCH CAMPUS (F/T):	BRANCH CAMPUS (P/T):
01/26/2009	01/26/2009	01/26/2009	02/09/2009
03/09/2009	03/30/2009	03/09/2009	04/13/2009
04/20/2009	06/01/2009	04/20/2009	06/15/2009
06/01/2009	08/01/2009	06/01/2009	08/17/2009
07/13/2009	10/05/2009	07/13/2009	10/19/2009
08/24/2009	12/07/2009	08/24/2009	12/21/2009
10/05/2009	02/08/2010	10/05/2009	02/22/2010
11/16/2009	04/12/2010	11/16/2009	04/26/2010
02/08/2010	06/14/2010	12/28/2009	06/28/2010
03/22/2010	08/16/2010	02/08/2010	08/30/2010
05/03/2010	10/18/2010	03/22/2010	11/01/2010
06/14/2010	12/20/2010	05/03/2010	
07/26/2010		06/14/2010	
09/06/2010		07/26/2010	
10/18/2010		09/06/2010	
11/29/2010		10/18/2010	
		11/29/2010	

Graduation Ceremony

- 3 Program completion in January, February, March, April, May, June, and July - Graduation ceremony on 3rd Saturday of August in same year (contact Student Services for details and gown rentals)
- 3 Program completion in August, September, October, November, and December - Graduation ceremony on 3rd Saturday of January of following year (contact Student Services for details and gown rentals)

Holidays & Observances

- 3 New Year's Eve & Day (Dec/Jan)
- 3 President's Day (Feb)
- 3 Memorial Day (May)
- 3 Independence Day (July)
- 3 Labor Day (Sept)
- 3 Thanksgiving Day (Nov)
- 3 Christmas Eve & Day (Dec)

OTHER FEES & CHARGES

Description	Fees & Charges
Academic Transcript (official copy)	\$10
Commencement/Diploma Fee	\$125
Completion Certificate Duplicate Copy Fee	\$10
Dishonored Check Charge (Charged to your account if your bank cannot honor any check you write to ATI COLLEGE)	\$20
Disputed Credit Card Fee	\$10
Housing Service	\$5
I-901 Fee (for F1/M1 international students only)	\$200
International Student Registration Service Fee (non-refundable)	\$150
Late Payment Fee (Charged to your account if you miss certain administrative deadlines)	\$10
Late Registration Fee (non-refundable)	\$25
Missed Deadline Fee (Charged to your account if you miss certain payment or administrative deadlines)	\$10
Professional Liability Insurance for Student	\$35/YR
Registration or Re-registration Fee (non-refundable; pay when you apply or reapply to ATI COLLEGE)	\$75
Student Identification Card (ID)	\$20
Transportation Service (to & from school only)	\$250/MO
Fees last modified on 11/26/2008; new fees effective 12/01/2008.	

COMPLAINT FORMS

- Please log on to http://www.bppve.ca.gov/students_consumers/complain/cmplinfo.pdf for a California State Bureau for Private Postsecondary and Vocational Education Complaint Form.
- Please log on to <http://www.accsc.org> for Accrediting Commission of Career Schools and Colleges Complaint Form.
- Complaint Forms on these websites are downloadable files saved in the Adobe PDF format. Unless otherwise indicated, these PDF files can be opened, filled in (where applicable), and printed out with Adobe Acrobat Reader software. Most computers already have Acrobat Reader installed. If you are unsure whether you have it, download the desired forms and double-click one of the files. If Acrobat Reader is installed, it will open and display your file; if the file doesn't open, you will need to download the free Acrobat Reader by visiting www.adobe.com.

Ability-To-Benefit Examination - Criteria for Admission

Persons who have a high school diploma or a GED are eligible to apply. Each applicant must take an entrance exam to enter the program of study at the college. Applicants who do not have a high school diploma or GED and are beyond the age of compulsory secondary education in California must pass the Wonderlic's ability-to-benefit (ATB) test to be considered for admission. Passing score for the Wonderlic's ability-to-benefit tests are as follows: Quantitative score of 210 or greater & Verbal score of 200 or higher. The final determination on applicant is based on test results, prior education, motivation, work-experience, placement potential and general aptitude for the chosen program. Each applicant is assessed individually. *College does not deny admission on the basis of age, race, creed, color, sex or national origin.*

Rules and procedures established by ATI for keeping an account of student class hours and practice hours completed

Each instructor uses his/her class roster to record & manage student class/lab hours. Time cards are used to record student practicum hours.

ARDMS Ultrasound/Vascular Examination Prerequisite

Visit www.ardms.org for more information on examination prerequisite chart.

APPENDIX I – Transfer of Credit Resolution

Issued January 1, 2006

Transfer of Credit Policy

Credit for courses taken at an accredited postsecondary institution may be accepted at ATI College if the following conditions are met:

1. An official transcript, or transcripts, accompanies the request which must be made prior to matriculation at the school.
2. All credits requested have been completed prior to matriculation. There is no accommodation for concurrent enrollment.
3. Students with degrees from international colleges and universities must submit an official translation of the transcript along with the request to transfer credits.
 - (a) Requests must be received prior to matriculation.
 - (b) Credits may be granted on a course-by-course basis.
4. Students who have earned some postsecondary credits, but did not complete an academic associate's or bachelor's degree, may request transfer credit by submitting an official transcript along with the request. Credit may be granted on a course-by-course basis if:
 - (a) Credit is applied for prior to matriculation.
 - (b) Grades earned are "C" (2.0) or higher.
 - (c) Courses fit into the appropriate equivalent categories/courses by ATI College at the time of application.
5. If the student has a technical degree or has earned some credits from a technical postsecondary institution, credit may be granted on a course-by-course basis if:
 - (a) Credit is applied for prior to matriculation.
 - (b) Grades earned are "C" (2.0) or higher.

Acceptance of Transfer Credit

As part of its admissions process, ATI College accepts transfer credits from other institutions. However, the credit must be from a college that is state-approved or accredited by an accrediting association that is recognized by the U.S. Department of Education. If a degree student wants to transfer credit from another postsecondary school to ATI College, an official transcript stating the course(s), grade(s), and course description(s) must be submitted to ATI College admissions representative prior to beginning courses and be evaluated by the Program Director. ATI College reserves the right to refuse the transfer of any credit based solely on its internal guidelines, and on a case-by-case basis. As much as fifty percent (50%) of the credits required for graduation from ATI College may be satisfied through transfer credit.

APPENDIX I - Transfer of Credit Resolution

I. The Process for Evaluation of Transfer Credit

Transfer credit must meet the expectations of the faculty and directors and must be appropriate to the program sought. Academic credit earned within ten (10) years prior to admission will be reviewed as to applicability to the present course of study. The Admissions reserves the right to require examinations or other proof of competence regardless of transfer credits listed on the student's records. It is not the policy of ATI College to impose redundant programs or requirements on any student. All transfer credits must be reviewed prior to the student's matriculation. Credits will not be accepted after the student has enrolled at the school.

II. The Process for Establishing Equivalency of Transfer Credit

Transfer credit is accepted from postsecondary institutions authorized by appropriate legal authorities. Corporate or specialized training programs may be recognized as transfer credits as recommended by generally accepted national educational standards. Not all prior credit is applicable to credits earned at ATI College. Transfer credit must support the program. The designated Academic Affairs staff member will evaluate all transcripts and requests for credit to determine transfer credit acceptable to the school as meeting partial requirements for the program.

III. Administrative Position Responsible for Transfer Evaluation

The Program Director is the administrator ultimately responsible for the transfer evaluation, though the Program Director may delegate individual evaluations to faculty members or academic staff.



FORMS

- ' [Request for Transfer Credit Evaluations](#)
- ' [Notice of Intent to Transfer](#)
- ' [Notice of Intent to Repeat a Course](#)
- ' [Application for Educational Leave \(LOA\)](#)
- ' [Transcript Request Form](#)
- ' [Completion Certificate \(copy\) Request Form](#)
- ' [Verification of Enrollment Request Form](#)
- ' [Student Information Update Form](#)
- ' [Reinstatement Request Form](#)

REQUEST FOR TRANSFER CREDIT EVALUATION

Submit in person to: ATI College, Attention: Admissions Department c/c: Program Director 12440 Firestone Blvd., Suite 2001 Norwalk, CA 90650 Monday - Friday, 9 a.m. - 4 p.m.	Mail or Fax or Email to: ATI College, Attention: Program Director 12440 Firestone Blvd., Suite 2001 Norwalk, CA 90650 Fax. (562) 864-7806 Email: ruben@ati.edu
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Transfer of Credit Policy - Credit for courses taken at an accredited postsecondary institution may be accepted at ATI College if the following conditions are met:

1. An official transcript, or transcripts, accompanies the request which must be made prior to matriculation at the school.
2. All credits requested have been completed prior to matriculation. There is no accommodation for concurrent enrollment.
3. Students with degrees from international colleges and universities must submit an official translation of the transcript along with the request to transfer credits.
4. Students who have earned some postsecondary credits, but did not complete an academic associate's or bachelor's degree, may request transfer credit by submitting an official transcript along with the request.
5. If the student has a technical degree or has earned some credits from a technical postsecondary institution, credit may be granted on a course-by-course basis.

I. The Process for Evaluation of Transfer Credit - Transfer credit must meet the expectations of the faculty and directors and must be appropriate to the program sought. Academic credit earned within ten (10) years prior to admission will be reviewed as to applicability to the present course of study. The Admissions reserves the right to require examinations or other proof of competence regardless of transfer credits listed on the student's records. It is not the policy of ATI College to impose redundant programs or requirements on any student. All transfer credits must be reviewed prior to the student's matriculation. Credits will not be accepted after the student has enrolled at the school.

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III. Administrative Position Responsible for Transfer Evaluation - The Program Director is the administrator ultimately responsible for the transfer evaluation, though the Program Director may delegate individual evaluations to faculty members or academic staff.

Student (first and last name)	Student Social Security Number
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Home Phone	Work or Mobile Phone
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Check appropriate box:		
<input type="checkbox"/> Transfer credit evaluation	<input type="checkbox"/> Transfer credit pre-approval	<input type="checkbox"/> Prematriculation transfer credit evaluation

University or college you attended or you will attend and dates of attendance:

School	From (month/year)	To (month/year)	To be completed by evaluator Check appropriate decision <input type="checkbox"/>	
Courses:				
Transfer Course and #	Transfer Course Title	Matching ATI Course Title	OK UNITS	NO EQUIVALENCY
Transfer Course and #	Transfer Course Title	Matching ATI Course Title	OK UNITS	NO EQUIVALENCY
Transfer Course and #	Transfer Course Title	Matching ATI Course Title	OK UNITS	NO EQUIVALENCY

Required Signature:

By signing below, I certify that the information contained on this form and all supporting documentation is true and accurate. If transfer work was completed prior to my matriculation date, my signature certifies that the transfer course did not count towards my secondary school diploma and/or graduation requirements.

Student Signature	Date
-------------------	------

For Registrar's Office use only				
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Postponed	<input type="checkbox"/> Notified	Date:
Semester units granted:				
Program Director (print name/department):				
Program Director's Signature:	Date:			

NOTICE OF INTENT TO TRANSFER

Date this form is prepared & submitted for consideration

Student _____ Student Social Security Number _____

Home Address _____ City _____ Zip _____

Home Phone _____ Work Phone (if any) _____

I intend to transfer to a different course of study within this college or to a different college as indicated below.

Current Course
Title/Number _____

Request to Transfer to Course Title/Number _____ Effective Date
(mm/dd/yyyy) _____

Transferring To (school name & office address) _____ School Contact Person (name & phone number) _____

Student Signature _____ Date _____

NOTE: school will contact you if we are unable to process your request due to your failure to comply with one or more of the school policies & or procedures as listed in the school catalog. Decision will be sent to your address listed above within 10 business days. You may contact the Student Services Manager at (562) 864-0506 extension 29 with any questions.

FOR OFFICE USE ONLY

Request APPROVED, Correction Posted Date _____ School Official's Signature _____

Request DENIED _____ School Official's Signature _____

Notes _____

NOTICE OF INTENT TO REPEAT A COURSE

Date this form is prepared & submitted for a consideration

Student

Student Social Security Number

Home Address

City

Zip

Home Phone

Work Phone (if any)

I intend to repeat a course in which I initially earned a grade of D, F, I, or W.

Course Title/Number requesting to Repeat/Retake

Course Completion Date

Earned Grade

Repeat Effective Date (mm/dd/yyyy)

I understand that the grade previously earned at my first attempt will be replaced by a grade I will have earned from REPEAT/RETAKE of the same course. I understand that the deletion is subject to the followings:

- The student must be an officially registered individual,
- The student must have earned a D, F, I, or W in a course taken at this college,
- The student must earn a grade of A, B, C, or CR in the second attempt to delete the first grade earned,
- Third or subsequent attempts are not prohibited. However, they will remain in the grade point determination, and the credits earned in the course will be applied to the completion only once,
- You must repeat the identical course. If the course in question is no longer offered, you must make a special request to repeat an approved substitute.

Student Signature

Date

NOTE: school will contact you if we are unable to process your request due to your failure to comply with one or more of the school policies & or procedures as listed in the school catalog. Decision will be sent to your address listed above within 10 business days. You may contact the Student Services Manager at (562) 864-0506 extension 29 with any questions.

FOR OFFICE USE ONLY

Request APPROVED, Correction Posted Date

School Official's Signature

Request DENIED

School Official's Signature

Notes

LEAVE OF ABSENCE (LOA) REQUEST

College recognizes that there may be times when due to extreme circumstances, student may require a leave. In such case college director may authorize a leave of absence up to 180 days and under no circumstances can a leave of absence be extended beyond 180 days. School recommends that a student may request for a leave should he/she will be absent for more than 10 consecutive school days.

Date this form is prepared & submitted

Student (first & last name)

Student Social Security Number

Home Address

City

Zip

Home Phone

Work Phone and/or Email

For all students including Financial Aid recipients, LOA are limited to 180 days within a 12-month period. If a LOA is needed for longer than 180 days, students will be terminated from financial aid. The six-month grace period for direct loans will commence upon termination from aid. Time for approved leave of absence may be included in the calculation of a student's maximum program length. If a leave of absence commences before student completes the program of study, grade of "I" is recorded in student record.

Beginning Date of LOA (mm/dd/yyyy):

Return Date of LOA (mm/dd/yyyy):

0 = none given 1 = medical 2 = need time for job 3 = personal (be specific)

Select appropriate reason(s) for the LOA request. Attach to this form any supportive documents.

Current Course

Current SAP Status

Number of credit hrs completed at the time student took LOA

Number of clock hrs completed at the time student took LOA

Based on the above circumstances, I request this leave of absence.

Student Signature

Date

NOTE: school will contact you if we are unable to process your request due to your failure to comply with one or more of the school policies & or procedures as listed in the school catalog. Decision will be sent to your address listed above within 10 business days. You may contact the Student Services Manager at (562) 864-0506 extension 29 with any questions.

FOR OFFICE USE ONLY

Circle as needed: family care required; financial issues; health issues; legal issues; pregnancy; other (personal issues)

Funding Source:

Request APPROVED, Date correction posted in RW/RGM:

Director of Student Services Signature of Approval:

Request DENIED, state reasons for this decision:

Director of Student Services Signature of Denial:

Date Student Returned:

Director of Student Services Signature upon Student Return:

Director of Student Services Signature - student failed to return on scheduled date:

Student Dropped Date (mm/dd/yyyy):

ACADEMIC TRANSCRIPT REQUEST

To request an official transcript of all courses you have previously registered with ATI COLLEGE, please complete (include your signature) and return this form to ATI COLLEGE, Attention: Student Service Department / Transcripts at 12440 Firestone Blvd., Suite 2001, Norwalk, CA 90650. If paying by credit card, you may fax this form to (562) 864-7806. Otherwise, please include a check or a money order payable to the ATI COLLEGE and send to the above address. The cost for each transcript is \$10.00.

Note: Most colleges and universities prefer an original transcript to be mailed directly to them. Please include a contact name or department when requesting transcripts to be sent directly to an educational institution. If you would like the transcript sent directly to you, please indicate below. Please allow 5 to 10 working days to process your transcript.

Student Information

Last name:	First name:	Middle name:
Social Security No:		
Home Address:		
Home City, State, Zip:		
Home Phone with Area Code:		
Requesting to receive transcript at home?	Yes	No (please complete below section)

Institutional Information

School:
Attention:
Address:
City, State, Zip:

Payment Information

Method of Payment:
Cardholder's Name (print last, first):
Card Number:
Expiration Date (mm/yyyy):
Cardholder's Signature:
Student's Signature:

For Office Use Only

Request received by (school official last, first name - print):
Date request received (mm/dd/yyyy):
Date request filled (mm/dd/yyyy):

COMPLETION CERTIFICATE (COPY) REQUEST FORM

To request a copy of your COMPLETION CERTIFICATE from ATI COLLEGE, please complete (include your signature) and return this form to ATI COLLEGE, Attention: Student Service Department / CERTIFICATES at 12440 Firestone Blvd., Suite 2001, Norwalk, CA 90650. If paying by credit card, you may fax this form to (562) 864-7806. Otherwise, please include a check or a money order payable to the ATI COLLEGE and send to the above address. The cost for each COPY is \$10.00.

Note: Please allow 5 to 10 working days to process your request.

Student Information

Last name:	First name:	Middle name:
Social Security No:		
Home Address:		
Home City, State, Zip:		
Home Phone with Area Code:		
Requesting to receive copy of completion certificate at home?	Yes	No (please complete below section)

Alternate Mailing Address / Institutional Information

School:
Attention:
Address:
City, State, Zip:

Payment Information

Method of Payment:
Cardholder's Name (print last, first):
Card Number:
Expiration Date (mm/yyyy):
Cardholder's Signature:
Student's Signature:

For Office Use Only

Request received by (school official last, first name - print):
Date request received (mm/dd/yyyy):
Date request filled (mm/dd/yyyy):

VERIFICATION OF ENROLLMENT

To request a VERIFICATION OF ENROLLMENT from ATI COLLEGE, please complete (include your signature) and return this form to ATI COLLEGE, Attention: Student Service Department / International Programs & Student Services at 12440 Firestone Blvd., Suite 2001, Norwalk, CA 90650.

Note: Please allow 5 to 10 working days to process your request.

Student Information

Last name:	First name:	Middle name:
Social Security No:		
Home Address:		
Home City, State, Zip:		
Home Phone with Area Code:		
Student's Signature:		
Requesting to receive verification of enrollment letter at home?	Yes	No (please complete below section)

Alternate Mailing Address / Institutional Information

School:
Attention:
Address:
City, State, Zip:

For Office Use Only

Request received by (school official last, first name - print):
Date request received (mm/dd/yyyy):
Date request filled (mm/dd/yyyy):

STUDENT INFORMATION UPDATE FORM

It is student's responsibility to notify the Admissions Department should his/her address, phone number, or any changes are made to their contact information. It is very important that such necessary changes are made to the school database as a student relocates his/her residence and/or work. No particular form is required when submitting these changes to the Admissions Department. However, Student Information Update Form is recommended.

Note: Please allow 3 to 5 working days to update your information in school database.

**Student NEW Information
(complete applicable sections)**

Last name:

First name:

Middle name:

Social Security No:

International Student SEVIS ID No:

NEW Home Address:

NEW Home City, State, Zip:

NEW Home Phone with Area Code:

NEW Work Phone with Area Code:

NEW Mobile Number:

NEW E-mail Address:

Student's Signature:

NEW Alternate Mailing Address

NEW Address:

NEW City, State, Zip:

For Office Use Only

Request received by (school official last, first name - print):

Date request received (mm/dd/yyyy):

Date request filled (mm/dd/yyyy):

REINSTATEMENT REQUEST

Whether due to probation, suspension, or personal reasons, students who have been in any one of these condition may be reinstated upon approval of the school director. After student has remained outside of school for at least 6 months and have taken steps to demonstrate improvement in academic, personal, or any other critical situation, student may file Reinstatement Request to school. All conditions are determined on individual basis. Please submit request in person to admissions department at 12440 Firestone Blvd., Suite 2001, Norwalk, CA 90650.

Note: Please allow 3 to 5 working days for a response.

Student Information

Last name:

First name:

Middle name:

Social Security No:

International Student SEVIS ID No:

Home Address:

Home City, State, Zip:

Home Phone with Area Code:

Work Phone with Area Code:

Mobile Number:

E-mail Address:

Student's Signature:

Below you must provide detailed explanation for your request to reinstate. Please attach additional pages as needed.

For Office Use Only

Request received by (school official last, first name - print):

Date request received (mm/dd/yyyy):

Date request filled (mm/dd/yyyy):

**STUDENT BACKGROUND & MEDICAL DISCLOSURE FOR STUDENTS ENROLLING IN ATI COLLEGE -
MEDICAL/ALLIED HEALTH PROGRAMS**

Name: _____ Admissions Representative: _____

Start Date: _____ Program Title: _____

STUDENT BACKGROUND

Most companies that hire our externs and graduates conduct detailed background checks before hiring applicants. The questions below are common part of these background checks. This information will not be used in making admissions decisions, to retract admissions offers or any other means that may affect your enrollment or education at ATI College. This form is used by the College to advise prospective students about their prospect extern-sites and/or for employment upon completion of study, in light of this background check which may be conducted by some employers seeking to hire ATI students/graduates. The final decision about whether to enroll is up to applicants. We expect honest answers from all applicants at all times. Providing inaccurate or incomplete information on this form may result in cancellation of student enrollment.

1. Have you had any driving violations in the past five years? Yes No (If answered Yes, please proceed; if No, skip to question 2 then proceed)

What kind of violation(s) have you had?

Speeding - how many? Date of last infraction:

DUI/DWAI - how many? Date of last infraction:

Driver's License Suspension Date of reinstatement:

(You must satisfy outstanding citations prior to starting school. Outstanding citations from any states can cause you to have a pending bench warrant that can lead to revoke of driver's license. Driver's license may be required to obtain employment)

2. Have you ever been convicted of a crime? Yes No (If yes, please proceeds; if No, please skip to Question #7)

3. If Yes, did your conviction occur within the last ten years? Yes No

4. Have you ever served probation? Yes No

Dates served: _____ misdemeanor felony for crime convicted on date:

5. Have you ever been convicted of a sex offense? Yes No

6. Have you served a term of incarceration? Yes No

Dates served: _____ Description of sentence: _____

MILITARY

7. Were you discharged from the U.S. military under any condition other than Honorable? Yes No

If Yes, state type of discharge:

MEDICAL

8. Do you have hepatitis? Yes No

9. Have you been tested positive for hepatitis? Yes No

10. Have you been tested positive for tuberculosis? Yes No

11. Have you been test positive for HIV? Yes No

12. Do you have permanent physical disability(ies) which may prevent you from gaining a full-time work? Yes No

If Yes, please briefly explain condition of disability(ies):

DISCLAIMER OF EMPLOYMENT GUARANTEE

While the school offers Placement Assistance, the school cannot, in anyway, guarantee employment after the student has successfully completed the program of study.

You are required to read then initial the following statement:

I understand that depending upon my background and medical information as provided above, ATI College is limited in its ability to assist me with externship and/or employment during and after completion of my study. Applicants who have been convicted of a felony, violent and/or drug related crime and adverse medical history are strongly discouraged from enrolling in programs offered by ATI College medical/allied health department (programs including but not limited followings: ultrasound technology, medical assisting/billing, echocardiography). _____ (Student initial)

I have read and understood the contents of *Student Background & Medical Disclosure for Students Enrolling in the ATI Medical/Allied Health Programs*.

Print Name: _____ Signature: _____ Date: _____



ATI COLLEGE

Main Campus: 12440 Firestone Boulevard, Suite 2001, Norwalk, California 90650
Telephone 1.562.864.0506 ▪ Facsimile 1.562.864.7805

Branch: 1125 East Seventeenth Street, Suite N251, Santa Ana, California 92701
Telephone 1.714.730.7080 ▪ Facsimile 1.714.730.9280

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