Vision for Learning
Keys for the Ultimate Lifelong Learning Experience

Education is an adventure of discovery for MTI’s students.
***
MTI College utilizes curriculum that reflects the most effective learning principles and teaching methods.
***
Students learn best when they are having fun, and when they are physically, emotionally, and mentally involved in the process.
***
Learning is best fostered in a safe, yet challenging, environment.
***
It’s all about learning; it simply is working or not working.
If it is not working, we improve it.
***
Faculty and students recognize learning opportunities everywhere.
***
Faculty and students strive to exemplify MTI’s Universal Outcomes.
***
Faculty encourages students by publicly recognizing their personal successes.
***
Students develop confidence with their skills and knowledge, and think for themselves.
***
Students reflect the responsibility and accountability expected of them in an employment setting.
Welcome to MTI College!

Greetings!

Congratulations on your decision to attend MTI College; you have made an excellent choice! Our vision for your experience at MTI is one of a positive educational experience that includes personalized support and attention as you gain the skills, knowledge and confidence necessary for a good career. We applaud you for making this important investment in your future, and see ourselves as your partner in turning your goals into reality!

We’re looking forward to working with you to make this a worthwhile and rewarding experience.

John Zimmerman, President
MTI College
Rules for Success
A Code of Conduct for MTI Staff, Faculty, and its Students

Treat others as you would want to be treated.
***
Be on time.
***
Strive to always be in a positive mood.
***
Come to work prepared.
***
Be accountable.
***
Address problems with those best qualified to implement a solution.
***
Strive to be knowledgeable and articulate.
***
Present yourself as a successful professional.
***
Avoid gossip and do not allow your personal life to affect your professional life.
***
Model integrity in all your actions.
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<td>Challenging a Class and Test-Outs</td>
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<td>Challenging a Class</td>
<td>32</td>
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<td>32</td>
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<td>Classes Eligible for Challenge/Test-Out</td>
<td>33</td>
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<tr>
<td>A+ Test Pass Assurance Program (TPA)</td>
<td>35</td>
</tr>
<tr>
<td>Information Technology – Network Administration Test Pass Assurance Program (TPA)</td>
<td>37</td>
</tr>
</tbody>
</table>
Mission Statement

(rev. 9/2009)

The mission of MTI College is to prepare its students with the knowledge, skills, and confidence necessary for pursuing successful careers. The student population that MTI serves includes the community of recent high school graduates and adult learners in Northern California who demonstrate the potential to benefit from the institution’s educational programs.

The specific objectives that support the institution’s mission are as follows:

- To equip students with the practical and technical skills required by employers in the community;
- To provide students with the breadth of knowledge and analytical skills needed for advancement in the vocational and professional arenas;
- To empower students to be independent thinkers and effective communicators;
- To instill in students a sense of integrity and inspire them to become lifelong learners.

MTI fulfills its mission, goals, and objectives through the two-year Associate of Applied Science degree options in Business Administration and Microsoft Systems Engineer, and its two-year Associate in Arts degree in Paralegal Studies. Additionally, the college offers diploma programs in technology, healthcare, business administration, law and cosmetology.

In support of its mission, MTI allocates the following resources:

- Personal attention provided through a small student/faculty ratio;
- Hands-on training with state-of-the-art computer application instruction labs;
- Employment-driven programs designed to meet the needs of business and industry through balanced curriculum offerings of skill, knowledge, and general studies;
- Placement assistance for graduates in program-related employment;
- Quality accreditation and approvals to ensure optimum recognition for students completing the programs.

MTI’s success at meeting the objectives of its mission is evidenced by the high rates of enrollment, retention, and program-related job placement.
# Student Resource List

## Frequently Asked Questions

<table>
<thead>
<tr>
<th>Academic Department</th>
<th>Who Can Help?</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have a question about my current or upcoming schedule.</td>
<td><strong>Day Dean:</strong> Julie Norman</td>
</tr>
<tr>
<td>Whom do I see for academic services?</td>
<td><strong>Evening Dean:</strong> Sue Thornton</td>
</tr>
<tr>
<td>Can I shorten or extend my graduation date?</td>
<td></td>
</tr>
<tr>
<td>Where do I get a signature for my attendance verification?</td>
<td></td>
</tr>
<tr>
<td>I’m interested in advancing to a 2\textsuperscript{nd} year program.</td>
<td></td>
</tr>
<tr>
<td>Can I change my program?</td>
<td></td>
</tr>
<tr>
<td>Can I add or delete a class to my program?</td>
<td></td>
</tr>
<tr>
<td>Can I still get attendance credit for a class if I arrive late?</td>
<td></td>
</tr>
<tr>
<td>Whom do I contact if I can’t make it to class?</td>
<td><strong>Attendance Line at 916-339-4383 or e-mail <a href="mailto:attendance@mticolonlege.edu">attendance@mticolonlege.edu</a></strong></td>
</tr>
<tr>
<td>What if I forget my student ID number or password?</td>
<td><strong>Dean or Learning Resource Center</strong></td>
</tr>
<tr>
<td>Whom do I see to get a grade report?</td>
<td><strong>Learning Resource Center (LRC)</strong></td>
</tr>
<tr>
<td>Whom do I see for an <em>Official</em> copy of transcripts?</td>
<td><strong>Administrative Secretary</strong></td>
</tr>
<tr>
<td>Whom do I see for an <em>Unofficial</em> copy of transcripts?</td>
<td><strong>Learning Resource Center (LRC)</strong></td>
</tr>
<tr>
<td>Who can I talk to about the Test Pass Assurance (TPA) programs?</td>
<td><strong>IT-related programs:</strong></td>
</tr>
<tr>
<td></td>
<td><strong>IT Department Chair</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Healthcare-related programs:</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Healthcare Department Chair</strong></td>
</tr>
<tr>
<td>Help! I need tutoring or a study buddy!</td>
<td><strong>Department Chair or Dean</strong></td>
</tr>
<tr>
<td>What do I do if I have a question or concern about my class?</td>
<td><strong>Refer to Problem Solving Procedure on page 26</strong></td>
</tr>
</tbody>
</table>

## Admissions Department

| Are there special services available to Veterans?                                    | **Director:** Eric Patterson **Admission Advisors:**                                             |
|                                                                                     | Leslie Tricomi                                                                                 |
|                                                                                     | Rob Naylor                                                                                    |
|                                                                                     | Cindi Stevens                                                                                  |
|                                                                                     | Michael Zimmerman                                                                             |
## Financial Aid Department

- Am I eligible for a grant or loan?
- I have questions about my grant or loan.
- Am I eligible for National Loan Servicing Center (NLSC)?
- When do I start repayments?
- Am I eligible for the Federal Work Study program?
- Do the grants go to the college or me?
- Where do I go for tuition breakdowns?
- Who handles payments for book, tuition, and registration fees?

**Director:** Paula Perez  
**Financial Aid Officer:** Cindy Shackleton  
**Financial Aid Advisors:** Amy Norman, Courtney Heidelberg  
**Director of Student Accounts:** Karen Emch

## Business Office

- What is the status of my term payments, FACTS Notes, and NLSC Notes?

**Business Officer:** Janice Flowers

## Career Services Department

- Who do I see about finding a job once I graduate?
- Who do I see about finding a job while I’m in school?
- Who can help me with my resume and cover letter?
- Who can give me advice on interviewing techniques?
- Are Job Lines and Job Search Web Sites lists available?
- Where can I fax my resume?

**Director:** Toni Lewis  
**Career Services Coordinator:** Jenny Hoang

## Learning Resource Center

- I need to get online for research!?
- When can I get into a Math, English, or computer lab?
- Where can I research resources and study?
- Where can I register and take VUE tests?
- Where can I make up tests?

**Director:** Jack Boulier

## Other Resource Information:

See Student Intranet, MTI website or the Informer for additional student resources and information

- Where do I find information on Internships, job hunting tips or career fairs?
- Where do I find listings for part time jobs while I’m still enrolled?
- Where do I find carpool and childcare information?
- Where can I make a suggestion?
- Is security on campus?

**Career Services**  
**Part-time Job Board**  
**Bulletin Board located near Room 112**  
**Suggestion Box located near Room 112**  
**Yes, on duty at night**
Term Schedule

<table>
<thead>
<tr>
<th>CLASS SCHEDULES AVAILABLE</th>
<th>FIRST DAY OF TERM</th>
<th>LAST DAY OF TERM</th>
<th>GRADES AVAILABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 19</td>
<td>August 1</td>
<td>September 9</td>
<td>September 28</td>
</tr>
<tr>
<td>August 30</td>
<td>September 12</td>
<td>October 21</td>
<td>November 9</td>
</tr>
<tr>
<td>October 11</td>
<td>October 24</td>
<td>December 2</td>
<td>December 21</td>
</tr>
<tr>
<td>November 22</td>
<td>December 5</td>
<td>January 20, 2012</td>
<td>February 8, 2012</td>
</tr>
</tbody>
</table>

2011 HOLIDAYS

New Year January 1
Martin Luther King Day January 17
Presidents' Day February 21
Spring Break April 18 - 24
Memorial Day May 30
Independence Day July 4
Labor Day September 5
Veterans Day November 11
Thanksgiving Holiday November 24-27
Christmas Break December 24 - January 1, 2012

GRADUATION CEREMONY DATES FOR 2011

Spring April 1, 2011
Fall October 7, 2011
MTI College Universal Outcomes

As a learner-centered institution, MTI College is committed to preparing its students with the knowledge, skills, and confidence necessary for pursuing successful careers. While our programs are built around outcomes that are specific to the field of study, they also include outcomes that are more universal in nature—knowledge, skills, and confidence that apply to all students, regardless of their major. MTI College graduates are expected to demonstrate proficiency in seven areas that are crucial to ensuring a satisfying and successful career.

- **Graduates are proficient in written and verbal communication in their chosen field of study**

  Graduates are able to communicate in the ways that count in their field; for example, System Engineers are able to document a network design in a way that will enable others to maintain the security and performance of the system. Paralegals are able to draft a brief or a memorandum. Medical Assistants can complete charts so that information is accurate and comprehensive. All MTI graduates are expected to communicate effectively in emails, face-to-face meetings, and other typical work situations.

- **MTI graduates are able to solve problems that are characteristic of their profession**

  The kinds of problems graduates encounter will vary from program to program. A Medical Assistant will face problems of getting information from people who can’t or don’t want to give it (like weighing a crying, squirming baby). A Technical Support Specialist may have to diagnose and solve a computer problem over the phone. It’s not enough to have knowledge and skills. You have to know when and how to apply those skills to solve real problems in real work settings. MTI graduates are expected to be able to solve real world problems.

- **MTI graduates are proficient providers of internal and external customer service**

  Dealing with customers in a way that produces a positive result is an important part of today’s work world. It’s a skill that’s getting harder to find, and employers want to hire people who have that skill. MTI graduates can maintain a professional demeanor in difficult encounters and bring about a positive resolution to customer service problems.

- **MTI graduates demonstrate responsibility and accountability for independent and group work products**

  Employers want to know that you will come through, that you can get your work done with a minimum of supervision, and that the people you work with can count on you. MTI graduates are expected to be able to get the job done right, independently and as team members.

- **MTI graduates are proficient in using the learning strategies necessary to keep current in their profession and become lifelong learners**

  We are in what’s called a knowledge economy; your value in the labor market will depend not only on what you know when you graduate, but also on how good you are at continually updating your knowledge and skills. MTI graduates are equipped to learn from all their experiences, whether in a course or on the job.

- **MTI graduates are proficient at using the technology common to the current business environment to improve individual and organizational performance**

  Whether you are entering a field that is considered technology-oriented or not, you will need to use technology in your work. Whether you create a database for a law office, or take over management of
a website for a school district, your achievement of this outcome will enable you to demonstrate that your technological skill is an asset you bring to any job. MTI graduates are expected to use technology to improve their work and their organizations.

- **MTI graduates demonstrate behavior that reflects confidence, competence, and professionalism**

  Employers want to hire people they can count on. When you can demonstrate to an employer that you bring confidence, competence, and professionalism to your work, you will have an advantage over equally skilled and knowledgeable people who cannot provide evidence that they have these qualities. MTI graduates are expected to demonstrate the attitudes and habits that exemplify professionalism.
**Professionalism Outcome Rubric**

**Students will demonstrate professionalism consistent with college expectations for all students.**

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Minimal</th>
<th>Developing</th>
<th>Proficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>Present at least 70-79% of class time</td>
<td>Present at least 80-89% of class time</td>
<td>Present 90-100% of class time</td>
</tr>
<tr>
<td></td>
<td>5 or more late arrivals or early departures per term (1 per week)</td>
<td>No more than 4 late arrivals or early departures per term</td>
<td>No more than 2 late arrivals or early departures per term</td>
</tr>
<tr>
<td></td>
<td>Seldom informs teacher before missing class</td>
<td>Usually informs teacher before missing class</td>
<td>Informs teacher before missing class</td>
</tr>
<tr>
<td>Dress and appearance</td>
<td>3 or more dress and/or appearance violations per term</td>
<td>No more than 2 dress and/or appearance violations per term</td>
<td>Conforms to MTI dress and appearance policy on a daily basis</td>
</tr>
<tr>
<td>Classroom behavior</td>
<td>Makes inappropriate disruptions in class (rude comments, disrespectful attitude and actions). Shows no interest in improving.</td>
<td>Responds in a positive manner to feedback in an effort to improve. Recognizes when s/he does something inappropriate and self-corrects.</td>
<td>Cognizant of effects of their actions and attitudes on others around him/her. Consistently respectful and courteous.</td>
</tr>
<tr>
<td>Class participation</td>
<td>Rarely: Asks questions when clarification is needed</td>
<td>Occasionally: Asks questions when clarification is needed</td>
<td>Consistently: Asks questions when clarification is needed</td>
</tr>
<tr>
<td></td>
<td>Communicates respectfully</td>
<td>Communicates respectfully</td>
<td>Communicates respectfully</td>
</tr>
<tr>
<td></td>
<td>Provides peer support</td>
<td>Provides peer support</td>
<td>Provides peer support</td>
</tr>
<tr>
<td></td>
<td>Meets deadlines</td>
<td>Meets deadlines</td>
<td>Meets deadlines</td>
</tr>
<tr>
<td></td>
<td>Participates actively</td>
<td>Participates actively</td>
<td>Participates actively</td>
</tr>
<tr>
<td></td>
<td>Contributes to a positive learning environment</td>
<td>Contributes to a positive learning environment</td>
<td>Contributes to a positive learning environment</td>
</tr>
</tbody>
</table>
Class Schedules

Schedules

At orientation you will receive your first MTI schedule. The schedule shows the classes, rooms, days, and times for your first set of classes. This schedule will be in effect for six weeks. Although we are on a 12-week quarter system, we also have classes that are six weeks in length. After the first six weeks you will receive a new schedule which will show both continuing and new classes. While the majority of classes follow the 6-week term schedule, portions of some programs (typically courses in the second year) will follow a schedule that is specifically tailored to the curriculum. Please refer to your class schedule for specific start dates.

Schedules are available during the fifth week of each term. Schedules may be picked up on the table between the Dean’s offices. If at any time you have questions regarding your schedule, see your dean as soon as possible.

Daily Schedule of Classes

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Period</td>
<td>8:40 a.m. to 10:20 a.m.</td>
</tr>
<tr>
<td>2nd Period</td>
<td>10:30 a.m. to 12:10 p.m.</td>
</tr>
<tr>
<td>3rd Period</td>
<td>12:40 p.m. to 2:20 p.m.</td>
</tr>
<tr>
<td>4th Period</td>
<td>2:30 p.m. to 4:10 p.m.</td>
</tr>
<tr>
<td>5th Period</td>
<td>4:20 p.m. to 5:50 p.m.</td>
</tr>
<tr>
<td>6th Period</td>
<td>6:00 p.m. to 9:30 p.m.</td>
</tr>
</tbody>
</table>
Attendance Policy
(Rev. 05/09/2009)

Regular student attendance is essential in order to successfully accomplish all program outcomes. 100% class attendance is expected of all MTI students. We understand that emergencies and illness may occur; however students who do not maintain a minimum of 70% attendance in any class will be dropped from that class regardless of academic progress. Additionally, students are expected to arrive on-time and remain in class until the instructor dismisses them.

The following applies to all students:

- Students must attend a minimum of 50% of the class period in order to receive attendance credit for the class. Students attending less than 50% of the period will be marked absent.
- Students arriving to class more than 15 minutes late or leaving before the instructor has dismissed them will have their attendance records marked.
- One period of absence will be recorded for every combination of three tardy and/or early departure marks. The absence will be recorded on the day of the third tardy and/or early departure. Once a student reaches the maximum number of allowable absences, any subsequent early departures, tardies or absences will result in the student being dropped from the class.

Students dropped from classes as a result of absences, late arrival and/or early departure marks will receive an F grade if the student is dropped within the last third of the class. All dropped classes must be retaken for a passing grade and students will be responsible for purchasing any books or materials that were not included as part of the original class. Additional tuition costs will be imposed on students with numerous class restart requests. If a student is not in attendance for more than 14 days, his/her enrollment will be cancelled.

Paralegal Studies Year 2 Exception: With the exception of L101 Introduction to the Legal Environment, Paralegal Studies Year Two students must maintain a minimum of 78% attendance. Students may have no more than two absences and one tardy or early departure in any given class. Once a student reaches the maximum number of allowable absences, any subsequent early departures, tardies or absences will result in the student being dropped from the class.

The attendance policy will be posted on each class syllabus. Day classes that are taught back to back will be considered multiple sessions.

<table>
<thead>
<tr>
<th># of Class Sessions</th>
<th>Maximum Allowable Absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 sessions</td>
<td>2</td>
</tr>
<tr>
<td>12 sessions</td>
<td>4</td>
</tr>
<tr>
<td>15 sessions</td>
<td>4</td>
</tr>
<tr>
<td>18 sessions</td>
<td>5</td>
</tr>
<tr>
<td>21 sessions</td>
<td>6</td>
</tr>
<tr>
<td>24 sessions</td>
<td>7</td>
</tr>
<tr>
<td>27 sessions</td>
<td>8</td>
</tr>
<tr>
<td>30 sessions</td>
<td>9</td>
</tr>
<tr>
<td>36 sessions</td>
<td>11</td>
</tr>
<tr>
<td>42 sessions</td>
<td>13</td>
</tr>
<tr>
<td>48 sessions</td>
<td>14</td>
</tr>
</tbody>
</table>
Student and Future Professional Dress Code

Upon graduation, MTI’s students and future professionals will enter a wide variety of work environments and must learn to dress and act accordingly. Current business and industry norms vary widely among professions. For example, the cosmetology work environment is very expressive and creative, the legal field is more formal and traditional, and the healthcare setting operates under specific guidelines to ensure the health and safety of its employees and patients. While on campus, students are expected to exercise good judgment and dress in clothing that is neat, clean, modest, and non-offensive. You will be notified if additional dress guidelines apply to you and your program of study.

<table>
<thead>
<tr>
<th>General MTI Dress Code</th>
<th>All clothing must be appropriate for school, clean, and free of stains and tears. Students must have good hygiene.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The following are considered unacceptable and not allowed on campus:</td>
</tr>
<tr>
<td></td>
<td>• Rubber or plastic flip flops,</td>
</tr>
<tr>
<td></td>
<td>• Men – tank tops or sleeveless shirts</td>
</tr>
<tr>
<td></td>
<td>• Exposed undergarments</td>
</tr>
<tr>
<td></td>
<td>• Sleepwear or slippers;</td>
</tr>
<tr>
<td></td>
<td>• Hats, caps, headscarves, visors (in the classroom.)</td>
</tr>
<tr>
<td></td>
<td>• Visible tattoos on the neck or a tattoo on the face. A small tattoo on the hand, no larger than the size of a quarter, is acceptable.</td>
</tr>
<tr>
<td></td>
<td>• Offensive or gang-related tattoos and/or clothing.</td>
</tr>
<tr>
<td></td>
<td>• More than three small facial piercings. Earrings are allowed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medical Students Dress Code</th>
<th>When not in uniform Medical students will follow the General MTI Dress Code. After receiving their MTI-issued uniform, students are expected to wear their uniform to all medical classes except M0111.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>While in the medical classes, medical students must maintain the following dress code:</td>
</tr>
<tr>
<td></td>
<td>• In order to perform vital signs, students should make every effort to wear an analog watch with a second hand.</td>
</tr>
<tr>
<td></td>
<td>• Uniforms must be worn in one color only. The uniforms must be clean and ironed.</td>
</tr>
<tr>
<td></td>
<td>• A white lab coat may be worn over the uniform. No other outer garments may be worn with uniform</td>
</tr>
<tr>
<td></td>
<td>• Shoes must be white leather or mock leather and closed toe. Shoes that do not appear like those of a nurse’s uniform are prohibited. Shoes must be clean. No color trim is allowed on shoes and logos must be smaller than a silver dollar. White socks or stockings must be worn at all times.</td>
</tr>
<tr>
<td></td>
<td>• Fingernails should be clean, short and neatly manicured, bright or dark nail polish is not permitted. Acrylic, fiberglass, or silk nails are not permitted.</td>
</tr>
<tr>
<td></td>
<td>• All students must make sure that their hair is clean, combed, and kept away from the face.</td>
</tr>
</tbody>
</table>
**Paul Mitchell Future Professional Dress Code**

In addition to the General MTI Dress Code, future professionals must maintain the following professional dress code:

- Core and Phase One Future Professionals must wear all black
- Phase Two Future Professionals must wear black or white in any combination
- A minimal print in clothing is acceptable only if it is in black for Phase One and black or white for Phase Two
- Clothing must be professional, clean, and free of stains and tears
- Shoes must be black, professional, and comfortable for all Future Professionals
  - Canvas shoes (without laces or tongues) are acceptable
  - Laces are only acceptable on leather shoes or boots
- Hair must be clean and styled prior to arriving at the school.
- Cosmetics must be applied using trend-appropriate makeup techniques and applied prior to arriving at the school
- Name tag must be worn at all times
- A splash of color may be added with removable accessories; such as, belts, jewelry, ties, scarves, hair clips, head bands or head scarves.

Please note: Future professionals are not allowed to have tattoos on their face or hands. Piercings on the face will not exceed three in total quantity and gang-related tattoos are not allowed.

The following are not acceptable attire for Paul Mitchell Future Professionals:

- Tennis shoes or any casual shoe with laces or lace grommets, beach sandals, flip flops or any sandals that go between the toes
- Jeans or clothing that looks like denim
- Tank or sleeveless tops
- Stretch pants that cling to skin from waist to knee, except when worn with a top that falls below mid-thigh
- Sweat clothing material
- Printed t-shirts other than those with PAUL MITCHELL or MTI logo
- Skirts or shorts that fall above mid thigh
- See through spandex pants and biking shorts
- Clothing that bares the midriff or undergarments
- Plunging necklines or sagging pants
- Sleepwear or slippers
- Colored hosiery, socks or leg warmers (other than black)
- Hats, caps, visors, hoods, bandanas, do-rags, beanies or berets
- Ponytails, pigtails or elastic bands
Academic Honesty
Revised 08/14/2008

MTI places great value and importance on academic honesty and expects all students to conform to the principles and standards of academic honesty as upheld by the college. Academic cheating and plagiarism are cause for formal discipline which could include being placed on academic probation; earning no higher than a “C” in the class; receiving a failing grade for the assignment and/or the class; and/or being dropped from the program. A student who is suspected of cheating or plagiarism will be reported immediately to the dean. The matter will be investigated and addressed by the dean and the department chair. If the student continues to cheat or plagiarize, he/she will receive a failing grade in the class and may be dropped from MTI.

Understanding Academic Honesty

Academic dishonesty comes in many forms. If there are any questions regarding the academic honesty policy or an instructor’s expectations, it is the student’s responsibility to seek clarification immediately. Lack of understanding of the policy or an instructor’s expectations is not an excuse for breaching academic honesty. In addition, any observed incidents of cheating or academic dishonesty should be reported immediately to the Dean.

Plagiarism

Plagiarism occurs when a writer intentionally or unintentionally presents the work of another person as his/her own without properly acknowledging the source. It is expected that each student will assume full responsibility for the content and integrity of his/her work. In other words, any work submitted by a student must represent his/her own research, thinking and writing. If a student has questions or is confused about any aspect of citation or avoiding plagiarism, he/she is strongly encouraged to ask the instructor for help.

Cheating

Cheating occurs when a student uses, or tries to use, materials, notes, study aids or other assistance to complete an assignment or exam without the authorization or approval of his/her instructor. This includes, but is not limited to exams, quizzes and assignments to be completed in class or on a take-home basis. Students are expected to complete all coursework and assessments on his/her own accord unless otherwise allowed by the instructor. In addition, students are not to acquire and/or use information about an exam or assignment that has been obtained improperly.
During Admissions, all MTI students sign an agreement similar to the one below, agreeing to uphold academic honesty.

MTI College is committed to the mission of helping its students build the knowledge, skills and confidence necessary to become qualified professionals in their field of choice. Successfully achieving this mission relies heavily on a partnership between the student and the college where the two work together honestly and respectfully toward a common goal.

Because academic honesty is essential to intellectual development, MTI's Academic Honesty Policy is as follows:

MTI places great value and importance on academic honesty and expects all students to conform to the principles and standards of academic honesty as upheld by the college. Academic cheating and plagiarism are cause for formal discipline which could include being placed on academic probation; earning no higher than a "C" in the class; receiving a failing grade for the assignment and/or the class; and/or being dropped from the program. A student who is suspected of cheating or plagiarism will be reported immediately to the dean. The matter will be investigated and addressed by the dean and the department chair. If the student continues to cheat or plagiarize, he/she will receive a failing grade in the class and may be dropped from MTI.

In the spirit of working together to uphold the academic integrity of the institution, students are expected to take responsibility for their actions, and for their understanding of the policies and expectations of the school. If there are any questions regarding the academic honesty policy or an instructor's expectations, it is the student's responsibility to seek clarification immediately. Lack of understanding of the policy or an instructor's expectations is not an excuse for breaching academic honesty. In addition, any observed incidents of cheating or academic dishonesty should be reported immediately to your instructor or to the Dean.

Although academic honesty extends beyond cheating and plagiarism, the following definitions have been provided to help clarify the college's expectations:

Plagiarism

Plagiarism occurs when a writer intentionally or unintentionally presents the work of another person as his/her own without properly acknowledging the source. It is expected that each student will assume full responsibility for the content and integrity of his/her work. In other words, any work submitted by a student must represent his/her own research, thinking and writing. If a student has questions or is confused about any aspect of citation or avoiding plagiarism, he/she is strongly encouraged to ask the instructor for help.

Cheating

Cheating occurs when a student uses, or tries to use, materials, notes, study aids or other assistance to complete an assignment or exam without the authorization or approval of his/her instructor. This includes, but is not limited to exams, quizzes and assignments to be completed in class or on a take-home basis. Students are expected to complete all coursework and assessments on his/her own accord unless otherwise allowed by the instructor. In addition, students are not to acquire and/or use information about an exam or assignment that has been obtained improperly.

Academic honesty benefits those who are truly committed to learning, and I agree to adhere to MTI College's Academic Honesty Policy. If I have questions regarding the policy or my instructor's expectations, I will seek clarification or assistance immediately.

Student Signature ___________________ Date ____________

Student Name (please print) ____________________
Academic Freedom Policy
Revised: 09/04/2008

In order to support the integrity of the teaching-learning process, MTI College values and maintains an environment where academic freedom exists for all faculty members.

- Faculty members will be protected from censorship, restraint, or dismissal as a result of discussions, studies, investigations, presentations, or interpretations of the facts and ideas within their assigned curriculum.

- Faculty members have the right and responsibility to determine methods of instruction, planning, and presentation of course materials and equitable methods of student assessment in their teaching assignments. Faculty members are expected to adhere to the institution’s procedures for using approved curriculum, course outlines, materials, and resources.

- While faculty have the right to present ideas and conclusions which they believe to be in accordance with available evidence, they also have the responsibility to acknowledge the existence of different opinions and to respect the right of others to hold those views.

- Faculty members must clearly differentiate to students their opinions from the presentation of objective theories, facts, or ideas. In addition, faculty members must clearly differentiate the expression of personal opinion from the policy of the institution.

Academic freedom and academic responsibility are interdependent, and this policy is intended to protect the former and promote the latter.

Grading System
(Rev 7/18/2011)

Grades are earned based on student academic achievement and performance. Grades earned for a course consist of a letter grade and a point value which is used to calculate a student’s grade point average (GPA).

Course grades of ‘A’, ‘B’, and ‘C’ are considered passing grades. In Pass/Not-Passed grading situations, ‘Pass’ and ‘Not Passed’ grades earn credit but are not included in the GPA calculation. A ‘D’ grade is considered non-passing and must be raised to at least a ‘C’ for a student to be eligible to graduate. The ‘NC’ designation is used for courses that take more than one term to complete. The first half of the course appears on the schedule with an ‘NC’ designation (which carries no point value), with the final grade being assigned upon completion of the second half of the course. The ‘NC’ designation is also used for scheduled labs and other non-credit courses taken. The dean will assign an ‘NT’ designation to any course(s) and/or externship in a student’s program that were not taken at the time of graduation. No point value will be assigned and the designation will appear on the official transcript.

In special situations, the dean may exercise discretionary authority to recommend a student for a diploma when there is an ‘NT’ (not taken) or one grade below a ‘C’ on the student’s official transcript, provided the student has completed at least 85% of his or her program with at least a 2.0 G.P.A. The recommendation must be approved by the Director of Education and the Vice President of Operations. NOTE: Students enrolled in an Associate in Arts (AA) degree program must take and pass the specified general education courses in order to earn their degree.

A copy of an Official transcript may be requested in writing for a nominal fee. There is no fee for unofficial transcripts. The U.S. Family Education Rights and Privacy Act of 1974 (FERPA) is observed.
Grading Scale

Grades entered on student records are based on the following levels of performance. Not all instructors assign +/- grades. Please refer to your course syllabus for the applicable grading scale. For more information regarding grades, incompletes and restarts, please refer to the College Catalog.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93.00-100.00</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>90.00-92.99</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>87.00-89.99</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>83.00-86.99</td>
<td>3.00</td>
<td>Above Average</td>
</tr>
<tr>
<td>B-</td>
<td>80.00-82.99</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>77.00-79.99</td>
<td>2.33</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>73.00-76.99</td>
<td>2.00</td>
<td>Average</td>
</tr>
<tr>
<td>C-</td>
<td>70.00-72.99</td>
<td>1.67</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>67.00-69.99</td>
<td>1.33</td>
<td>A 'D' grade is considered non-passing and must be raised to at least a 'C' for the student to be eligible to graduate.</td>
</tr>
<tr>
<td>D</td>
<td>63.00-66.99</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>60.00-62.99</td>
<td>0.67</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.00-59.99</td>
<td>0.00</td>
<td>Any student who fails to complete course work successfully during a class will receive a grade of “F” if the instructor feels that there is too much work missing or the submitted work is substandard.</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td></td>
<td>A student may receive an Incomplete grade for a class when he or she is unable to complete all assignments due to extenuating circumstances. Only students who are in good standing and have maintained an acceptable attendance record are eligible to receive an Incomplete grade. The deadline for a student to complete all class requirements will be set by the instructor, and will not extend beyond 2 weeks following the end of the class. If the work is not submitted to the instructor by the agreed upon date, the Incomplete grade will automatically be changed to an &quot;F&quot;.</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td></td>
<td>A ‘W’ grade is assigned when a student is dropped from class during the first two weeks. The student can retake the class on a space-available basis without being charged.</td>
</tr>
<tr>
<td>CR</td>
<td></td>
<td></td>
<td>Credit from prior education; transcripts must be approved by the Admissions office.</td>
</tr>
<tr>
<td>NC</td>
<td></td>
<td></td>
<td>The ‘NC’ designation is used for courses that take more than one term to complete. The first half of the course appears on the schedule with an ‘NC’ designation (which carries no point value), with the final grade being assigned upon completion of the second half of the course. The ‘NC’ designation is also used for scheduled labs and other non-credit courses taken.</td>
</tr>
<tr>
<td>NT</td>
<td></td>
<td></td>
<td>The dean will assign an &quot;NT&quot; designation to any course(s) and/or externship in a student's program that were not taken at the time of graduation. No point value will be assigned and the designation will appear on the official transcript.</td>
</tr>
<tr>
<td>Pass/Not Passed</td>
<td></td>
<td></td>
<td>‘Pass’ and ‘Not Passed’ grades earn credit, but are not included in the GPA calculation</td>
</tr>
</tbody>
</table>
Incompletes, Failing Grades, and Restarts

Incompletes

A student may receive an Incomplete grade for a class when he or she is unable to complete all assignments due to extenuating circumstances. The grade will be assigned at the discretion of the instructor only if he or she feels that the student is able to complete the missing work and successfully pass the class. Only students who are in good standing and have maintained an acceptable attendance record are eligible to receive an Incomplete grade. The deadline for a student to complete all class requirements will be set by the instructor, and will not extend beyond 2 weeks following the end of the class. If the work is not submitted to the instructor by the agreed-upon date, the Incomplete grade will automatically be changed to an F. Restarting the class requires the approval of the appropriate dean. If the restart is approved, the student must retake the entire class and achieve a passing grade.

Failing Grades

Any student who fails to complete coursework successfully during a class will receive a grade of F if the instructor feels that there is too much work missing or the submitted work is substandard. A student has the option to drop a class and retake it if he/she is making unsatisfactory progress.

Class Restarts

(Rev 4/2010)

Students should make every effort to successfully complete each class in their programs in order to meet graduation requirements. However, circumstances may occasionally occur that make it necessary for a student to restart a class. While restarting a class is an option, it is one that should be pursued only after other alternatives have been explored with the appropriate dean as restarting a class will likely extend the student’s graduation date.

- Students enrolled in a diploma program will be allowed two free restarts, and degree students will be allowed two free restarts within each year of their programs.
- Students who have already used their two free restart options will be required to pay the full tuition amount for the third and succeeding restarts.
- Students who drop from school and return under the school restart policy are not allowed additional free class restarts. They will have the same number of restarts available to them as they had at the time of their drop.
- In order to use a free restart, a student needs to earn a grade for the class – even if the grade is an ‘F’. If a student elects to drop a class after attending into the third week of class, the student is given an “F” for the class and may use one of his/her free restarts to re-take the class at no charge.
- If a student is dropped with a ‘W’ (withdrawal) during the first two weeks of a class, the student can re-take the class without being charged. The class is not considered one of the student’s free restarts and the grade does not count toward his/her GPA. ‘W’ grades do not appear on transcript, but do show up on the grade report.

All class restarts are scheduled on a space-available basis with priority being given to students who are taking the class for the first time. In addition, students are responsible for purchasing any books and materials that were not included in the original class. The student must see the Financial Aid Office if there are any costs associated with the restart.
Program Change Policy

For existing students wishing to change their program of enrollment may do so within the first 60 percent of their program length. Beyond the first week of classes, program changes are initiated by the student and coordinated by their appropriate Dean. Program changes may affect a student’s tuition, fees, and financial aid award; therefore, changes are not effective until the student signs a new enrollment agreement and financial aid award package. Students will not be scheduled for classes in their new program of study until these documents are completed, signed, approved and processed by the Financial Aid Officer. It is typical for the process to take up to one week.

Satisfactory Progress Policies and Procedures

Objective

The primary objective of the programs at MTI College is to qualify students for employment in the fields of law, information technology, business, healthcare, and cosmetology. MTI pledges to provide additional time to students if such time is needed to reach skill levels prescribed by the program’s stated outcome. However, a student who has little or no hope of mastering employable primary skills within the allowable time period will not be allowed to continue. Therefore, the institution maintains a satisfactory progress policy. Satisfactory progress applies to all certificate, diploma, and degree program students, whether or not they receive federal financial aid.

Minimum Requirements

Satisfactory Academic Progress has both a qualitative and a quantitative measurement. Students are expected to attend regularly and achieve a grade point average (GPA) of 2.0 or C or better. In addition, students must complete the program of study for which they are enrolled within a time frame that does not exceed 1.5 times the normal time frame required to complete the program. (i.e., a program of study that is listed as 36 weeks in the program catalog must be completed within 54 weeks.) Students must complete 60% of the credits attempted each term.

Progress Evaluation

At the end of each grading cycle the Dean’s office verifies grade point averages for all students to determine whether students are maintaining a minimum 2.0 GPA. If a student is below a 2.0 grade point average he/she is placed on academic probation. The student then has until the next grading cycle for which any failed classes are available to bring his/her grade point average up to the minimum requirement. (This time frame normally will vary from 6 to 18 weeks). Students who are on academic probation will be considered to be making satisfactory academic progress. Should the student show significant improvement at the end of the probation period and increase his/her grade point average, the probationary status is removed. If the student does not make improvement in his/her grade point average, eligibility for financial aid funds will be terminated and the student may have his/her enrollment terminated.

Incomplete subjects and subject withdrawals will be considered as a course attempted for purposes of determining satisfactory progress. A grade will replace an Incomplete if a student completes the unfinished work by the deadline established by the instructor. If a student fails to complete the unfinished work, the incomplete grade will revert to a grade of F and will be included in calculation of the student's grade average. Non-credit and remedial courses are not included in the computation of credits earned or grade point average.
If a student repeats a previously failed course in order to get a higher grade, only the higher grade will be used in the computation of grade average. Transfer and challenge credits will be considered as meeting graduation requirements, but they are not considered in determining satisfactory progress, computation of grade average, maximum program length, or eligibility for financial aid funds.

**Appeals**

Mitigating circumstances will be considered at the request of probationary students who fail to satisfy their probation period requirements. Documentation must be in the student’s file explaining why the student failed to meet the satisfactory progress requirement. The appropriate dean will review the appeal and determine whether the probationary student will be allowed to remain in school.

Typically, students allowed to remain in school based on mitigating circumstances will be allowed no more than one additional grading cycle to achieve the credits and grade average necessary to remain in good standing. Students who fail to achieve the necessary credits and grade average during this extension period will have their enrollment terminated without possibility of future extensions.

**Readmission**

Should a student drop from a program and wish to return at a later date to complete the program, a written request for readmission must be submitted to the Director of Admissions along with a restart fee of $100. The request is subject to approval, and the $100 is refundable should the request be declined, unless the student has an outstanding balance owed to the school. If the request is approved, the student is responsible for any increases in tuition or book charges in effect at the time of his or her return. Tuition payments made in the original enrollment period will be credited toward that charge.

**Student Records and Privacy Rights**
(Rev 12/10/2009)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Under the act, students have the right to review their education records and request that any information (excluding grades) they believe to be inaccurate, misleading or otherwise in violation of their right to privacy be corrected or removed. In addition, the act protects student privacy by requiring prior written consent before certain information from a student’s education record may be released, with the exception of disclosing information to school officials or agencies authorized by law.

Students with questions or concerns regarding their records may schedule an appointment with the Vice President of Operations. Questions regarding grades should be addressed directly with the appropriate instructor or dean. Complaints regarding the institution’s compliance with FERPA requirements may be addressed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901
Release of Official Transcripts and Diplomas
(Rev 04/2010)

It is MTI's policy to release official transcripts and diplomas only to students and graduates who are in good standing with the college. This includes being current in fulfilling established financial obligations to the college.

Transcripts, diplomas, or any other official documents certifying student completion such as phlebotomy certificates and cosmetology certification of hours may be released for the following students and graduates:

- Those who have a history of making regular payments as established in their enrollment agreements and whose accounts are up-to-date.
- Those who have no monies due to MTI College.

Students or graduates who either have a poor payment history and/or have past-due balances must pay off their accounts before a transcript or diploma will be generated.

A nominal fee will be charged for each official transcript or diploma ordered.

Computer Usage Policy
(Rev 1/8/2009)

The MTI learning experience includes daily use of computer technology. With this privilege comes the responsibility of mature behavior and considerate conduct. This agreement outlines the following and represents the minimum standards for acceptable behavior:

- Reasonable rules of conduct to ensure all students will find the equipment in serviceable condition.
- Restrictions on software, hardware, and Internet usage in the school environment to ensure students, faculty and staff are not exposed to offensive material or disruptive operations.
- Prohibitions on certain types of computer activities so both the student and school are protected from loss or damage.

Violations of the Computer Usage policy may result in disciplinary action ranging from oral or written reprimand to dismissal from MTI.

Student Privileges

- Currently enrolled students may use MTI computer systems and software on campus during scheduled class and lab periods.
- Graduates may use MTI computer labs only with prior approval from the Career Services Department. A Career Services representative will provide the graduate with a password to use while on campus.
Restrictions

- MTI computer systems and software may be used only for the stated educational purposes; no non-instructional use is permitted.

- During class, internet access is limited to class assignments and research; no personal use like surfing the net, messaging, MySpace, or downloading games is allowed.

Students Will Not... (Forbidden)

- Display sexually explicit or offensive materials or graphics.
- Delete, print, change, or manipulate the structure or content of another user's files, password or network access authority.
- Install any software.
- Download and/or save software from the Internet.
- Modify any software/hardware configuration.
- Make copies of any software product(s).
- Delete, erase, or alter any permanently installed MTI software.
- Bring food or open drink containers into the computer labs.
- Load printer paper trays or clear printer feeding jams (refer to instructor).
- Use personal computers in class without the instructor’s permission.
- Remove any hardware or software from campus.

Student Assistance

Academic Assistance

If you need extra assistance or tutoring in a class, check with your instructor first. We offer supervised lab periods where students can receive individualized help from an instructor. You are encouraged to communicate with your instructor regarding academic issues. For additional academic counseling, please see your dean.

Open Labs and Tutoring

A “Peer Tutor” program is also available for students seeking assistance. Peer Tutors are students like you who volunteer to help tutor other students in a variety of subject areas. Please see the appropriate Dean or the LRC director for more information.

If you are simply in need of extra lab time, or a quiet place to study or meet a classmate, please check with the Learning Resource Center for classroom/lab availability.

Christina Smith Memorial Fund

The Christina Smith Memorial Fund was created in order to memorialize the helping hand that Christina Smith so often offered to her students in need. Christina was an Admissions Advisor at MTI College for several years. Through her work as an admissions advisor, she helped, often at her own expense, numerous students through times of crisis and discouragement.

This fund provides resources for emergency situations that could prevent students from realizing their goals to graduate from MTI College and secure good jobs. The Christina Smith Memorial Fund does not provide monies for tuition; instead its mission is to continue Christina’s philosophy of offering a helping hand to students facing difficult financial situations. Awards have limitations. Consideration for an award
will include the student’s academic status, Dean’s recommendation, circumstances associated with the request, intended use of the award, and likelihood of the student being successful with his/her goals.

The fund is managed by MTI College and administered by Christina Smith’s mother, Regina Cascardo. Ms. Cascardo is the fund’s prime supporter and decides on many of the award requests. Applications for an award from the Christina Smith Memorial Fund can be obtained from any MTI College Dean. A term of five business days may be required for award determination after an application has been received. Completed applications should be submitted to the dean’s office.

Learning Resource Center (LRC)

The Learning Resource Center (LRC) exists to provide learning assistance and research support to students and faculty. The LRC is a quiet, comfortable place for students and faculty to utilize additional learning resources, study, take exams, read, or simply relax. Several tutorial videos are available for free checkout. Please refer to the LRC staff for the list of titles and subjects. In addition, the list of active Peer Tutors may be found in the LRC.

Hours of Operation

Monday-Friday 8:00 a.m. to 9:30 p.m.
Closed Saturday, Sunday and holidays

Prometric/Thomson Certification Testing (By Appointment Only):

Monday 10:00 a.m. to 2:00 p.m.
Wednesday 1:00 p.m. to 5:00 p.m.
Friday 12:15 p.m. to 5:00 p.m.

Make-up/Challenge/Test-Out Examination Hours

Challenge exams and instructor-based tests are kept in the LRC for the students’ convenience of completing their examinations. An appointment must be made in the LRC for your exam to be administered during the time listed below.

Monday 8:00 a.m. to 10:00 a.m.
  2:00 p.m. to 8:00 p.m.
Tuesday 8:00 a.m. to 8:00 p.m.
Wednesday 8:00 a.m. to 2:00 p.m.
  4:00 p.m. to 8:00 p.m.
Thursday 8:00 a.m. to 8:00 p.m.
Friday 12:00 p.m. to 8:00 p.m.

NOTE: Appointments are required for all Make-up and Challenge exams.
On-Campus Expectations

Homework
In addition to time spent in class, students should expect a minimum of two hours of homework for each hour of class. The actual time will, of course, vary. From time to time students may also be expected to complete research and/or other types of homework assignments at off-campus libraries.

Grades
Grade reports are available on the Wednesday of the third week of the term. Day & evening students can pick up their grades in the Learning Resource Center.

Students must successfully complete all prerequisite coursework in order to advance in the curriculum. A student will not be allowed to continue attending a class whose prerequisites have not been met. This could result in last minute schedule changes and a delay in graduation.

Food in Classrooms
The MTI staff works hard to keep your campus clean and well maintained. Food and beverages (other than water) are prohibited in the classrooms and LRC. Water is allowed in the classrooms only if it is in a container with a lid. Please do not dispose of food or liquids in classroom wastebaskets. Food and beverages are allowed in the student lounge and in Room 111 during the lunch period only.

Electronic Devices
In order to avoid distracting fellow students, disrupting the class, or compromising academic integrity, cell phones and other electronic communication devices are to be turned off during the class or lab period. All electronic devices are to be put away during class unless otherwise allowed by your instructor. All phone calls are to be made outside or in the student lounge. No calls or text messaging are allowed during the class or lab period. Please wait until the break to retrieve messages or return any calls. In addition, in order to keep noise to a minimum, cell phones should not be used in hallways or open classrooms. Failure to follow this policy will affect the student's professionalism grade.

Care of Equipment
The care of your school equipment is very important. When in doubt about equipment operation, stop and ask an instructor. PLEASE DO NOT ATTEMPT TO OPERATE EQUIPMENT ON WHICH YOU ARE NOT QUALIFIED or AUTHORIZED.

There may be times when you feel the temperature or lighting in the room needs to be adjusted. Please report any problems to your instructor or other staff member promptly and do not attempt to adjust or repair the temperature or lighting controls yourself.

Class Evaluations
At the end of each class, students have the opportunity to provide direct feedback to their instructors and the college regarding their learning experience. These evaluations are completed using an online evaluation tool that students can access from any computer on campus. Please take the time to complete these course evaluations as we count on your thorough and honest feedback regarding the quality of our programs. Instructions for completing the evaluations are located in the Quick Reference section of this handbook.

Appearance
Students will be neatly dressed in accordance to the dress code, and practice proper hygiene at all times. Every effort should be made to learn business dress habits and apply them while attending school. In addition, students are asked to refrain from chewing gum in class.
Smoking
Smoking is prohibited inside the school buildings and is permitted only in designated outside smoking areas where receptacles are located. See the map on the back cover. Please help us in keeping the campus grounds clean by disposing of cigarette butts in the proper receptacles and not on the ground or in the flowerbeds.

Drugs and Alcohol
MTI College is a participant in the Drug-Free Schools and Communities Act. Students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity. Students who violate this policy will be subject to possible drug testing and any disciplinary action deemed necessary, including expulsion.

Weapons on Campus
Unauthorized possession or misuse of firearms, replicas, ammunition, explosives, fireworks, knives, or other weapons on campus or at a college-related activity is cause for disciplinary action up to and including expulsion. In addition, any act or threat of physical intimidation, harassment, or violence against any person, groups of people or personal property will not be tolerated. Appropriate disciplinary action up to and including expulsion will be taken where evidence of physical intimidation, harassment, or violence is found.

Children and Pets on Campus
Children and pets are not allowed to attend classes with you, or wait on campus while you are in class. Please make alternate arrangements for your children or pets.

Student Records
Attendance records, payment records, and related materials are on file in the administrative office. Students having questions regarding any of these records may schedule an appointment with an advisor by contacting the receptionist. Questions regarding grades should be directed to the appropriate instructor or dean.

Tuition Payment Schedule
At the time of your enrollment, a tuition schedule was set up in the Enrollment Agreement. Normally, payment of tuition is required on or before the date stipulated. In accordance with your Enrollment Agreement, Certificates of Completion, Diplomas, or Degrees cannot be issued until your tuition payment schedule is current. If any difficulty should arise, ask for a meeting with the Business Office.

Food/Student Lounge
The Student Lounge, located on the ground floor of the North Annex building, is designed to be a comfortable place for students to relax between classes. Vending machines with soft drinks and snacks are available in addition to microwaves. In addition, there are several eating establishments within a short walk or drive from the college.

Security
MTI employs a security service to patrol the parking lot during evening classes. In addition, security cameras are located throughout the campus for your safety. If you notice any suspicious activity occurring on campus, please report it immediately to your instructor or any other MTI employee.

Personal Property
Please keep track of your personal belongings and never leave them unattended. Write your name on all your property in case items are misplaced. MTI is not responsible for any loss or damage to property belonging to a student.
Student Parking
The entrance for the student parking lot is located on Hemlock Street. Please avoid parking in reserved visitor spaces or in those designated for staff / faculty and be sure to lock your vehicle and remove any valuables from view. In the event that the parking lot is full, street parking is available on Hemlock Street.

Parking at MTI
MTI College offers two FREE lots for the convenience of all students. Parking Lot B is located across Madison Avenue and is shared with the First Evangelical Free Church. Lot B is open for all day and evening classes.

In addition to MTI’s free lot parking, please note that free street parking is available along Hemlock Street. Please avoid parking in the lots of our neighboring businesses. Your vehicle may be towed if found within a private lot.

Beware of hydrants!
Be sure to park at least 15 feet away from all hydrants - even if the curb is not painted red.

Lot and street parking available

Rev. 2010-05-23
Bullying, Harassment and Discrimination  
(Rev 1/7/2011)

MTI College is committed to maintaining a positive and productive learning and work environment free from bullying, harassment and discrimination of any kind. MTI generally defines bullying, harassment and discrimination as conduct or communication that has the purpose or effect of substantially interfering with an individual’s work or school performance; or that creates an intimidating, hostile or offensive work or school environment. Any incidences experienced or witnessed by a student or employee must be reported immediately in order for appropriate action to be taken.

Harassment, bullying and discrimination:

- May take many forms, including but not limited to:
  - verbal acts
  - graphic images or written statements that appear in hard copy or electronic form (ie. social networking media, cell phone texts, etc.)
  - conduct that may be perceived as physically threatening, harmful, or humiliating

- May occur between and among students, faculty, staff, females, males

- Do not have to include intent to harm, be directed at a specific target, or involve repeated incidents

MTI College will take prompt and equitable corrective action on any reports or complaints that come to the attention of school personnel, either formally or informally. Students and/or employees found engaging in acts of bullying, harassment or discrimination, or who knowingly make false allegations regarding such behavior will be subject to appropriate disciplinary action up to and including expulsion. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

To the extent possible, MTI will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed. Retaliation against any person who makes a complaint or is a witness under this policy is strictly prohibited. Any individual found taking retaliatory action against an individual who files a complaint will be subject to disciplinary action up to and including expulsion.

Victims of Assault or Any Other Crime 
(Rev 12/4/2008)

It is the intent of this institution to provide a threat-free learning environment. Campus facilities were designed with student and staff safety in mind. The campus grounds are illuminated and security staff patrol the facilities during evening class hours. The policy of the institution is to deal with any form of assault or any other crime in a trenchant fashion while maintaining an understanding of the emotional and privacy needs of the victim.

In the event of sexual assault, the victim’s physical and emotional well being is the first priority. If desired, victims will be provided with the initial medical and counseling services necessary until the victim is capable of making these arrangements on his or her own. These initial services will be paid through institutional funds. The college President will work with the sexual assault victim beyond the initial occurrence period in procuring necessary services and updates on efforts being made by law enforcement agencies to apprehend and/or prosecute the assailant. The President will strive to protect the privacy of the victim when handling information requests from concerned friends, family, or the media.

On an annual basis, the college submits its crime report to the Department of Education. This information is available to students for review and is maintained in a binder kept in the Financial Aid office.
Problem Solving Procedure

Satisfied students become successful graduates!! At MTI, we realize the importance of students reaching their graduation goal. If at any time during your course of study at MTI you become dissatisfied with any aspect of your program, we encourage you to address your concern with the appropriate staff or faculty person. Our goal is for you to be successful. When you are successful – we are successful. Let’s work together to make this become a reality!

Academic-Related Issues

1. Share your concern or dissatisfaction with the instructor with whom the problem originated. Talk together toward a solution.

2. If you are unable to resolve the problem by speaking with your instructor, you may refer the issue to the appropriate dean and ask for intervention in seeking a solution.

3. If the problem is still not resolved to your satisfaction, you are encouraged to contact the Department Chair of your program, the Director of Education, Vice President of Operations, or the college President and request that a grievance hearing be scheduled. The grievance hearing allows the student to present his or her case before a student, an instructor, and an administrative person, all of whom will seek to be impartial to the issue being discussed. The student will be notified within one week of the status of his/her grievance by the individual who assembled the grievance committee.

Administrative- or Financial-Related Concerns

1. Share your concern or dissatisfaction with the administrative staff person with whom the problem originated. Talk together toward a solution.

2. If you are unable to resolve the problem by speaking with the administrative person involved, you may refer the issue to the manager of the appropriate department and ask for intervention in seeking a solution.

3. If the problem is still not resolved to your satisfaction, you are encouraged to contact the Director of Education or the appropriate Vice President and request that a grievance hearing be scheduled. The grievance hearing allows the student to present his or her case before a student, an instructor, and an administrative person, all of whom will seek to be impartial to the issue being discussed. The student will be notified within one week of the status of his/her grievance by the individual who assembled the grievance committee.

All parties understand that the decision of the grievance hearing will be accepted as final. A grievance hearing will address the interpretation and application of school and academic policy. If the student’s grievance is not satisfied, MTI College’s accrediting body can be contacted at Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (WASC), 10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234.
Campus Activities

Work Study Program

The Federal Work Study (FWS) program offers a great opportunity for students to gain work experience and supplement their income while in school. Students interested in participating in the Federal Work Study program should inquire about eligibility and job availability at the Financial Aid office. Students are eligible to participate if they have financial need as determined by their Student Aid Budget. Typically, students participating in the FWS program will work at the college or at a local non-profit public service organization. All participants must maintain good academic progress in order to ensure their continued FWS employment status.

Student Advisory Group (SAG)

The purpose of the day and evening MTI SAG is to create a channel of direct communication between MTI students and administration. One of the goals is to create a consistent, positive learning experience for students. This can be accomplished best through open communication and feedback among MTI’s staff, faculty and the students.

Topics for discussion should be of general interest to students. Individual student concerns with classes and/or instructors should be addressed with the student’s instructor or dean, or in accordance with the Grievance Procedure as outlined in the school catalog. Students may e-mail items that they wish to be included on the agenda to the deans or they can bring them up during the “Open Forum” portion of the meeting. Minutes are posted outside the Deans’ offices.

Meeting notices with dates, times and locations will be posted on campus and in the Informer. You must sign up outside the Dean’s Support Center prior to the meeting so enough food is ordered!

Day and Evening SAG Meetings are held once a quarter – see dates and times below:

- September 20
- December 13

Day Students: 12:10 – 12:40 p.m.
Evening Students: 7:00 – 7:30 p.m.

Graduation Ceremonies

The college hosts two graduation ceremonies each year to honor students who have earned their diplomas or degrees. These exciting events (with nearly 1000 guests) are typically held in the spring and fall and include student speakers and award presentations in addition to the commencement exercise. Family and friends are encouraged to attend so they can celebrate with the graduates who are dressed in the traditional cap and gown.

Students must be attending the final classes of their diploma or degree program in order to participate. In other words, students completing their first year of a two-year degree are not eligible to walk -- they must wait until their second year is completed before they can participate. A list of eligible students, along with details about the upcoming ceremony, is posted outside of room 106 in the Main Building. For additional information, please contact your dean.
MTI Community

Community Service provides you with an excellent opportunity to improve your local community, help others, and practice important networking skills. MTI encourages all students to explore and choose the service path that best suits individual interests and ability. We hope that you find this experience both fun and rewarding!

The Community Service process can be done in three steps:

**Step One: Choose a Community Service**

Review community service opportunities in your local community or elsewhere. Take a look at the community service links on MTI Online (http://students.mticollege.edu). Find an organization that shares your values and look at ways you can help. Also, keep your eyes peeled for opportunities right on our campus. MTI offers food drives, blood drives, and other events on a regular basis.

**Step Two: Complete your Service**

Go out and help your community with your volunteer effort. Have fun! This is what this program is all about. **Obtain written documentation** from the volunteer organization to provide evidence of your efforts.

**Step Three: Turn in Your Verification to the Dean**

**Visit your Dean** to obtain credit for your community service. The Dean will record your service and keep a copy of your documentation. Congratulations! You have satisfied the MTI College Community Service requirement, but most of all, you have helped your community!

**Step Four: Keep it Going!**

It doesn’t have to end here! Now that you see all of the opportunities to help in your community, realize that your help is valued any time of year. Try helping again whenever you’re able. Being a positive force in your community is a great trait of many successful professionals.
Student Appreciation

STAR Program

Each term, MTI chooses 2 students to be Day and Night STARS! These students get an award and their photo displayed in the Hall of Fame! Star students represent one or more of the Universal Outcomes; they personify communication, problem-solving, technology, accountability, customer service, life-long learning, and/or professionalism.

Master Students

The Master Student award is an opportunity for MTI to celebrate our spectacular students! The primary purpose of the Master Student program is to celebrate and commend students whose positive attitude, strong work ethic, and professional behavior has led to their success at MTI College. Master Students receive an award of recognition and have their photo displayed in the Hall of Fame.

STAR Students can be Master Students and vice versa – what great awards to add to your resume!

Perfect Attendance List

Students that have perfect attendance for one term will appear on the Perfect Attendance List. Once on the list you can request a certificate in the Deans’ Support Center. Please see the Student Services Assistant for more information.

President’s and Deans’ List

In order to appear on the President’s List you must have completed 12 units and have a 4.0 GPA. In order to appear on the Deans’ List you must have completed 12 units and have a 3.5 or higher GPA. You can request a certificate in the Deans’ Support Center. See the following FAQ for more information or contact the Student Services Assistant.

Frequently Asked Questions (FAQ)

Deans’ & President’s List

1) When does the Deans’/President’s List come out and where do I get a copy?

The Wednesday of week #3 each term the list is available for pick up in either of the Deans’ offices.

2) How do I get my President’s/Deans’ List Certificate?

Sign up in the Deans’ Support Center to add your name to the request list. You only have to sign up (1) time for your certificate. Once your name falls off of the President’s List (your GPA drops below a 4.0, or you graduate), or the Deans’ List (your GPA drops below a 3.5, or you graduate) you are eligible for a certificate. Once your name falls off the President’s/Deans’ List, and your name is on the request list, a certificate will be printed for you with 2-4 weeks.

3) What if I have already graduated when the certificate is ready?

If you would like your certificate mailed, make a notation next to your name when you sign up on the request list.
Perfect Attendance List

1) How do I qualify for a perfect attendance certificate?
You must have one consecutive terms of perfect attendance, which means no late arrivals or early departures.

2) I was late 35 minutes once and left early twice; can I still get a certificate?
No. Perfect attendance means you are in class from the beginning to the end everyday. Coming late: Late Arrival or leaving early: Early Departure disqualifies you for the certificate.

3) Are there any excused absences? I had Jury Duty, I had no choice, I can bring in evidence.
There is only one exception – when you are at an MTI event, such as Graduation Ceremony.

4) When does the Perfect Attendance List come out and where do I get a copy?
The Wednesday of week #3 each term the list is available for pick up in either of the Deans’ offices.

5) My name is not on the list, but I KNOW I had perfect attendance.
If you did not show up on the list, it is because the computer system has marked time absent for you. Get a print out of your attendance report from your Dean, the LRC, or the Students Services Assistant. Clear up any time absent with the instructor that marked you absent and notify Student Services Assistant once cleared.

6) How do I get a perfect attendance certificate?
Sign up on the desk in the Deans’ Support Center in order to have a certificate printed for you. You will have to sign up every time you earn perfect attendance in order to receive a certificate for the given term. Certificates are printed in week 5 of every term and, if requested, will be ready for pick up in week 6.

Career Services

Career Services offers a variety of services to the graduating student. They help with the job search process by using contacts with employers. Students are also assisted with resumes, cover letters, mock interviews, and are provided with the use of the fax machine and copier.

When a student is within four weeks of graduation or of completing the first year of a two-year program, he/she will become eligible to use career services.

Below are some of the advantages of registering with Career Services:

- Access to job orders obtained directly from the employers
- Assistance with your job search
- Assistance with your resume
- Mock interviews
- Counseling on conducting your job search
- Handouts with job lines and job listing websites
- Bulletin board postings for full/part time work
- Internship binder
- Guaranteed Graduate program
Career Services’ personnel will take information from your resume and try to match you with a job, based on criteria such as how far are you willing to travel, what your desired pay rate is, etcetera. This is a joint effort and requires each student/graduate to conduct an active search.

Information on local job fairs is often posted around campus, and Career Services tries to schedule employment-related events on campus every six to eight weeks.

Career Services is also responsible for letting the MTI graduates know when their diplomas are ready.

Office Hours

Monday - Thursday: 8:30 am - 6:30 pm
Friday: 8:30 am - 2:30 pm

Guaranteed Graduate Program

MTI stands behind its graduates! The Guaranteed Graduate program is unique to MTI College and is just one more reason why employers hire MTI grads. We are so confident in the skills and abilities of our students that we offer employers a 30-day guarantee.

How does it work?
- The student receives a certificate naming him/her as a Guarantee Graduate
- The student presents the certificate to his/her potential employer
- When the student is hired, the employer notifies the school
- If the employer chooses to terminate the employee within 30 days of hire, MTI will reimburse the employer for up to 30 days of the employee’s salary

Criteria
- The student must qualify to be a Guaranteed Graduate (not all students will qualify)
- Minimum cumulative GPA of 3.25
- Minimum attendance rate of 85% for the year the student has just completed
- The student must have no record of probation or other behavioral issues for the past year
- The student must be activated with Career Services and in good-standing

Limitations
- Intended for first time graduates who have not previously used MTI’s placement services
- Qualified employment includes permanent full-time positions or contract full-time positions no less than 6-months in duration
- The guarantee expires after 31 days following the employee’s first day on the job

For details regarding this program, please contact the Career Services department.
Challenging a Class and Test-Outs

If a student feels he/she already knows the material in a particular class, he/she may have the option to challenge or test out of the class. When a student challenges or tests out of a class, his/her knowledge and skills are assessed based on the objectives and outcomes of the class.

- Challenge Exams must be taken prior to attending MTI or within the first 5 days of attending MTI College. A student who passes a Challenge Exam receives academic credit for the class (no grade is issued, a ‘CR’ appears on the transcript) as well as monetary credit for the class. Note: Not all classes are considered challengeable; please see the list of eligible classes.

- Test-Out Exams can be taken anytime prior to starting a class or within one week after the first day of class (for six-week classes), or two weeks after the first day of class (for twelve-week classes). A student who passes a Test-Out exam receives an A grade in the class. No monetary credit is provided for passing a Test-Out exam. Not all classes are eligible for test-out; please see the list of eligible classes.

Challenge/Test-Out exams broadly cover the same concepts that a student would otherwise learn in the class he/she is challenging. The same exam is used in both challenge and test-out situations and may include oral, written and/or practical portions. The exam focuses on skills that students will need in order to be successful in subsequent classes.

Challenging a Class

- By successfully challenging a class, the student receives both course and tuition credit. The student’s enrollment agreement and financial aid award are to be adjusted accordingly.

- A minimum score of 90% is required to pass the challenge test. A score below 90% is not considered passing and the student will be required to take the class.

- Upon passing the challenge, the student will receive credit for the class. No grade for the class will be issued -- a ‘CR’ will appear on the transcript.

- A student may attempt to challenge any eligible class one time. If the student does not pass the challenge, he/she must take the regularly scheduled class. The student may not view the completed challenge test.

- No more than 25% of a program’s content (credit hours) may be earned through challenging classes.

Testing Out of a Class

- A minimum score of 90% is required to pass the test-out exam. A score below 90% is not considered passing, and the student will be required to take the class.

- Results of the test-out exam can be obtained from the dean. The student must continue attending class until he/she receives confirmation of the results from the dean.

- Upon passing the test-out exam, the student will receive an ‘A’ letter grade for the class and he/she will not be required to continue attending the class. No monetary credit will be awarded.

- A student may attempt to test-out of any eligible class one time. The student may not view the completed test.

- A student may not test-out of a class he/she has previously taken.
Classes Eligible for Challenge/Test-Out

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<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
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<tr>
<td>A100</td>
<td>Introduction to Accounting</td>
<td>Barbara Dickson (<a href="mailto:bdickson@mticollege.edu">bdickson@mticollege.edu</a>)</td>
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<tr>
<td>A150</td>
<td>Computerized Accounting</td>
<td>Barbara Dickson (<a href="mailto:bdickson@mticollege.edu">bdickson@mticollege.edu</a>)</td>
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<td>DA103</td>
<td>Essential Computer Concepts</td>
<td>John Alcorcha (<a href="mailto:jalcorcha@mticollege.edu">jalcorcha@mticollege.edu</a>)</td>
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<td>DA151</td>
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<td>Mathematics Concepts B</td>
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*Arranged in typing lab.

I already know this stuff! Why do I need to take a Challenge Exam?

MTI is accredited by the Western Association of Schools and Colleges (WASC.) This means we maintain high standards for students completing our classes with the goal that students’ work will transfer to other colleges. MTI’s goal in requesting that students complete Challenge or Test-Out Exams in order to receive credit for a class is to insure that all students are fully prepared with the requisite knowledge and skills to be successful in their more advanced MTI classes.

In order to provide students with credit in a course, the student must do one of three things: 1.) he or she must take and pass the full course; 2.) the student must demonstrate that they have taken a comparable course at another accredited college (please see your Admissions Advisor for more details); or 3.) the student must demonstrate their skills by scoring very well on a challenge or test-out exam that covers the same material as the course.

If you have the relevant skills through experience or coursework at other colleges, MTI strongly recommends you attempt the Challenge Exams. Our goal is to help you complete your program of study as quickly and successfully as possible so that you can continue on to your future career.

How do I take a Challenge/Test-Out Exam?

It is the student’s responsibility to set the Challenge/Test-Out process in motion by contacting the Learning Resource Center to schedule an appointment to take the exam. You can take a challenge exam in MTI’s Learning Resource Center (LRC) during testing hours. Please drop by or call the LRC to set up a time to take an appointment. If you are challenging a class that you are currently taking, you must continue to attend class after you take an exam until you are informed that you passed the exam. The exams are graded within 2-3 days.

When is the best time for me to take a challenge exam?

The best time to take a Challenge or Test-Out Exam is as early as possible. If you have a couple of weeks before you begin your MTI classes, take the time to meet with resource people, study and take your
Challenge Exam! Even if you have missed the Challenge Exam time frame, there are always advantages to taking a Test-Out Exam as early as possible. If you are able to Test-Out of a class before you begin taking that class, your Dean may be able to adjust your schedule so that you can complete your courses sooner.

**How many times can I take a Challenge/Test-Out Exam?**

Exams may only be attempted **one time**. If you do not pass the challenge exam on your first attempt, you must complete the class. Students may not test out of a class they have previously taken.

**Who do I contact if I have questions about the format of the test?**

A student may contact the appropriate Curriculum Specialist (see above) regarding questions about the actual test. A student should not submit questions about test to the Learning Resource Center as LRC staff are unable to provide information regarding test results or answer specific questions about individual tests.

**How do I learn of my result?**

It is the student’s responsibility to contact the following individuals to find out the outcome of the test out/challenge (allow three working days for processing):

- Challenge – contact Director of Admissions
- Test Out – contact the appropriate dean

**What do I do after I pass the Challenge Exam?**

Once a student is notified of passing a Challenge Exam, it is the student’s responsibility to make arrangements with the Financial Aid office to sign an updated Enrollment Agreement. No monetary credit will be issued to students who do not update their information in Financial Aid, nor will a grade be issued.

**Where can I get more information?**

For more general information about Challenge and/or Test-Out Exams, please your dean, admissions advisor, or the Learning Resource Center.
A+ Test Pass Assurance Program (TPA)
Effective 9/16/02; Revised 9/10/07

The A+ Certification has been proven to be one of the best tools for breaking into the information technology field and building your career. MTI College understands this and has found that students who achieve A+ Certified status are far more successful in their job search and placement upon graduation. For this reason, MTI has instituted an A+ Test Pass Assurance program (TPA).

Achieving a technical certification requires a great deal of commitment on the part of students toward their studies and on building their hands-on technical skill. Students who are enrolled in the Technical Support Specialist and MSE1 programs are eligible to participate in this program which, in conjunction with time spent in class, in the lab and at home, will help them prepare to successfully sit for the exams.

How does TPA work?

Critical to a student's ability to successfully achieve certification are his/her knowledge and confidence with the material covered in the exams. TS152, Technical Support Strategies, was designed to increase students' confidence in these areas. Through practical hands-on assignments, students will apply their hardware and software knowledge and skills in order to prepare for the CompTIA A+ 220-701 Computer Essentials exam and the CompTIA A+220-702 exam.

Upon meeting the minimum in-class performance requirements, the student will be eligible to take simulated certification exams developed by Self-Test and TestOut Software, leading providers of IT certification practice exams. These tests will be administered in the Learning Resource Center (LRC) for those students who qualify. It is the student's responsibility to schedule an appointment to take the Self-Test and TestOut exams in the LRC.

Students achieving a score of 95% or better on the Self-Test and TestOut exams must take a copy of their results to the Director of the Learning Resource Center, who will verify eligibility for voucher issuance. The student will then take the voucher certificate to Financial Aid for a receipt. Scheduling the corresponding A+ certification exam to be taken in the LRC’s Prometric testing center is the student’s responsibility.

Please note: All test preparation activities, Practice Tests, the Self-Test and TestOut exams must be completed successfully before an A+ test voucher is issued.

When a student passes an A+ certification exam, the student must take a copy of the test results page to the Director of the Learning Resource Center, who will forward it to the appropriate instructor and dean for grade adjustment.

For students who do not successfully pass the A+ certification exam, additional vouchers may be purchased from the Financial Aid Office. Students can schedule additional lab times with the approval of the instructor. They may also continue to take the practice tests to help prepare for the certification exams.

The TPA program is limited to students in good standing, which includes up-to-date financial obligations and good attendance. Eligible students will receive one voucher each for the CompTIA A+ 220-701 Computer Essentials exam and the CompTIA A+220-702 exam. MTI will absorb the voucher costs and considers it a sound investment toward the success of its students. We cannot, however, guarantee students will achieve certified status. This is an MTI student benefit and no compensation will be provided to eligible students who choose not to take the A+ certification exams. Students will be allowed up to 30 days after completing their first year courses to take advantage of the program’s voucher benefits; however, no other A+ benefits will be available beyond this time.
Summary of A+ Test Pass Assurance Program (TPA)

- Two tests are required to be considered A+ Certified. These tests are the CompTIA A+ 220-701 Computer Essentials exam and the CompTIA A+220-702 exam.
- To qualify for the TPA program, the student must attend class and maintain satisfactory progress based on course work, labs, exams, etc.
- The student must make his/her own arrangements with the LRC to take Self-Test and TestOut exams simulations.
- Students must score a minimum of 95% on the Self-Test and TestOut exam simulations in order to receive a voucher for the A+ certification exam.
- The TPA exams (TestOut and SelfTest) must be passed with a score of 95% or better to qualify for the A+ Certification Vouchers. A total of four passed exams will be required (TestOut and SelfTest for Essential and IT Technician).
- Only the first exam taken each day will be counted towards the TPA exams, but students are allowed to take additional exams each day for practice.
- Students must pass the TestOut exam first before taking the SelfTest exam.
- Students must inform the instructor and/or LRC staff prior to taking their first exam in each day
- Students who do not pass the Self-Test and TestOut exam simulations may schedule to retake the exams on another day.
- The Director of the Learning Resources Department will keep record of students’ scores and status regarding the Self-Test and TestOut exam simulations and the A+ exam.
- The student must make his/her own arrangements with the LRC to take the A+ certification exam.
- When the student passes the certification exam, the student will take a copy of the test results to the Director of the Learning Resource Center and appropriate instructor for verification & grade adjustment.
- The details of the Test Pass Assurance program are subject to change.
Information Technology – Network Administration Test Pass Assurance Program (TPA)
Effective 8/25/2008

Take all Three Microsoft Certification Exams at no cost to you!!!

That's right! MTI College will pay your test fees! Certification has proven to be one of the best tools for breaking into the information technology field and building your career. MTI College understands this and has found that students who achieve a certified status are far more successful in their job search and placement upon graduation. For this reason, MTI has established a Test Pass Assurance program (TPA) to assist students in successfully completing their studies and earning their MCITP - Server Administrator certificate by successfully passing the following three exams:

- 70-642: Windows Server 2008, Network Infrastructure
- 70-646: Windows Server 2008, Server Administrator

How does TPA work?

Critical to a student's ability to successfully achieve certification are his/her knowledge and confidence with the material covered in the exams. Students must have completed the related course and be making satisfactory progress to be eligible for taking the qualifying TPA exams required prior to attempting the Microsoft exam. Both the qualifying TPA exams and actual certification exams are administered in MTI's Learning Resource Center.

The qualifying TPA exams will only be administered to students who have been approved by their instructor as ready. The instructor will provide the student with a form verifying eligibility to take the qualifying TPA exams. It is the student’s responsibility to schedule an appointment to take the qualifying TPA exams in the LRC.

Students achieving a score of 90% or better on the qualifying TPA exams will be eligible for a Prometric testing voucher for the corresponding certification exam. MTI College will provide vouchers for ALL three exams required in achieving MCITP status provided the requirements outlined in this TPA program have been met. Upon earning each voucher, the student must schedule an appointment to take the appropriate certification exam in the LRC’s Prometric Testing Center. Vouchers for each of the exams that need to be retaken must be purchased by the student at the standard rate.

Please note: All test preparation activities, including up-to-date class work/requirements and a 90% minimum on the qualifying TPA exams must be accomplished successfully before a Microsoft test voucher is issued. Only the first exam taken in each day will be counted towards the TPA exams, but students are allowed to take additional exams each day for practice.

Eligible students will receive one voucher for each certification exams. MTI will absorb the voucher costs of all the exams and considers it a sound investment toward the success of its students. We cannot guarantee students will pass the exams and ultimately achieve certified status. The vouchers provided are an MTI student benefit, and no compensation will be provided to eligible students who have already passed or choose not to take these certification exams. In addition, students may not return after graduation and seek benefits provided through the TPA program; however, students will be allowed up to 30 days after their program completion date to take advantage of the program’s voucher benefits.

Important Note: Free voucher awards are contingent upon students completing the IT-NA program. As part of their prorated account balance, students who drop from the IT-NA program will be responsible for repaying the cost of the vouchers they have been issued.
Summary of the Test Pass Assurance Program (TPA)

- All three of the Microsoft certification exams are provided through this program.

- To qualify for the TPA program, the student must attend class and maintain a passing grade based on course work, labs, exams, etc.

- The student must be in good standing with MTI and acquire instructor approval prior to eligibility for taking the qualifying TPA exams.

- The student must present proof of instructor approval when making his/her arrangements with the LRC to take qualifying TPA exams.

- Students must score a minimum of 90% on the qualifying TPA exams in order to receive a voucher for the corresponding certification exam.

- The student must make his/her own arrangements with the LRC to take the certification exams.

- When the student passes the certification exam, the student will provide a copy of the test results to the director and appropriate instructor for verification.

- Students have up to 30 days after completing the IT-NA program to partake in the voucher benefits, given that the qualifying TPA exams requirements are met.

- The details of the Test Pass Assurance program are subject to change.