

## **STUDENT SERVICES INFORMATION**

### **Transfer of Credit**

The institution acknowledges that learning takes place in both formal academic settings and in non-academic settings. Accordingly, the institution has constructed its transfer credit policy to recognize both traditional college credit and non-traditional learning. In general, the institution considers the following criteria when determining if transfer credit should be awarded:

Accreditation of the institution;

The comparability of the scope, depth, and breadth of the course to be transferred; and

The applicability of the course to be transferred to the student's desired program. This includes the grade and age of the previously earned credit.

If the learning was obtained outside a formal academic setting, through a nationally administered proficiency exam, a certificate exam, or military training, the institution will evaluate and award transfer credit using professional judgment and the recommendations for credit issued by the American Council of Education (ACE).

The institution will consider awarding transfer credit for any course taken at a regionally or nationally accredited institution recognized by either the Council for Higher Education Accreditation (CHEA) or the United States Department of Education. For purposes of this policy, an institution that has received candidacy status from an accreditor is considered to be accredited.

### **Student Disability Services/Accommodations**

The school has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, the institution will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability service/accommodations must make a request to the Campus President. Students will receive written notification of the determination within seven calendar days.

### **Placement Assistance**

The institution encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. While the institution cannot guarantee employment, it has been successful in placing the majority of its graduates in their field of training. The field of training is listed in each program description in the school catalog and includes the DOT code, which is derived from the U.S. Department of Labor Dictionary of Occupational Titles. The DOT can also

be cross-referenced with O\*NET Online for a further description of the various job titles that utilize the core skills acquired in the student's program of study. All graduating students participate in the following placement assistance activities:

Preparation of resumes and letters of introduction—an important step in a well-planned job search;

Interviewing techniques. Students acquire effective interviewing skills through practice exercises;

Job referral by Career Services Department. The Career Services Department compiles job openings from employers in the area.

All students are expected to participate in all career services activities, and failure to do so may jeopardize these privileges. Participation in the job assistance program includes students actively developing their own job leads from the direction provided by the Career Services Department. Graduates may continue to utilize the institution's placement assistance program at no additional cost.

#### **Student Activities**

Throughout the school year, activities that encourage institution spirit and develop student leadership may be offered. The institution believes that participation in these activities is an important part of the educational process, and student involvement is encouraged.

#### **Field Trips**

This campus believes that training is enriched by observing real-life applications. When appropriate, visits are arranged to industrial or professional locations.

#### **Special Lectures**

Guest lecturers are invited to speak to students about career opportunities and current industry applications of educational programs.