



## School Catalog

### Branch Campus

9636 Earhart Road, North Field  
Oakland, CA 94621  
(800) 292-3228

### Main Campus

200 Whitney Place  
Fremont, CA 94539  
(800) 248-8585

**Wyotech**

Oakland, CA

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The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to make and designate the effective date changes in college policies and procedures at any time such changes are considered to be desirable or necessary.

## **MESSAGE TO OUR STUDENTS**

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### ***Welcome to WyoTech***

As a WyoTech student, you have the potential to join the ranks of an elite crowd, one known and respected worldwide. Upon completion of your training, you will leave WyoTech more confident, more employable, and more valuable to yourself, your family, and your community. All of us have the ability to make choices, and we are thrilled you have chosen us! We look forward to the opportunity to provide you with top-notch training in the field of aviation maintenance. The opportunities available upon graduation are abundant, and the respect you will garner when you tell someone you are a "FAA certified Aircraft Mechanic" will be life long. The best part of being a professional is knowing you are a craftsman and that you can make a difference and a contribution every day, anywhere in the world.

Welcome!

## **PHILOSOPHY AND PURPOSE**

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We are very pleased you have chosen aviation as a profession and you have selected WyoTech to help you reach your goal. It is our goal to assist you by creating a very positive, interesting, and highly rewarding educational experience.

WyoTech is a private postsecondary educational institution committed to preparing individuals with entry-level skills and knowledge necessary for a career as an aviation professional. Specializing in aircraft maintenance based on Federal Aviation Administration (FAA) requirements, WyoTech fulfills the needs of individuals seeking training for an aviation career, as well as the needs of aviation employers seeking qualified entry-level aircraft mechanics. The school's training often exceeds technical standards established by the Federal Aviation Regulations (FAR). The objective of the school is to provide quality education that containing academic and practical instruction that is oriented to specific aviation jobs.

WyoTech welcomes you as a new member of the aviation community. We assure you we are committed to giving you support through each stage of your training, and we can be counted upon to uphold our motto – "*We Care*".

## **SCHOOL HISTORY AND DESCRIPTION**

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### ***Building On Past Success***

WyoTech opened in December of 2003 as a branch of Sequoia Institute in Fremont, California offering the Aircraft Mechanic program. In July 2004 both schools underwent a name change to WyoTech to carry on a tradition of excellence in the transportation repair industry. The FAA has approved WyoTech's Aircraft Mechanic program since 1984. This program is 2059 clock hours of intensive, hands-on, industry-approved training. Students may choose to attend classes during the day or can take advantage of the evening session. This schedule allows them the opportunity to secure employment or increase flexibility while attending classes.

## **ACCREDITATIONS AND AFFILIATIONS**

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### ***Accreditation***

Accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACC SCT).

### ***Memberships***

- Aircraft Electronics Association
- American Helicopter Society
- Aviation Technical Education Council
- California Association of Private Postsecondary Schools (CAPPS)
- California Aviation Business Association
- Career College Association
- Helicopter Association International
- National Air Transportation Association
- Professional Aviation Maintenance Association
- University Aviation Association

### ***Entitlement Agencies***

Eligible students may apply to any of the following organizations to determine benefits while attending WyoTech.

- Bureau of Indian Affairs
- Workforce Investment Act
- Social Security Administration
- Vocational Rehabilitation Counseling
- Worker's Compensation Offices

### ***Approvals***

- Federal Aviation Administration

Upon request, an enrolled or prospective student may review copies of the documents describing the institution's accreditation, approval and licensing. Requests should be addressed to the institution's President.

### ***Approval Disclosure Statement***

WyoTech has been certified by the California State Department of Education, Bureau for Private Postsecondary and Vocational Education through a Memorandum of Understanding with the Federal Aviation Administration (FAA) pursuant to California Education Code Section 94930. The certification means the institution and its training operations comply with the standards established under federal and state law for occupational and aircraft mechanic certification programs approved by the FAA.

Approved FAA program is: Aircraft Mechanic

## FACULTY & STAFF

### **Administration**

President.....Joseph Pappaly  
 Director of Education.....Randy Bloomfield  
 Registrar .....Kathy Halliday  
 Business Manager.....Mimi Gee  
 Director of Financial Aid ..... Byron Axlund  
 Director of Career Services ..... Erik Goodhill  
 Director of Admissions ..... Camillus Byrne

### **Faculty Minimum Qualifications**

Technical instructors at WyoTech have, at minimum, an Airframe Certificate, a Powerplant Certificate, or an Airframe and Powerplant Certificate with at least three years of related practical experience. In lieu of an Airframe and/or Powerplant Certificate, instructors teaching courses containing general subjects may have a bachelor’s degree in the specific area being taught.

<i><b>Instructor</b></i>	<i><b>Qualification</b></i>
Jun Aoki	A & P Certificate
Ron Brandt	A & P Certificate
Douglas Cardoza	A & P Certificate
David Upchurch	A & P Certificate
Tom Hammond	A & P Certificate
Keith Jones	A & P Certificate
Adrian Kurys	A & P Certificate
Kelley Lawlor	A & P Certificate
Mohsen Biria	A & P Certificate
Frank Oval	A & P Certificate
Kerry Stripe	A & P Certificate
Michael Tembo	A & P Certificate
Randy Dinga	A & P Certificate
Geoffrey Wik	A & P Certificate
Sal Bruno	B.S Math / M.S Syst. Mgmt

## TEACHING FACILITIES AND EQUIPMENT

WyoTech has classroom and laboratory facilities housed in three buildings located at the Oakland International Airport, in Oakland, California, on the east shore of the San Francisco Bay. All buildings are within one mile of the school’s administration building on the North Field of Oakland International Airport. The North Field is one of the area’s busiest general aviation airports.

School administrative offices are located at 9636 Earhart Road (bldg. L105), North Field, which include the Registrar, Student Services, Student Accounting, Financial Aid office, and Admissions offices. Classrooms and laboratories for the Aircraft Mechanic program are located in buildings L105, L118, and L825. The Resource Center, administrative offices of the Director of Education and the FAA Test Administrator are located in building L825.

In our FAA approved Aircraft Mechanic program all students are trained on the following major component technologies:

Labs and shops contain reciprocating engines; turbine engines; aircraft landing gear systems; aircraft instrument systems; engine instrument systems; fuel control systems; propellers; aircraft sheet metal; aircraft materials and processes; non destructive inspection and testing; aircraft fuel system; aircraft & engine electricity; aircraft assembly & rigging; composite technology to include Kevlar, graphite and honeycomb structures.

## **INSTRUCTIONAL SUPPORT**

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### ***Industry-Focused Education***

Instructional support at WyoTech is comprised of FAA approved curriculum, an industry-based program advisory committee, and required training equipment. Collectively, they enhance the FAA approved Aircraft Mechanic training program.

WyoTech maintains a Resource Center that contains reference and maintenance related manuals, reference videotapes, and computer based training disks on aircraft and engines currently in use today. WyoTech's curriculum allows the student to become proficient in conducting research and in the interpretation of the information contained in the reference volumes, electronic medium and on microfiche.

From time to time, students may require after school assistance with particular subjects and tutoring is available.

#### ***Advisory Committee***

To maintain our commitment to high quality, career-oriented training and the maximum employability of our graduates, WyoTech has established an Advisory Committee. The Advisory Committee is comprised of industry members who formally meet with WyoTech's staff and faculty to assist in making decisions regarding curriculum changes, equipment purchases, and program enrichment. The role of the WyoTech Advisory Committee is to help assure curriculum keeps pace with the latest trends and technologies. Advisory Committee members may include representatives from industry, major corporations, and governmental agencies.

#### ***Nondiscrimination Policy***

WyoTech does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, marital or veteran status, age, disability or handicap. The School complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments Act of 1972; Section 504 of the Rehabilitation Act of 1973; and the Age Discrimination Act of 1975.

# Aircraft Mechanic

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## **Program Total; 65 weeks, 2059 Clock Hours**

The objective of this diploma program is to qualify candidates to test for the FAA Airframe and/or Powerplant certificates and prepare graduates for entry-level aircraft maintenance technician (AMT) jobs. This certificate is required by the FAA to perform specific aircraft maintenance duties. In addition to preparing our students for the aviation maintenance and aerospace industries, the training we provide also prepares students with mechanical and electrical skills that are used in other industries including: rapid transit authority, satellite companies, the telecommunication industry, elevator companies, amusement parks, energy companies, heavy equipment maintenance and other related industries.

The Aircraft Mechanic program offered at WyoTech is designed to meet the curriculum requirements of Title 14 CFR Part 147 and is comprised of 13 phases of 148 hours each and one phase of 135 hours. The curriculum contains: 559 hours of general subjects; 750 hours of airframe subjects; and 750 hours of powerplant subjects, as outlined below.

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## **AVM - Introduction to Aviation Math and Science: 135 Clock Hours**

Introduction to the aviation industry, insight to career opportunities, and school success strategies. Introduction to basic and applied mathematics and science principles applied to fundamentals of aviation.

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## **Course 1 - Introduction to Aviation: 148 Clock Hours**

Theory of flight and aerodynamic fundamentals. Introduction to aircraft mechanic responsibilities, privileges, and limitations as described in the Federal Aviation Regulations. Use and care of hand and machine tools. Theory and practical applications of aircraft assembly and rigging, ground operations, weight and balance, aircraft maintenance publications, forms and records.

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## **Course 2 - Aircraft Materials and Processes: 148 Clock Hours**

Introduction to materials, heat and chemical treatment procedures and hardware used in the aviation industry. Techniques and standards of aircraft and materials fabrication. Use of precision measuring instruments. Theory and practical applications of aircraft finishes, corrosion control, and wood structures/fabric covering. Introduction and practical applications of aircraft drawings.

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## **Course 3 - Aircraft Sheet Metal Structures: 148 Clock Hours**

Theory and practical application of aircraft sheet metal repair - standards and techniques. Identification and installation of special fasteners

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## **Course 4 - Aircraft Reciprocating Engines: 148 Clock Hours**

Theory and practical applications to aircraft reciprocating engines - engine tear-down, inspection and buildup. Theory and practical applications of lubrication systems, engine cooling systems and exhaust systems.

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## **Course 5 - Aircraft Turbine Engines: 148 Clock Hours**

Theory and practical applications to aircraft turbine engines - engine tear-down, inspection and buildup. Theory and practical applications of unducted fans and exhaust systems.

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## **Course 6 - Basic Electricity and Airframe Electricity: 148 Clock Hours**

Introduction to basic electricity principles and Ohm's Law, theory and practical applications of direct and alternating current fundamentals pertaining to aircraft components and systems.

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**Course 7 - Aircraft Engine Electrical Systems: 148 Clock Hours**

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Theory and practical applications of aircraft engine electrical components and systems, tear-down and buildup of magnetos, starters, generators/alternators and voltage regulators. Troubleshooting, and repairing Ignition and Starting Systems for reciprocating and turbine powered aircraft engines. **Prerequisite: Basic Electricity and Airframe Electricity**

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**Course 8 - Aircraft Hydraulic and Pneumatic Systems: 148 Clock Hours**

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Theory and practical applications to aircraft hydraulic and pneumatic systems. Fabrication of fluid lines and fittings, tear-down and buildup of aircraft landing gear systems, wheels, tires and brakes. Theory and practical applications of position and warning systems.

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**Course 9 - Aircraft Composite Structures: 148 Clock Hours**

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Theory and practical application of aircraft composite structures repair. Standards and techniques applied to fiberglass, Kevlar, graphite, and honeycomb repairs. Theory and practical applications of welding.

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**Course 10 - Aircraft Non-Destructive Examination: 148 Clock Hours**

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Theory and practical application to nondestructive examination methods used in the aircraft industry. Standards and techniques applied to dye penetrant, magnetic particle, eddy current, and ultrasound methods. Theory of radiography.

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**Course 11 - Aircraft Instrument Systems: 148 Clock Hours**

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Theory and practical application to aircraft automatic flight control systems, instrument systems, communication navigation systems, cabin atmospheric control systems, ice and rain control systems, and fire warning/protection systems.

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**Course 12 - Aircraft Fuel and Propeller Systems: 148 Clock Hours**

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Theory and practical application of aircraft fuel, propeller and governor systems. Teardown, inspection and buildup of carburetors. Propeller repair techniques.

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**Course 13 - Aircraft Inspections, Airframe and Engine: 148 Clock Hours**

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Theory and practical application to airframe and engine inspections, reciprocating, turbine engine and auxiliary power units operation analysis, fault detection and isolations.

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## **ADMISSIONS**

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### ***Admission Requirements and Procedures***

Applicants should apply for admission as soon as possible in order to be officially accepted for a specific start date. To begin the application process, the applicant should write, telephone, or visit the school. In order to begin classroom attendance at WyoTech, an applicant must provide proof of high school graduation or its equivalent.

In order to be admitted to WyoTech, an applicant must:

- 1.) be interviewed and recommended for admission by a school representative,
- 2.) submit an Application for Admission,
- 3.) sign a Student Conduct Code Agreement,
- 4.) sign an Enrollment Agreement and pay a Tuition Deposit,
- 5.) receive an acceptance notification from the school, and
- 6.) provide proof of high school graduation, or its equivalent, prior to the beginning of classroom attendance.

### ***Ability to Benefit Students***

Applicants, who do not have a high school diploma, official transcript, or GED certificate, may also apply. However, the number of students enrolled under the Ability to Benefit Provision is limited. The school reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state, or federal laws, statutes or regulations.

Applicants enrolling under the Ability to Benefit Provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education. This test is designed to measure prospective students' ability to benefit from the course of instruction. Applicants who fail the test can be retested using the test developer's guidelines. Students must begin classes within one year of their test date. Students who withdraw after starting school, or are terminated by the school and re-enter more than one year after their test date, must retake the test.

### ***Campus Visits***

WyoTech welcomes individual students, family members, counselors and student group field trips to tour the campus. These visits allow a first-hand observation of the facilities, equipment and program resources.

The Admissions office is open: *Monday-Friday 8:00 AM to 8:00 PM and Saturday 9:30 AM to 3:30 PM*. Please call (510) 569-8436 for additional information.

### ***Credit for Prior Training***

Applicants transferring from an accredited institution offering similar curriculum or having civil or military experience may apply for credit earned for prior training. In each case, credits may only be granted by the FAA local Flight Standard's District Office (FSDO) in accordance with evaluation criteria outlined in the Federal Aviation Regulations (FAR part 147.31). The applicant will be required to pay an examination fee of \$50 and take the required examination(s), on which a minimum grade of 80% must be attained in order to be awarded credit. A student must complete at least 50% of program requirements at WyoTech to receive a diploma from WyoTech. If credit for prior training is granted, the student will not be required to take those portions of the curriculum for which qualification has been determined. Tuition will be reduced according to the amount of credit awarded for prior training. All testing for advanced standing must be completed prior to the first day of attendance in the program.

### **Transferability of Credits to Other Institutions**

WyoTech does not guarantee credit transfer in to or out of the school. Transferability is always at the discretion of the receiving school. The Aircraft Mechanic diploma program is terminal in nature and is designed for employment upon graduation.

## **FINANCIAL INFORMATION**

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### **Fees**

When applicable, an examination fee for each test must be paid before taking the examination(s) for the purpose of awarding credit based on evaluation of prior experience/training.

### **Tuition Deposit**

Applicants must pay a Tuition Deposit at the time of application.

### **Uniforms, Books, Tools, and Supplies**

Uniform shirts, books, and lab supplies will be issued as needed during the course of training. Equipment and hand tools will be available for use from the tool cribs located in the shop area.

### **Tuition**

Tuition and fees are the same for in-state and out-of-state students.

### **Voluntary Prepayment Plan**

The school provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Financial Aid office.

## **TUITION AND FEES**

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### **Tuition:**

Academic Year 1 - (990 Clock Hours) .....	\$11,157.00
Academic Year 2 - (990 Clock Hours) .....	\$11,157.00
Academic Year 3 - (79 Clock Hours) .....	\$886.00

**Total Program** ..... **\$23,200.00**

### **Fees and Expenses:**

Tuition Deposit\*

\* Tuition Deposit is included in Total Program Tuition

## **FINANCIAL AID**

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Financial assistance in the form of grants and loans is available to eligible applicants who have the ability and desire to benefit from the specialized training offered at WyoTech.

### **Student Eligibility**

In order to receive financial assistance you must:

1. usually, have financial need;
2. be a U.S. citizen or eligible noncitizen;
3. have a social security number
4. if male, be registered with the Selective Service;
5. if currently attending school, be making satisfactory academic progress;
6. be enrolled as a regular student in any of the school's programs;
7. not be in default on any federally-guaranteed loan.

### ***Applying For Financial Aid***

Students seeking financial assistance must first complete the Free Application for Federal Student Aid (FAFSA). The school's financial aid representative uses this form to determine students' needs and assist them in deciding what resources are best suited to their circumstances.

The following is a description of the financial aid programs available at this school. Additional information can be obtained through the Financial Aid office. Information regarding benefits available from the Bureau of Indian Affairs or the Vocational Rehabilitation Program can be obtained through those agencies.

### ***Financial Assistance***

WyoTech is eligible to administer private loans through the following agencies:

- Sallie Mae Private Loan Program
- Star Private Loan Program
- NLSC Private Loan Program

A consumer information guide explaining these programs in more detail can be obtained by contacting the Financial Aid office either by telephone, in writing, or in person.

### ***Available Financial Aid Programs***

The following are brief descriptions of the Federal financial aid programs available at WyoTech:

#### ***Federal Pell Grant***

The Federal Pell Grant Program is the largest federal student aid program. For many students, these grants provide a foundation of financial assistance that may be supplemented by other resources. Eligibility for the Federal Pell Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be paid back.

#### ***Subsidized Federal Stafford Loan***

A Subsidized Federal Stafford Loan is a low interest loan made by a lender (bank, credit union, or savings and loan association) to students. The Federal government pays the interest during school attendance, for a six-month grace period following school attendance, and during any periods of deferment. Eligibility for a Subsidized Stafford Loan is based on "financial need".

#### ***Unsubsidized Federal Stafford Loan***

An Unsubsidized Federal Stafford Loan is a low interest loan made by a lender (bank, credit union, or savings and loan association) to students. A student does not have to demonstrate "need" in order to obtain this loan.

#### ***Federal Supplemental Educational Opportunity Grant (FSEOG)***

Students who are unable to continue their education without additional assistance may qualify for this program. Grants are based on the funds available and do not have to be repaid. Need is determined by the financial resources of the student and parents, and the cost of attending the school.

#### ***Federal Parent Loan for Undergraduate Students (FPLUS)***

The Federal Parent Loan for Undergraduate Students (FPLUS) provides additional funds to help parents pay for educational expenses. The interest rate for these loans is competitive and the repayment schedules differ. Loan origination fees may be deducted from the loan by the institution making the loan as set forth by government regulations.

#### ***Sallie Mae Alternative Loan Program (SLM)***

SLM Financial provides a customized loan program to qualified applicants that will offer borrowers financing for their educational costs. All applicants must complete a SLM loan application during their financial aid interview.

### ***Student Tuition Assistance Resource Loan (STAR Loan)***

Students who do not qualify for the Sallie Mae Alternative Loan Program may be eligible to borrow up to fifty percent of their tuition costs through the STAR Loan program. The STAR Loan is not available for full tuition financing. Students must have a primary source of tuition funding to be eligible for this plan.

## **SATISFACTORY ACADEMIC PROGRESS**

In order to demonstrate satisfactory academic progress toward completion of a program, a student must maintain a specific phase grade point average and must progress through the program at a specific minimum pace. Satisfactory academic progress is evaluated at the end of each phase, and these standards apply to all regular students.

### ***Required Grades***

If, upon completion of a phase, a student has a final grade of less than 70% in any subject area or phase the student will be required to repeat that phase in order to successfully complete the program.

If the student fails to achieve a minimum grade of 70% in any subject area or phase for a second consecutive phase, the student is notified in writing and placed on academic probation. Once placed on academic probation, a student must achieve a minimum grade of 70% in all subjects and phases attempted in order to be returned to good academic standing.

Students failing three consecutive phases are not considered to be making satisfactory academic progress, Title IV funds will be suspended, and they will be withdrawn from the program for up to 180 days before they can re-register and re-apply for financial aid.

### ***Repetitions, Incompletes and Withdrawals***

If a student fails a phase, he/she must repeat the phase. When a student repeats a phase, the second grade will be substituted for the first for GPA calculation purposes. Both the failed phase and the repeated phase are counted in the phases attempted. A phase may not be repeated more than twice. A student failing the same phase three times will be dismissed.

A grade of "I", incomplete, is issued for a phase of instruction in which a student has missed time or work/projects. For phases in which a student receives an incomplete, the incomplete phase is not counted in the grade average but is counted in the phases attempted. An incomplete grade will be replaced by the percentage grade earned when the student completes the missed time and/or work within the required timeframe. If the student fails to complete the missed time and/or work within the required timeframe, a failing grade will be issued for the phase.

A student who withdraws from a phase will be given a grade of "W". This status is not counted in the grade average but is counted in the phases attempted.

### ***Maximum Time Frame***

A student must progress toward completion of a program within a specified time frame. A student's completion rate is measured at the end of each phase and the student must complete the program within one and a half times the published program length. In order to be considered satisfactorily progressing toward completion of the program within a specified time frame the student must progress at the following minimum rate:

14 phase program (must be completed in 21 phase attempts):

The student will be evaluated at the end of the 6<sup>th</sup> phase attempt, and must have successfully completed 4 of those attempts; at the end of the 13<sup>th</sup> phase attempt, the student must have successfully completed 8 of those attempts; at the end of the 19<sup>th</sup> phase attempt, the student must have successfully completed 13 of those attempts; and at the end of the 21<sup>st</sup> phase attempt; the student must have successfully completed the entire program.

Attendance in any portion of the phase will be counted as a phase attempted. A student called to immediate active military duty will not have the phase from which he or she withdrew counted as an attempt for purposes of calculating the rate of progress. If, at anytime, the school determines that the student is unable to graduate from his or her program without exceeding the maximum time frame, the student will be dismissed from the program.

### ***Reinstatement of Aid***

Students suspended for lack of satisfactory academic progress may apply for readmission after a six-month waiting period. If accepted for readmission, the student will be enrolled for a probationary grading period. With respect to financial aid, the student must complete the probationary grading period with a minimum grade of 70% before financial aid eligibility will be re-established. This procedure applies only to students suspended for a lack of satisfactory academic progress. It does not apply to voluntary withdrawals.

### ***Appeal Process***

Students who wish to appeal the determination that they are not maintaining satisfactory academic progress must submit a letter to the Director of Financial Aid and Director of Education. The letter should describe any circumstances the student feels deserve further consideration. An appeal decision will be made and the student notified. The decision of the Director of Financial Aid and the Director of Education is final.

## **ACADEMIC STANDARDS**

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### ***Attendance/Tardiness Policy***

Attendance is taken every day in class and the program's hours must be accounted for in order to graduate. Students are expected to be present and on time for all classes and labs. Tardiness is counted on a 15-minute basis toward the missed time amount in each phase. A student is notified in writing and placed on attendance probation when he/she has missed over 10% in any one phase. Missed time in excess of 15% in any one phase shall be cause for students to be withdrawn from the program.

Students who are withdrawn for this reason and wish to continue their training will be required to wait until the beginning of the next phase before they can re-register, re-apply for financial aid, and repeat the phase from which they missed the time.

### ***Make-up Policy***

All time and shop projects missed in any subject must be made up. Time and projects can be made up after school, on phase break days and any other time scheduled by the Director of Education. If at the end of the phase students have incomplete work or missed time in any subject area, they will be given a grade of "I", incomplete. **All missed time is required to be made up by the end of the subsequent phase.** Missed time is measured cumulatively, and time made-up will not remove an absence from a student's record or be credited towards time missed. **Missed work is required to be made up within five days of the end of the phase in which it was missed.** Extensions of the five-day period for missed projects will be granted at the discretion of the Director of Education for extenuating circumstances. Students who make up time and/or work/projects within the required timeframe will have the grade of "I", incomplete, replaced with a percentage grade. Students who do not make up missed time and work within the specified timeframe will be issued a failing grade for the phase.

Students will be responsible for obtaining material missed from an absence and must show satisfactory mastery of missed material by passing exams that apply to the subject missed. Students who receive a grade of less than 70% or miss a phase exam will have five school days to retake the exam. Exams can be only be retaken once, and retaken exams will receive a maximum grade of 70%.

### **Definition of a Clock Hour**

A clock hour is a period of time consisting of at least 50 minutes of lecture, faculty supervised laboratory, or faculty supervised shop training within a 60-minute period.

### **Grading System**

<b>90-100%</b>	<b>A</b>	<b>W</b>	Withdraw
<b>80-89%</b>	<b>B</b>	<b>I</b>	Incomplete
<b>70-79%</b>	<b>C</b>	<b>Cr</b>	Prior Credit
<b>0-69%</b>	<b>F</b>		

A cumulative grade average of 100% is equivalent to a 4.0 Grade Point Average (GPA), and 70% is equivalent to a 2.0 GPA.

### **Graduation Requirements**

All students must maintain certain standards of academic performance in order to complete the program. These standards refer to acceptable grade levels, satisfactory academic progress in the program, and attendance. All students are expected to attain the best grades possible. Although formal homework assignments are rarely given, most students will need to spend time studying to achieve the best results. In order to graduate, students must have passed all subjects with a 70% or higher grade and have attended all program hours. Upon graduation, the student will be awarded a WyoTech diploma for Aircraft Mechanic and, therefore, will be eligible to take the Federal Aviation Administration's written, oral and practical examinations for Airframe and Powerplant ratings, all of which are administered on campus.

### **Leaves Of Absence**

Occasionally situations arise, such as family tragedies or medical emergencies, making it necessary for students to briefly interrupt their education. Recognizing this, WyoTech permits students to request Leaves of Absence under the following conditions:

1. The student must request the leave in writing, in advance whenever possible, and the request must be signed, dated, and include a reason for the request.
2. The leave(s) must not exceed one hundred (180) calendar days during a 12-month period, excluding scheduled school breaks.
3. The leave must be approved by the Director of Education.

Failure to return from a Leave of Absence will result in official withdrawal.

### **Effect of Leaves of Absence on Financial Aid Eligibility**

Students who have received federal student loans must be made aware that failure to return from an approved leave of absence, depending on the length of the LOA, may have an adverse effect on the students' loan repayment schedules. Federal loan programs provide students with a "grace period" which delays the students' obligation to begin repaying their loan for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted - forcing the borrower to begin making repayments immediately.

### **School Schedule/Class Size**

The total program consists of 2,059 clock hours, covering a period of 65 weeks for both day and evening sessions. The maximum lecture class size is 50 students, and a maximum of 25:1 student to instructor ratio is maintained during any lab/shop component of a phase. Please see the enclosed insert for the current school calendar.

## ***Withdrawal***

Notification of intent to officially withdraw from WyoTech must be made to the Registrar's office located at:

**WyoTech**  
**9636 Earhart Road, North Field**  
**Oakland, CA 94621**

## ***Readmission Policy***

Students who wish to re-enroll after a withdrawal must first obtain approval from the Director of Education and the Director of Financial Aid. If approved to re-enroll, the Director of Education will review past school performance to determine how much credit will be granted. Academic Credit may be granted only for phases completed with passing and complete grades. Students re-entering after an approved leave of absence or withdrawn status must make up any and all failing and/or incomplete grades from previously completed phases and make up any previously missed time, within the timeframe allowed. In order to receive credit for classes taken at WyoTech, students who wish to re-enter the program after a withdrawal that exceeds one calendar year must adhere to the policies outlined in the section of this catalog titled "Credit for Prior Training".

All students must make necessary arrangements relative to their student account with the Financial Aid office and Business Office. This will include at a minimum completing a new enrollment agreement. All financial aid paperwork must be completed and approved prior to re-enrollment by the Director of Financial Aid.

## **Academic, Attendance and Conduct Penalties**

1. **Reprimand:** a verbal warning which implies that further violations will result in probation or withdrawal.
2. **Probation:** a written warning, involving a designated period of time which implies that further violations during such time period will result in the student being withdrawn. Further, the student must abide by any specific stipulations prescribed by the probationary action.
3. **Withdrawal:** the immediate withdrawal of the student from WyoTech. Withdrawal notification will be in writing and will include a date after which the student may apply for readmittance.
4. **Dismissal:** the immediate permanent withdrawal of the student from WyoTech. Dismissal notification will be in writing and will indicate that the student will not be considered for readmission.

## ***Student Complaint/Grievance Procedure***

A complaint that is academic in nature should first be brought to the attention of the student's phase instructor. If the student does not feel the matter has been properly addressed, the Director of Education may be contacted for further discussion. A complaint that is administrative in nature should be brought to the attention of the appropriate department Director. Unsatisfactorily resolved grievances should be outlined in writing and directed to the School President who will review the matter with the Executive Staff Committee. If the problem remains unresolved, students may contact the Student Help Line at (800) 874- 0255 or [studentrelations@cci.edu](mailto:studentrelations@cci.edu).

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212. A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Director of Education.

### ***Arbitration Agreement***

The student agrees that any dispute arising from enrollment at the school, no matter how described, pleaded, or styled, shall be resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association (“AAA”) under its Commercial Rules. The award rendered by the arbitrator may be entered in any court having jurisdiction. Both the student and the school irrevocably agree that any dispute between them shall be submitted to Arbitration. Neither the student nor the school shall file or maintain any lawsuit in any court against the other, and agree that any suit filed in violation of this agreement shall be dismissed by the court in favor of an arbitration conducted pursuant to this agreement. The costs of the arbitration filing fee, arbitrator’s compensation and facilities fees will be paid by the school, to the extent these fees are greater than a Superior Court filing fee. The arbitrator’s decision shall be set forth in writing and shall set forth the essential findings and conclusions upon which the decision is based. Any remedy available from a court under the law shall be available in the arbitration. Nothing in this agreement prohibits the student from filing a complaint with the state regulatory agency. Students are strongly encouraged, but not required, to utilize the Grievance Procedure described in the catalog prior to filing an arbitration. A student desiring to file an arbitration should first contact the school President, who will provide the student with a copy of the AAA Commercial Rules. A student desiring to file an arbitration should then contact the AAA which will provide the appropriate forms and detailed instructions. The student should bring this form to the AAA. A student may, but need not, be represented by an attorney at the Arbitration. The student acknowledges that they understand both they and the school are irrevocably waiving rights to a trial by jury, and are selecting instead to submit any and all claims to the decision of an arbitrator instead of a court. The student understands that the award of the arbitrator will be binding, and not merely advisory. The student also acknowledges that they may at any time, before or after their admission, obtain a copy of the Rules of the American Arbitration Association, at no cost, from the school President.

### ***Comparative Information***

Comparable program information relating to tuition charges and program length may be obtained by contacting the Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212.

### ***Privacy Rights***

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student’s education records. Students have the right to review their records and request changes to any records believed to be inaccurate, approve the release of information in their records, and file a complaint with the U.S. Department of Education if the student believes the school failed to comply with the requirements of FERPA. For additional information regarding FERPA please see the Financial Aid Department.

### ***Cancellation of Classes/Course & Program Changes***

In the event that school must be cancelled due to unforeseen difficulties, a decision will be made to either delay the opening of school for a specified period or cancel classes for the day. Students are encouraged to contact the school at (510) 569-8436 for information relating to this.



## ***Graduation Ceremony, Honors, and Awards***

Certificates of Honor are awarded to recognize students for attaining high grade point averages during their training at WyoTech.

Any student who meets the established criteria can earn the following awards:

### ***High Honors Award / Dean's List***

High Honors Awards are given at graduation to students who achieve a final grade average of 92.5% or higher for the entire program.

### ***Honors Award / Dean's List***

Honors Awards are given at graduation to students who achieve a final grade average of 88.5% through 92.4% for the entire program.

### ***Perfect Attendance Award***

Perfect Attendance Awards are given to those students who complete the entire program without being tardy or absent.

### ***Outstanding Attendance Award***

Outstanding Attendance Awards are given to those students who complete the entire program being absent a total of seven hours, or less.

## ***Graduation Ceremonies***

Parents, relatives and friends from all over are invited to attend WyoTech graduation ceremonies. These ceremonies represent the culmination of your training at WyoTech. This is a formal commencement and awards ceremony where graduates are honored for their hard work and academic achievement.

## STUDENT CONDUCT CODE

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All students are required to adhere to the standards of conduct we believe necessary for a good learning environment. Peer discrimination toward fellow classmates will not be tolerated. Common courtesy is expected toward all faculty, staff and management. Compliance with all school regulations is required. Refusing to comply with school regulations may be cause for disciplinary action up to and including immediate withdrawal from the program. Specific rules of conduct will be posted on school bulletin boards. Each student, while in attendance at WyoTech, is expected to display the highest degree of ethical and professional conduct. All WyoTech employees are allowed to enforce the Conduct Code. The following actions are violations of the Student Conduct Code:

1. **Dishonesty:** willfully or knowingly lying, cheating academically, claiming the work of others or giving any type of false information.
2. **Controlled Substances and Associated Paraphernalia:** the possession, use, sale or distribution of controlled substances and paraphernalia while on WyoTech -controlled property or at any school-sponsored event. You may be subject to prosecution by local law enforcement agencies.
3. **Alcohol:** the possession, consumption, distribution, or being under the influence of alcohol while on WyoTech -controlled property or at any school-sponsored event. You may be subject to prosecution by local law enforcement agencies.
4. **Profanity:** the use of any language or gesture that is offensive and creates an uncomfortable environment.
5. **Theft and Vandalism:** the theft, possession of stolen property, or vandalism of property to include school, housing, customer, staff, resident or other students' property.
6. **Unsafe Conduct:** will observe all EPA/DEQ safety regulations, eye and hearing/ear protection in designated areas; the safety of others, and adhere to the proper use of tools, equipment and motorized vehicles.
7. **Threatening Behavior/Physical Assault:** involvement in hazing, or threatening the physical safety and comfort of others, or display of violence that results in physical contact.
8. **Weapons:** students will not possess, or have in vehicles, firearms, ammunition, explosives, knives (other than small, pocket types) or weapons of any kind on WyoTech -controlled property.
9. **Disorderly Conduct:** behaving in a manner which disturbs the peace of others or disrupts, interferes or prevents a staff member from performing their duties.
10. **Aiding and Abetting:** assisting, encouraging or inciting others in any violation of regulations. This includes the withholding of information.
11. **Sexual Harassment:** any unwelcome action whether physical, verbal, or nonverbal, that is intimidating, hostile or creates an offensive environment.
12. **Sexual Assault:** the use of force or threat of force to engage a person in sexual activities without person's willing consent.
13. **Tobacco Use:** allowed in designated areas only.
14. **Unauthorized Entry:** entering or attempting to break and enter into any locked or unauthorized room, building, storage area, vehicle, computer, or data storage device.
15. **Personal Electronic Devices:** due to the creation of distractions in the training environment, the school has developed guidelines for personal electronics at the facility. Use of personal electronic devices during class or shop activity is prohibited. Personal electronics include the following: pagers, cell-phones, laptop computers, video games or any device that can connect them to the Internet. The use of Laptop computers for note taking or other approved class related activity will be permitted. Any violation from the school developed guidelines in their use will result in the withdrawal or suspension of this privilege.
16. **Public Displays of Affection:** are not allowed on campus, WyoTech training areas or facilities.
17. **Recreational Activities:** are allowed only in designated areas on campus or WyoTech training facilities during scheduled breaks.
18. **Discrimination:** any verbal or nonverbal discrimination towards any individual or group.

19. **Computer, Internet and Network Use:** use of school computers, internet and networks in a manner that constitutes a violation of the WyoTech Student Conduct Code or local, state and federal law, endangers system integrity, or accesses sites containing inappropriate content.
20. **Gambling:** of any sort is strictly prohibited on WyoTech -controlled property or any school sponsored event.

#### **The Student:**

1. Will abide by all school policies, housing rules and regulations.
2. Will abide by all local, state and federal laws.
3. Will assist other students with clean up of shop, lab, classroom and all other areas.
4. Will abide by all conditions of school warnings, probation, evictions or withdrawals.

**Appearance Code** - The WyoTech Student Appearance Code is established to provide an atmosphere that enhances the professional development of our students, prevents disruption to the learning process, and avoids safety hazards. The following are the minimum standards while at WyoTech facilities.

#### **All WyoTech students will abide by the following:**

1. The school uniform shall be worn on campus during school operating hours. Pants shall be worn in an appropriate manner at the natural waistline (above the hips). Sweat pants and baggy pants will not be permitted. Clothing must be clean with no holes, tears or frayed edges. No article of clothing shall have pictures, emblems, and/or messages that are lewd, offensive, vulgar, and obscene or might otherwise cause disruption.
2. Students who wish to have a beard must keep it clean and neatly trimmed.
3. Hair shall be kept clean to provide a neat, well-groomed appearance. Students may have long hair provided it is pinned up while the student is participating in shop/lab activities.
4. Jewelry around the neck cannot hang outside of the shirt. Rings, which are limited to a single ring on each hand, and wrist watches may be worn, but must be removed upon request of an instructor or WyoTech administrative personnel. An exception is for a wedding band, which may be worn at all times, with the caution that there are many documented instances of rings causing serious injury. Earrings may be worn but should not dangle. Studs are recommended.
5. Personal cleanliness must be observed and maintained at all times.
6. WyoTech student ID is required to be worn on the outermost garment at all times and must be surrendered to a staff or faculty member upon request.
7. A WyoTech uniform shirt must be worn. The shirt is to be worn buttoned with the exception of the top button/snap. Shirrtails must be tucked into the pants. Sweaters or other shirts, if worn, must be worn underneath the uniform shirt.
8. Full shoes or oxfords with full socks are required. Athletic shoes (i.e. sneakers, tennis shoes, etc.) are allowed, but leather soles or oxfords are recommended. Sandals, open-toe, and/or high-heeled shoes are prohibited.
9. A baseball-style cap, with the bill facing forward, may be worn in WyoTech facilities with the exception of in the classroom. No other headwear may be worn while in WyoTech training facilities.

#### **Safety Procedures**

Safety is taught in all shops, laboratories and classrooms. Each shop, piece of equipment, and job has a safety procedure that must be followed carefully. Any student found not observing the safety procedures will be subject to disciplinary action up to and including withdrawal. Required safety equipment must be worn in all shop areas. The faculty will inform students when conditions require the use of safety equipment. Safety equipment may include but is not limited to safety glasses, welding goggles and aprons, ear protection, dust masks, particulate respirators, leather, rubber and latex gloves and shop coats.

## **FEDERAL RETURN OF TITLE IV FUNDS POLICY**

This institution is certified by the U.S. Department of Education as an eligible participant in the federal student financial aid (SFA) programs established under the Higher Education Act of 1965, as amended.

To calculate refunds under the Federal Return of Title IV funds policy, institutions must complete two separate calculations. First, the institution must determine how much of the tuition, fees and other institutional charges it is eligible to retain using either the state or institutional refund policy. Then, using the Federal Return of Title IV Funds policy, the institution determines how much federal assistance the student has earned which can be applied to the institutional charges.

If the student received more SFA funds than he or she earned under the Federal Return of Title IV policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal Treasury. Any unpaid balance that remains after the Return of Title IV Funds policy has been applied to the state or institutional policy must be paid by the student to the institution.

All institutions participating in SFA programs are required to use a statutory schedule to determine the amount of SFA funds the student had earned when he or she ceases to attend, which is based on the period of time the student was in attendance.

If a recipient of SFA program assistance withdraws from the institution during a payment period or period of enrollment in which the recipient began attendance, the institution must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds.

The percentage of the payment period or period of enrollment is the total number of calendar days (excluding scheduled breaks of at least five consecutive days) in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days (excluding scheduled breaks of at least five consecutive days) completed in that payment period or period of enrollment as of the last date of attendance. Days in which a student was on an approved leave of absence are also excluded in calendar days for the payment period or period of enrollment.

### **Return of Unearned SFA Program Funds**

The institution must return the lesser of the amount of:

- the amount of SFA program funds that the student did not earn, or
- the amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:

- Any SFA loan funds in accordance with the terms of the loan; and
- The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

(Note: The student (parent) must make satisfactory arrangements with the U.S. Department of Education and/or the institution to repay any outstanding balances owed by the student. However, there are a number of repayment plans that are available to assist the student in meeting repayment obligations. The Financial Aid office will counsel the student in the event that a student repayment obligation exists. The individual might be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

**Remittance to the Federal Government**

If it is determined that a federal refund is due, the statute and the regulations clearly define the order in which remaining federal student financial aid program funds are to be returned. Based on the student's financial aid award(s) (or his/her parents in the case of PLUS Loans) the return of federal funds will be remitted to the appropriate program in the following order:

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Federal PLUS Loan Program;
4. Federal Pell Grant Program;
5. Federal Supplemental Educational Opportunity Grant (FSEOG) Program;
6. Other federal, state, private and/or institutional sources of aid; and
7. The student.

## **CANCELLATION AND REFUND POLICY**

### ***WyoTech***

WyoTech adheres to applicable state cancellation and refund requirements.

**Cancellation Policy:** All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office at WyoTech, 9636 Earhart Road, North Field, Oakland, CA 94621.

The student applicant will be returned all monies paid if:

- (1) The school rejects the applicant;
- (2) The student applicant cancels this agreement before midnight of the fifth business day after signing the agreement and making an initial payment;
- (3) The student applicant cancels this agreement before midnight of the fifth business day following a tour of the school and inspection of school equipment;
- (4) The student applicant cancels this agreement before midnight of the fifth business day following the day of the first class, or following receipt of the Notice of Cancellation.

**Refund Policy:** Notification of intent to withdraw should be made to the Registrar's Office at WyoTech, 9636 Earhart Road, North Field, Oakland, CA 94621.

- (a) A student who withdraws after five days of scheduled class attendance, but before completing 60% of the first academic year, will be refunded a prorated amount of tuition, less any unpaid charges. A student who withdraws after completing 60% or more of the first academic year is not entitled to a refund of tuition applicable to the first academic year.

The amount of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. The withdrawal date for refund computation purposes is the last date of recorded attendance.

- (b) A student who withdraws during a subsequent academic year, and before completing 60% of the subsequent academic year, will be refunded a prorated amount of tuition applicable to the subsequent academic year, less any unpaid charges. A student who withdraws after completing 60% or more of the subsequent academic year is not entitled to a refund of tuition applicable to the subsequent academic year.

The amount of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the academic year. The withdrawal date for refund computation purposes is the last date of recorded attendance.

**Special Refund Circumstances:** In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete an academic year, the school will make a settlement that is reasonable and fair to all parties.

**Payment of Refunds:** Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

**Refund Example:** If a student enrolls in the 2,059 clock hour program, paid \$20,900 for tuition, and completed 286 clock hours or 14%, their refund would be calculated as follows: (1) \$20,900 divided by 2,059 clock hours = \$10.15 / clock hour cost for the program. (2) \$10.15 multiplied by the 286 clock hours attended = \$2,903.06 owed by the student. (4) Total program cost paid of \$20,900 - \$2,903.06 owed = \$17,996.94 refunded to the student.

**Federal Return of Title IV Funds Policy:** Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" or see the Finance department for further detail that may affect the return of federal funds.

## **CAREER DEVELOPMENT**

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The primary goal of the program is to prepare and to assist students in furthering their careers in aviation maintenance technology or in a related field. Toward that end, WyoTech maintains an active Career Services office that offers continuing placement assistance to all graduates at no cost. We do this in a number of ways: we offer sessions to help students and alumni prepare resumes, search for employment opportunities, and sharpen their interviewing skills.

We are constantly in touch with prospective employers, many of who have been drawing on our pool of graduates for many years. Many of these long standing relationships are developed through old-fashioned networking. Opportunities are everywhere: in hometowns, or cities throughout the United States and many countries around the world. Students who are preparing for interviews often interview right at WyoTech, as many companies host on campus recruitment days.

Students also attend scheduled trips to interview on site at recruiting companies' headquarters and get a first hand glimpse of company facilities and operations. When an employer prefers to meet candidates on site, we are happy to refer potential applicants and to work out the details. If, on the other hand, a meeting can be more conveniently held at our campus, we will gladly provide the space to assist an employer in interviewing, hiring, and processing applicants. In addition, we offer a variety of on and off-campus recruiting events with a variety of companies which have local, regional, national and international reach.

## **STUDENT SERVICES**

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### ***WyoTech Staff Assistance***

The interest and welfare of students are of great importance to the faculty and staff. Capable personnel are available to advise, guide and assist students during their education at WyoTech. The staff is prepared to help students with issues involving academics, study habits, motivation, and personal concerns. WyoTech staff members are available to help students obtain financial assistance, assist with housing needs, arrange for transportation and assist with finding part time jobs while in training.

Students are encouraged to contact the School President or Director of Career Services for referral to services such as housing, transportation, childcare, drug and alcohol counseling, general educational development assistance and life, budget, and personal financial planning skills.

### ***Student Services***

Students may contact the school President or Director of Education for referral to services such as housing, transportation, childcare, drug and alcohol counseling, general educational development assistance and life, budget, and personal financial planning skills.

### ***Disabled Student Services***

Academic accommodations, tutorial assistance and testing accommodations are available to students with documented disabilities. Students who have questions or who want to request available disabilities services should contact the Director of Education or Director of Career Services.

### ***Tutoring***

Students may require after school assistance with particular subjects. WyoTech instructors and student peers provide tutoring upon request outside of regularly scheduled classes.

## Appendix A

### *CLASS SCHEDULE AND ACADEMIC CALENDAR*

Day classes are held Monday through Friday, from 7:00 AM to 2:02 PM. Evening classes are held Monday through Friday, from 4:00 PM to 11:02 PM.

#### **2004**

Independence Day / No Classes.....	July 5
New Class Begins .....	July 23
Phase Break / No Classes .....	August 24
New Class Begins .....	August 25
Labor Day / No Classes .....	September 6
New Class Begins .....	September 27
New Class Begins .....	October 27
Thanksgiving Break / No Classes .....	November 25 & 26
New Class Begins .....	November 30
Winter Break .....	December 24 to December 31

#### **2005**

Phase Break / No Classes .....	January 7
New Class Begins .....	January 10
Martin Luther King Day / No Classes .....	January 17
New Class Begins .....	February 10
President's Day / No Classes.....	February 21
Phase Break / No Classes .....	March 15
New Class Begins .....	March 16
Phase Break / No Classes .....	April 15
Spring Break / No Classes .....	April 18 - 22
New Class Begins .....	April 25



## Statement of Ownership

Sequoia Education Institute, Inc. dba WyoTech is owned by Career Choices, Inc., which in turn is a wholly owned subsidiary of Corinthian Colleges, Inc., a publicly traded corporation. All corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, California 92707.

### **Officers:**

David G. Moore	Chairman of the Board, Chief Executive Officer and President
Dennis N. Beal	Executive Vice President, Chief Financial Officer and Treasurer
Dennis L. Devereux	Executive Vice President, Administrative Services and Assistant Secretary
Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary


### **Directors:**

David G. Moore  
Dennis L. Devereux

The contents of this catalog and of other school bulletins, publications, or announcements are subject to change without notice.

### **Certification Of Accuracy**

As of the date of publication, the information in this catalog is true and correct to the best of my knowledge.

  
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Joseph Pappaly, President

**Main Campus**  
WyoTech  
200 Whitney Place  
Fremont, CA 94539  
(800) 248-8585

**Branch Campus**  
WyoTech  
9636 Earhart Road, North Field  
Oakland, CA 94621  
(800) 292-3228