

2023 SCHOOL CATALOG

LAUREL TECHNICAL INSTITUTE



Hermitage Campus
2370 Broadway Avenue
Hermitage, PA 16148
724-983-0700

Sharon Satellite
200 Sterling Avenue
Sharon, PA 16146
724-983-0700

(a Satellite Campus of LTI Hermitage)

Laurel Technical Institute

Hermitage Campus

2370 Broadway Avenue

Hermitage, PA 16148

Phone: 724-983-0700 - Fax: 724-983-8355

Sharon Satellite

200 Sterling Avenue

Sharon, PA 16146

Incorporated in the Commonwealth of Pennsylvania on March 8, 2007
to meet the employment needs of the community.

Accredited by:



Accrediting Commission of Career Schools and Colleges

◆
Licensed by the Pennsylvania State Board of Private Licensed Schools

◆
Licensed by the Pennsylvania State Board of Cosmetology

◆
Registered with the Ohio State Board of Career Colleges and Schools
No. 08-07-1870T

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TABLE OF CONTENTS

Mission Statement and Objectives.....	4	Leaves of Absence	22-23
History & Philosophy.....	6	Loan Default	23
School Facilities	6	Personal Property	23
Accreditation Statement	6	School Equipment and Facilities	22-23
Licenses/Registrations.....	6	Sex Crime Prevention Act	23
Incorporation	6	Sexual Harassment, Harassment, Discrimination, & Retaliation.....	23-25
ADMINISTRATION, FACULTY & STAFF.....	7-9	Smoking Products Policy.....	25
Corporate Officers.....	7	Student Health.....	25
Administration	7	Solicitation	25
Faculty	8	Student Privacy Rights	25-26
Support Staff	9	Student Right to Know Act.....	26
ADMISSION.....	11-14	Selective Services.....	26
Admission.....	11	Transcript Requests	26
Program Specific Admission Requirements.....	11	Tutoring Services	26
Background Checks and Drug Screening	11-12	Veterans' Regulations.....	26
Validating High School Graduation.....	12	Vaccination Policy.....	26
Foreign Transcripts.....	12	Visitors & Safety	26
English Proficiency	12	Weapons.....	27
Non-Discrimination	12	Policy Changes	27
Procedures for Application.....	12	ACADEMIC INFORMATION.....	28-33
Readmittance Policy & Procedures	12	Certifications	28
Single Course Applications	13	Course Numbering System	28
Students Seeking Reasonable Accommodations.....	13	Course or Program Changes	28
Advanced Placement.....	13	Credit Hour Programs.....	28
Cosmetology Transfer Requirements.....	13	Clock to Credit Hour Programs	28
High School Dual Enrollment.....	14	Outside Preparation	28
Transfers of Credits	14	Clock Hour Programs	28
FINANCIAL ASSISTANCE.....	15-16	Academic Year Definition	28
Financial Assistance	15	Credentials Awarded	28
Refund Policy for Credit Hour Programs	15	Distance Education	29-30
Refund Policy for Clock Hour Programs.....	15	DE Makeup Policy.....	30
Return of Title IV Funds Policy	16	Dean's List	31
Scholarships	16	Grade Level.....	31
TUITION, BOOKS & FEES.....	17	Grading Scale/Assessment System	31
Tuition.....	17	Graduation Requirements	31
EBooks/Textbooks.....	17	Student Academic Transcripts	31
Cost Adjustments.....	17	Grievance Procedure	31
Certification Test Fees.....	17	Internship	32
Graduation Fee	17	Clinical Rotations	32
Program Fees	17	Makeup Policy	32
Technology Fee	17	Prerequisite Course Requirements	32
Student Services Fee	17	Schedule Changes.....	32
STUDENT SERVICES AND ACTIVITIES.....	18-19	Standards for Satisfactory Academic Progress.....	33
Academic Advising	18	Probation.....	33
Learning Resource Center & AccessPA.....	18	Appeal Process	33
Calendar	18	Course Drops/Adds.....	33
Career Services Assistance	18	Class Size.....	34
Parking	19	Course Repetitions	34
Refresher Courses	19	Incompletes	34
Student Organizations.....	19	Withdrawal.....	34
Student Portal	19	SPECIALIZED ASSOCIATE DEGREES.....	36-39
Voter Registration	19	Cardiovascular Technology.....	36
POLICIES & PROCEDURES.....	20-27	Computer Network Security Technician	37
Attendance.....	20	Electrical Technician	38
Bullying	20	Respiratory Therapy	39
Code of Conduct.....	21	DIPLOMAS.....	40-44
Consumer Information Disclosure.....	21	Cosmetology.....	40
Clergy Act.....	21	Culinary Arts	41
Course Substitution.....	21	Esthetics/Nail Technician.....	42
Crime Awareness & Campus Security Act Report.....	21	Master Teacher of Cosmetology.....	43
Disclosure of Student Information	22	Welding & Fabrication with Pipeline Technology	44
Dress Code	22	Course Descriptions.....	45-55
Termination.....	22		
Early Release	22		
Equal Opportunity/Affirmative Action	22		
Food & Drink	22		
Honor Code	22		

ADDENDUM INCLUDED SEPARATELY



MISSION STATEMENT

Laurel Technical Institute is dedicated to providing a quality, career-focused education and professional certifications for individuals seeking employment in various occupations in response to the needs of the regional employer community.

The objectives for Laurel Technical Institute are:

- A. To Serve the Student by
 - offering educational programs to meet regional demand
 - providing career focused education and student support
 - focusing on educational delivery options to meet the needs of our student population
- B. To Serve the Employers by
 - providing trained graduates to meet the employment needs of our business community
- C. To Serve the Community by
 - participating in community activities, events, or projects

The information contained in this catalog is descriptive in nature. It does not constitute an irrevocable contract between the student and Laurel Technical Institute (Laurel). Laurel reserves the right to make any changes in the contents of this catalog or in the documented program that it deems necessary or desirable. These changes are made through established procedures and announced by Laurel in its publications.

HISTORY AND PHILOSOPHY

Incorporated in the Commonwealth of Pennsylvania, Laurel Business Institute, Inc. the parent company, includes two main campuses, two branch campuses, and one satellite. Schools include Laurel Business Institute in Uniontown, PA (main); Laurel College of Technology in Morgantown, WV (branch of Laurel Business Institute); Laurel Institute of Technology, SC (branch of Laurel Business Institute); and Laurel Technical Institute in Hermitage (main) and in Sharon (satellite of Laurel Technical Institute). These schools collectively are called Laurel Institutes.

Laurel Technical Institute was founded in 1926 as the Shenango Valley School of Commerce. Its mission was to serve Western Pennsylvania and Eastern Ohio by supplying well-trained and qualified employees to businesses in the region. In 1977, Richard and Patricia McMahon purchased the school and instituted several changes to improve the school's standing and its ability to benefit students and employers. Among these changes were national accreditation, development of a financial aid department, and community involvement. They adopted the name Business Institute of Pennsylvania in 1996.

On September 4, 2007, Christopher and Nancy Decker, founders of Laurel Business Institute in Uniontown, PA, purchased the Business Institute of Pennsylvania and began to operate under the name Laurel Technical Institute to better reflect the programs offered at the school. They quickly continued the work started by the McMahons and made significant improvements to facilities and programs. These included an expanded and renovated space, equipment modernization, curriculum updates, several new programs, and additional student services.

Laurel Technical Institute offers a variety of specialized associate degree programs that correspond with employment needs in the regional business community. Each of these programs is developed with significant input from employers, and the school regularly solicits information about industry trends and new skills students will need to learn in order to be competitive in the job market and updates its programs accordingly. Additionally, the school supports its students by developing other initiatives to help their professional and personal development, including the opportunity to sit for a variety of industry-recognized certifications and other credentials, many of which they can take at either of the school's locations.

Students are required to take and successfully complete study-related internships or participate in clinical rotations that give them valuable work experience prior to graduation. These internships and clinical rotations—which feature an excellent opportunity for hands-on, practical experience—often lead to employment opportunities for our students and graduates.

Laurel Technical Institute is proud to continue the tradition started by the Shenango Valley School of Commerce and hopes to improve upon it by developing new programs, refining existing ones, and training new employees for careers that will support business and industry in the region now and for a long time to come.

SCHOOL FACILITIES

Laurel Technical Institute is currently housed in two buildings—a main campus in Hermitage and a satellite in Sharon, PA. All of the facilities provide an environment that are conducive to good instruction and learning, and support the education programs offered by Laurel Technical Institute. Laurel Technical Institute facilities include classrooms; administrative & staff offices; offices for admission, financial aid, accounting, placement, etc.; laboratories, clinics, student facilities, and academic libraries.

All buildings that house Laurel Technical Institute meet the current standards for the Americans with Disabilities Act (ADA).

ACCREDITATION STATEMENT

Laurel Technical Institute is accredited by the Accrediting Commission of Career Schools & Colleges. ACCSC's scope of recognition with the U.S. Department of Education includes the accreditation of postsecondary, non-degree-granting institutions and degree-granting institutions that are predominantly organized to educate students for occupational, trade and technical careers to award specialized associate degrees, diplomas, and certificates. The Council for Higher Education Accreditation also recognizes its accreditation of degree-granting institutions.

Accrediting Commission of Career Schools & Colleges can be reached by mail at 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, or by phone at (703) 247-4212, or visit their website at www.accsc.org.

LICENSES/REGISTRATIONS

Laurel Technical Institute is licensed by the Pennsylvania Department of Education, State Board of Private License Schools to award certificates, diplomas, and specialized associate degrees; and by The Commonwealth of Pennsylvania Department of the State, Bureau of Professional and Occupational Affairs to operate a cosmetology school.

Laurel Technical Institute is registered with the Ohio State Board of Career Colleges and Schools: No. 08-07-1870T.

INCORPORATION

The parent company, Laurel Business Institute was incorporated in the Commonwealth of Pennsylvania on June 7, 1985.

All requests to review accreditations, approvals and licensing can be made by contacting the Campus President.

Administration, Faculty & Staff

CORPORATE OFFICERS

Nancy M. Decker

Chief Executive Officer & President
BS in Business Education, Indiana University of Pennsylvania

Dr. Douglas S. Decker

Secretary and Treasurer

Ph.D. Instructional Management/Leadership, Robert Morris University; MBA, Seton Hill University; BS in Business Administration, Point Park College; AST in Information Technology, Laurel Business Institute

ADMINISTRATION

Nancy M. Decker

Chief Executive Officer & President
BS in Business Education, Indiana University of Pennsylvania

Dr. Douglas S. Decker

Executive Vice President of Operations

Interim Campus President

Ph.D. Instructional Management/Leadership, Robert Morris University; MBA, Seton Hill University; BS in Business Administration, Point Park College; AST in Information Technology, Laurel Business Institute

Amy Braymer

Vice President of Education
ADA Compliance Coordinator
BS in Elementary/Special Education, Gannon University

Vicki M. Jolliffe

Vice President of Finance
ASB in Accounting, Laurel Business Institute

Stephanie M. Migyanko

Vice President of Financial Aid
AST in Computer Management, Laurel Business Institute

Charles Santore, Jr.

Vice President of Human Resources & Career Services
Certificate in Data Processing & Computer Programming, Electronic Computer Programming Institute

Deborah Yuras

Vice President of Compliance
ASB in Executive Secretarial Studies, Laurel Business Institute

Melissa Blair

Program Director for Cosmetology & Spa Services
Teaching Specialty: Cosmetology
Diploma in Cosmetology, Crawford County Vocational School; Teacher License & Cosmetology License, Pennsylvania State Board of Cosmetology

Justin Caldwell

Program Director for Trades
AST in Maintenance Electricity, Triangle Tech
US Navy Nuclear Training, NRA Instructor Training

Lauren Chaney

Director of Education
BS in Professional Writing/Business Administration, Slippery Rock University

Leslea Eckhart

Director of Human Resources
ASB in Business Administration, Laurel Business Institute

Cathy Jackson

Distance Education Faculty Coordinator

BS in Safety Science, Indiana University of Pennsylvania; PA Teacher's Certificate for General Science, Edinboro University

Kenneth Lapikas

Director of Information Technology
BS in Computer Information Systems, Chapman University;
Associate in Applied Management & Leadership, Air University Command

Kristie Steele

Director of Clinical Education – Respiratory
BS in Allied Health Leadership, Clarion University; AS in Respiratory Care, Clarion University

FACULTY

Beverly Abraham

Teaching Specialty: Allied Health
MBA Frostburg State University; BS in Medical Technology, West Virginia University

Arianne Ackerman

Teaching Specialty: Trades
AST in Electrical Technician, Laurel Technical Institute

Jeffrey Barry

Teaching Specialty: Trades
AS in Computer & Electronics Engineering Technology, ITT Technical Institute; Certificates in Industrial Electricity I & II, Trumbull County Technical Center

Tierra Bunch

Teaching Specialty: Cosmetology
Diploma in Cosmetology, Diploma in Master Teacher of Cosmetology, Laurel Technical Institute; Teacher License & Cosmetology License, Pennsylvania State Board of Cosmetology

Cassie Cooper

Teaching Specialty: Culinary Arts
BS in Culinary Arts & Food Service Management, Johnson & Wales University; AS in Culinary Arts, Pittsburgh Technical College

Dakota DeJulia

Teaching Specialty: Trades
Diploma in Welding & Fabrication with Pipeline Technology, Laurel Technical Institute

Cassie Gutierrez

Teaching Specialty: Information Technology
AS in Information Systems Administration, ITT Technical Institute

Jessica Mayerchak

Teaching Specialty: Cosmetology
 Diploma in Cosmetology, Penn State Cosmetology; Diploma in Master Teacher of Cosmetology, Laurel Technical Institute; Teacher License & Cosmetology License, Pennsylvania State Board of Cosmetology

Doniece McCullough

Teaching Specialty: Cosmetology
 ASB in Cosmetology, Laurel Technical Institute; Diploma in Master Teacher of Cosmetology, Laurel Technical Institute; Teacher License & Cosmetology License, Pennsylvania State Board of Cosmetology

Mary Mittwede

Program Director Respiratory Therapy /Director of Allied Health
 Teaching Specialty: Allied Health Care
 MS in Respiratory Care, Youngstown State University; BS in Respiratory Care, Youngstown State University; Registered Respiratory Therapist, Registered Pulmonary Function Technologist, Adult Critical Care Specialist, National Board for Respiratory Care

Leo Niklas

Teaching Specialty: Trades
 Diploma in Welding & Fabrication with Pipeline Technology, Laurel Technical Institute

Patrick O'Connor

Culinary Lead Instructor
 Teaching Specialty: Culinary Arts
 AS in Baking & Pastry, Art Institute of Pittsburgh

Charles Pethtel

Teaching Specialty: Information Technology
 Certificate in Security Solutions and Communications, Honeywell/Motorola

Brittany Reardon

Teaching Specialty: Cosmetology
 Diploma in Cosmetology, Laurel Technical Institute; Diploma in Master Teacher of Cosmetology, Laurel Technical Institute; Cosmetology License & Cosmetology Teacher License, Pennsylvania State Board of Cosmetology

Tiffany Rosta

Teaching Specialty: Allied Health Care
 ASB in Clinical Administration/Medical Assisting, Sawyer School

Marc Sabino

Teaching Specialty: Allied Health Care / General Education
 BS in Business Administration, Youngstown State University; BS in Radiologic Imaging, Kent State University

Portia Shephard

Teaching Specialty- Allied Health Care
 MS in Allied Health, Slippery Rock University; BS in Psychology, University of Pittsburgh; AS in Medical Laboratory Technology, Allegheny Community College

Kelly Sires

Teaching Specialty: Allied Health
 AS in Radiology, Pennsylvania College of Technology

Jennifer Sylvester

Teaching Specialty: Cosmetology
 Diploma in Cosmetology, Laurel Technical Institute; Diploma in Master Teacher of Cosmetology, Laurel Technical Institute; Cosmetology License & Cosmetology Teacher License, Pennsylvania State Board of Cosmetology

Elizabeth Teague

E-Learning Educational Developer
 Teaching Specialty: Allied Health Care
 BS in Health Informatics, Western Governors University; BS in Creative Writing, Slippery Rock University; AD in Health Information Technology, National College; Certificate in RHIT, AHIMA

Sarah Wright

Student Services Coordinator
 Teaching Specialty: Allied Health Care
 Certified Pharmacy Technician

DISTANCE EDUCATION**Cathy Jackson**

Online Faculty Coordinator
 Teaching Specialty: Distance Education; General Education and Allied Health
 BS in Safety Science, Indiana University of Pennsylvania; Pennsylvania Teacher's Certificate for General Science, Edinboro University

Jennifer Foxman

Distance Education Student Services Coordinator
 BA in Psychology, Allegheny College

Amanda Mathieson

Distance Education Enrollment Specialist
 BS in Criminal Justice, Edinboro University

Crystal Peters

Distance Education Administrative Assistant/DE Registrar
 ASB in Administrative Assistant, Laurel Technical Institute

Malinda Parsons-Daniel

Teaching Specialty: Distance Education
 BS in Medical Laboratory Science, University of Cincinnati; AAS in Medical Laboratory Technology, Central Virginia Community College

Christen Stroh

Teaching Specialty: Distance Education
 MA in English & Communications, University of Pittsburgh; BA in Communications, Allegheny College

SUPPORT STAFF**Deb Anderson**

High School Recruiter
CareerLink and Community Representative
ASB in Business Management & Marketing, Community College of Allegheny County

John Burk

Facilities Maintenance Tech
AD in Electrical Technology, New Castle School of Trades

Juliana Ealy

Administrative Assistant/Admissions Assistant
BA in Creative Writing, Thiel College

Aaron Kimmell

Senior Admission Representative
License in Life, Fixed Annuity, Health & Accident Pennsylvania Personal Lines Home and Auto, Pennsylvania

Megan Mishata

Financial Aid Administrator
Diploma in Clinical Medical Assistant, Laurel Technical Institute

Lisa Morris

Fiscal/Financial Aid Assistant
Academic Diploma, Hickory High School

Kylee Orr

Human Resources Coordinator
BA in Communications Studies, Youngstown State University

Matthew Palanti

Cleaning Technician
Academic Diploma – Shenango Area High School

Crystal Peters

Distance Education Administrative Assistant/DE Registrar
ASB in Administrative Assistant, Laurel Technical Institute

Sandra Powell

Career Services Administrator
Academic Diploma - Thayer High School

Michele Tota

Learning Resource System Consultant/Coordinator
M.S Library and Information Sciences, McDaniel College; B.S.Ed.
English, Clarion University of PA

Steve Urda

Career Services Development Coordinator
M.Ed. in Secondary Education/History, Slippery Rock University; BS in
Secondary Education, Slippery Rock University

Admission

ADMISSION

Applicants to Laurel Technical Institute are considered without regard to age, race, color, creed, religion, gender national origin, marital status, non-job related physical disability, or any other legally protected classification.

The following criteria must be met to complete enrollment for all Laurel programs:

- Admission interview
- Application for admission
- Minimum score of 75 on the online assessment exam.
- Enrollment Agreement (Application must be 18 years of age to sign or document must be cosigned by a parent or guardian)
- Statement of Understanding specific to program of enrollment
- Student Disclosure Form
- Student Health Form
- High School diploma, certificate or other acceptable proof of graduation from an institution providing secondary education, or the equivalent of such graduation. A valid institution is one that is recognized as a provider of education by the U.S. Department of Education.
- Interview with Financial Aid and completion of the Free Application for Federal Student Aid (FAFSA) if student is applying for financial assistance
- Payment of \$50.00 application fee*
- Background Check consent form
- Some Laurel programs have additional admission requirements

*Payment of the Application Fee at time of enrollment may be waived for students re-entering Laurel within less than 364 days of having withdrawn, graduates from a Laurel program, and recipients of financial assistance from an agency that covers the fee for the student. Third party funding must be verified in order for the payment of the Application Fee to be waived.

The programs at Laurel Technical Institute are designed for obtaining employment and are not avocational in nature. Student enrolling in these programs should do so with the intent to complete the program and pursue a career in that field. Laurel Technical Institute will prepare students educationally for employment and will assist students in all obtaining employment through our Career Services department, but does not, in any way, guarantee employment.

The completed application for admission is carefully evaluated, and the decision concerning acceptance or rejection is made in the best interest of the prospective student and his or her ability to succeed at Laurel Technical Institute. If an individual fails to meet any of the above requirements prior to the start of the program, his/her enrollment will be cancelled.

Some programs may require relocation, licensure, and/or certification for employment in some positions.

All students who are accepted will be required to sign a Statement of Understanding form. This form lists fees related to their program (including fees for medical equipment, software, materials, uniforms, certifications, or tests); specific dress requirements for programs, clinical sites or internship sites; and any physical requirements necessary to complete the programs, including drug screening requirements.

Non-Discrimination: All Laurel Technical Institute applicants will be considered without regard to age, race, color, creed, religion, gender national origin, marital status, non-job related physical disability, or any other legally protected classification.

All buildings that house Laurel Technical Institute meet the current standards for the Americans with Disabilities Act (ADA). If an individual has any special needs as addressed by the ADA, he or she should contact Amy Braymer, Vice President of Education at 724-983-0700. Reasonable efforts will be made to accommodate those needs. [See Statement of Non-Discrimination and Accommodation.](#)

All buildings that house Laurel Technical Institute meet the current standards for the Americans with Disabilities Act (ADA). If an individual has any special needs as addressed by the ADA, he or she should contact Amy Braymer, Vice President of Education at 724-983-0700. Reasonable efforts will be made to accommodate those needs. See [Students Seeking Reasonable Accommodations.](#)

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

In addition to all the prior Admission Requirements, the following additional program specific requirements apply:

Cardiovascular Technology: A potential student wanting to enroll in Cardiovascular Technology will be required to complete a two-step interview, and achieve a minimum score of 85 on the online assessment exam.

Respiratory Therapy: A potential student wanting to enroll in Respiratory Therapy Technician will be required to complete job shadowing and a two-step interview, minimum one-page typed essay describing the Job Shadowing experience; and a minimum score of 85 on the online assessment exam. Additionally, a potential RT student is required to achieve a minimum score of 20 on the written entrance exam and a minimum score of 18 on the Wonderlic SLE exam.

Master Teacher of Cosmetology: A potential student wanting to enroll in the Master Teacher of Cosmetology program must possess a current Cosmetologist license, esthetician license or nail technician license or be scheduled to take the exam prior to enrollment. License must be obtained within four months of first semester.

BACKGROUND CHECKS AND DRUG SCREENINGS

Laurel places the safety and welfare of its students, faculty, and staff as a highest priority. As a result, students applying to any program must successfully submit consent for a criminal background check to be eligible to begin classes. Results will be evaluated prior to the end of the add/drop period. Convictions, guilty pleas or nolo contendere pleas for certain drug related, fraud based, or other serious crimes will automatically disqualify a prospective student from remaining actively enrolled: he or she will be unregistered from all courses and the institution without incurring academic or financial penalty. A listing of the specific offenses that are considered can be obtained from the institution.

If a potential applicant believes that the results of the background check are incorrect, the institution will provide the student with the contact information to appeal the institution's decision. However, the application process will not move forward until the appeal is complete and the student may need to re-apply for a future class if the appeal is accepted.

The student is responsible for the cost of the criminal background check.

Laurel Technical Institute may deny admission to an applicant based on the results of his/her background check, or may deny enrollment into certain programs based on those results. Laurel Technical Institute may also dismiss an enrolled student as a result of a criminal conviction during the student's course of study. Applicants with any misdemeanors or felonies may be required to meet with the Campus President or other designated Campus Administrator for a personal interview prior to final acceptance. Administration will make

professional judgment to accept or deny admission based on how the potential of future employment in the chosen field would be affected by any criminal records.

Certain programs offered by Laurel Technical Institute require students to successfully complete an internship or clinical coursework at external sites. Before accepting students, some of these sites may require background checks of their own. A student who cannot be placed on a site for any reason, including a background check unsatisfactory to that site, may be unable to finish the program's coursework and, therefore, may be unable to graduate. Employers in many fields also require pre-employment background checks of their own. Background check results unsatisfactory to employers in a particular field may limit the student's employment opportunities even if that student has graduated from a program in that field offered by Laurel Technical Institute. Information regarding criminal background checks is included in the Student Disclosure Form.

Additionally, some agencies and employers may require candidates to submit to a drug screening test. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for clinical assignments, externship, or employment following completion of the program. Employment and externship decisions are outside the control of the institution. Laurel cannot guarantee clinical rotation and/or externship placements for individuals with criminal, drug-related, or personal background histories that preclude them from working in a professional setting.

VALIDATING HIGH SCHOOL GRADUATION

All students will be required to provide proof of secondary school completion in order to enter into any program at Laurel. Students will not be eligible to attend if the school does not have documentation that properly validates high school completion prior to the commencement of classes. Valid documentation includes a high school diploma, transcript or GED. A valid institution is one that is recognized as a provider of education by the U.S. Department of Education. A student that submits a diploma or official document from a foreign country must have his or her document translated by an appropriate official and verified that their document is at least equivalent to a US high school diploma. If the school determines that the diploma, GED, or high school transcript may not be valid, the student will not be permitted to attend classes.

FOREIGN TRANSCRIPTS

Students with foreign educational credentials must submit authentic foreign academic documents from all upper secondary and post-secondary educational institutions. Students with foreign educational credentials will not be accepted for admission prior to validation that their foreign educational credentials are authentic and meet admission requirements. Any academic documents submitted for admissions consideration will be retained as property of the school and not returned to the student. Coursework taken at a foreign institution (excluding secondary school documents that are in English and are recognized by U.S. Network for Education Information, USNEI, U.S. Department of Education) must be evaluated for equivalence to coursework taken at a United States institution. Documents submitted in a foreign language must be both translated and evaluated for U.S. High School equivalence. Laurel accepts the evaluations of foreign coursework from several services. Please contact the admission department for a complete list.

ENGLISH PROFICIENCY

Laurel does not provide English as a second language instruction. Students are required to speak English in classes that are taught in English. A student whose native language is not English and are enrolling in programs taught in English are required to provide proof of English proficiency by one of the following: • Test of English as a Foreign Language (TOEFL) with an Internet-Based Test (iBT) score of 61 or higher, Paper-Based Test score of 500 or higher, or Computer-Based Test (CBT) score of 173

- Advanced Placement International English Language (APIEL) with a score of 173 or higher
- International English Language Testing System (IELTS) with a level of 6 or higher
- Successful completion (i.e. grade of PASS or 'C' or Better) of accredited high school or accredited college coursework taught in English

NON-DISCRIMINATION

All Laurel Technical Institute applicants will be considered without regard to age, race, color, creed, religion, gender national origin, marital status, non-job related physical disability, or any other legally protected classification.

All buildings that house Laurel Technical Institute meet the current standards for the Americans with Disabilities Act (ADA). If an individual has any special needs as addressed by the ADA, he or she should contact Laurel Technical Institute at 724-983-0700 and ask to speak to the Admission Department. Reasonable efforts will be made to accommodate those needs.

PROCEDURES FOR APPLICATION

Request an application from Laurel Technical Institute 2370 Broadway Avenue, Hermitage, PA 16148, by phone at 724-983-0700, or by email at ti.admission@laurel.edu

Complete the application and return it to Laurel Technical Institute along with the required application fee of \$50. The application fee is refunded to any applicant not accepted for study.

Evidence must be provided of high school graduation or of satisfactory performance on the GED test.

A visit to the school is required for all prospective students. This allows the student to speak with a staff member and to see the school's facilities. Admission assessment is also scheduled at this time to confirm that the prospective student has the skills and abilities to complete study successfully at Laurel Technical Institute.

The decision regarding acceptance or rejection of the application will be made within two weeks and will be conveyed to the applicant in writing.

All courses are taught in English. Students must be able to speak, read, and write English fluently.

All applicants must complete an Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).

Those accepted for admission are required to complete a financial aid appointment prior to beginning classes if they are applying for financial assistance.

New students and students who have been readmitted are required to attend an orientation prior to the beginning of classes.

READMITTANCE POLICY & PROCEDURES

A student may apply for readmittance to the school after being withdrawn or dismissed. The readmittance policy is as follows:

The student must complete a new application for admittance with one of the admission representatives. The student must also write a letter to the Campus President providing an explanation of the changes that have occurred in his/her life that will enable him/her to succeed in a program. The student must enroll again under the current tuition and fee structure.

The student must obtain permission from the Campus President to re-enroll. The Campus President will determine what previously earned credits from Laurel will be accepted to the original or new program.

The student must meet with the Accounting Department to verify all financial obligations to the school have been met. If the student has not been a Laurel student for more than one year, a re-entry fee of \$50 must be paid. The student must contact the Financial Aid Office to reapply for financial aid or make satisfactory payment arrangements.

SINGLE-COURSE APPLICATIONS

Applicants for single courses who will not enter into a full program are only required to complete the following procedures:

Attend an initial personal interview to determine the probability of success.

Complete a brief Application and Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age). Admission assessment is also scheduled at this time to confirm that the prospective student has the skills and abilities to complete study successfully at Laurel Technical Institute.

Course acceptance will be based on space availability and the student satisfying the prerequisite requirements. Students not enrolling into a program are not eligible to receive Title IV funds. Some programs are cash only and not eligible for Title IV funds.

STUDENTS SEEKING REASONABLE ACCOMMODATIONS

Statement of Non-Discrimination and Accommodation

Laurel Technical Institute does not discriminate on the basis of disability. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the educational resources of the school, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA"), their related statutes and regulations, and corresponding state and local laws. Reasonable accommodations for persons with disabilities will be made on an individual basis. However, it is the responsibility of that person to seek available assistance and to make his or her needs known when he or she enrolls.

Documentation to support the disability must be provided to the school at the time of the request. Information pertaining to an applicant's disability is voluntary and confidential.

Individuals with disabilities wishing to request an accommodation must contact the ADA Compliance Coordinator. A disclosure of a disability or a request for accommodation made to any staff, faculty, or personnel other than the ADA Compliance Coordinator will not be treated as a request for an accommodation. However, if a student discloses a disability to such an individual, he or she is required to direct the student to the ADA Compliance Coordinator. Upon request, the ADA Compliance Coordinator (or his/her trained designee) will provide a student or applicant with a Request for Accommodations form, which is also available on Laurel's website under <https://www.laurel.edu/accommodations>.

To help ensure timely consideration and implementation, individuals making a request for an accommodation are asked to contact the ADA Compliance Coordinator and/or submit a Request for Accommodations form at least two weeks prior to when the accommodation is needed.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the Vice President of Education listed below, who has been designated to coordinate the efforts of the school to comply with Section 504 and ADA.

Amy Braymer
Laurel Technical Institute
2370 Broadway Avenue
Hermitage, PA 16148

To request a copy by email: bramyera@laurel.edu

For program-specific job requirements, please refer to the BLS/OOH link listed in the catalog for your specific program.

ADVANCED PLACEMENT

Advanced placement may be considered for applicants who have specialized training in high school, college, university, other business or technical institutions, or for those applicants who have significant work experience in a particular field. The evaluation of any student request for advanced placement will be made by the Campus President prior to the beginning of classes. Official transcripts are required for advanced placement evaluation.

Upon qualifying for advanced placement in a course or courses, appropriate credit will be given to the student, and the student will not be required to take the course or courses at Laurel Technical Institute. Advanced placement is indicated on the transcript with an "AP" and will not be used in calculating the grade point average, but will count toward academic progress.

A prospective student may also challenge a course and take an exemption test for that course. The exemption fee for each exemption test is \$50, pass or fail.

If a student is required to take a certification test for the exemption, he or she will be billed for the cost of the exam. Students who have failed a course may not take an exemption exam for that course; they must retake the class regardless of the reason for failure.

The **combined total** number of credits advanced placed **and** transferred may not exceed 49% of the number of credits in the student's program.

COSMETOLOGY TRANSFER REQUIREMENTS

A person transferring from another cosmetology school to Laurel Technical Institute must meet all admission requirements. We reserve the right to deny or accept all, part, or none of the hours credited at another institution based on personal interviews, practical evaluations, and theory evaluations. The program director or a qualified instructor will evaluate the prospective transfer student. This evaluation will include the applicant's aptitude, comprehension, and ability. If accepted, the transfer student will then be placed into the level of learning deemed necessary to maintain satisfactory progress.

Credit will be given for hours earned from other institutions in accordance with the results of the evaluation. A maximum of up to 49% of the total clock hours earned from the original school may be accepted. Credit will be given for hours earned from other institutions in accordance with the results of both the theory and practical evaluation which will be submitted to admissions and financial aid, with a completed Cosmetology program sheet indicating the courses and total number of hours Laurel Technical Institute will accept.

The transferring student must provide Laurel Technical Institute with the following:

1. An official transcript from the original school listing the hours and grades earned by the student in each clock hour course.
2. Verification from the appropriate licensing authority that the other school is licensed in that state.

Students from Vocational schools that have tested early, passed the state board exam and are within 150 hours of successfully reaching 1250 hours, may pay to finish their hours with Laurel Technical Institute but will not receive a diploma or be considered a graduate of Laurel Technical Institute. Students that need to complete more than 150 hours in order to complete, will be evaluated as a transfer student and placed in the program level necessary for the student to maintain satisfactory progress and complete the program as a Laurel Technical Institute graduate.

HIGH SCHOOL DUAL ENROLLMENT

High school students can enroll for up to six credits per semester either through a concurrent enrollment agreement with Laurel, a cyber-school agreement, or through Laurel's High School Dual Enrollment program. For more information on this program including charges and courses available, interested students should contact the admission department at 724-983-0700 or lti.admission@laurel.edu.

TRANSFERS OF CREDITS

Students from other postsecondary institutions may apply for admission by following the steps in the section [Procedures for Application](#). In addition, all students must complete a "Transfer Credit Evaluation" form and attach a transcript. All transfer students must have an official transcript sent to Laurel Technical Institute from the previous institution and must supply a catalog or course description for any course they wish to transfer to Laurel Technical Institute. Courses having a "B" grade or better will be considered for transfer credit. A placement test may also be required.

The **combined total** number of credits advance placed **and** transferred may not exceed 49% of the number of credits in the student's program

Transfer credits will be a part of the student's permanent record. Transfers will be indicated on the transcript with a "T" and will not be used in calculating the grade point average. Transfer credits will count toward academic progress. Transfers of Laurel Technical Institute courses to other postsecondary institutions will be governed by the policies of the institutions to which Laurel Technical Institute students are transferring. The listing of credit hours is not meant to infer that credits will transfer into other college programs. A credit hour is a unit of measurement, not necessarily an indication that a credit or credits will transfer. The institution receiving the request for credit transfer decides whether or not to accept those credits. We are a nationally accredited institution and our credits are unlikely to transfer into core curriculum at regionally accredited institutions.

All passed courses of students previously attending any of the Laurel Campuses are 100% transferrable. Prerequisite requirements apply.

This information is also available on Laurel's website at: <https://www.laurel.edu/credit-transfers>

Financial Assistance

FINANCIAL ASSISTANCE

Students of Laurel Technical Institute can use several sources of financial assistance in addition to their personal resources. The types and amounts of financial assistance available will depend on the individual's eligibility and qualifications. The following sources of Federal and State financial aid are available: Federal Pell Grants, Federal Supplemental Education Opportunity Grants (FSEOG), PHEAA State Grants, PA Tip Grant for Trades, Federal Work Study, and Federal Direct Loans.

As a matter of philosophy, Laurel Technical Institute believes that students should first make use of personal funds, scholarships, grant money, or governmental agency support prior to borrowing money through the Federal Direct Loan Program, or other sources.

Tuition is billed by the semester or payment period and is due prior to the start of classes. Students who need to make monthly payments may do so by contacting the Accounting Office and making payment arrangements prior to the start of classes.

Laurel Technical Institute's Financial Aid Office will provide students with information about how to complete their Federal Application for Student Financial Aid (FASFA). The prospective student should plan to complete his or her financial aid interview and application at least one month prior to the beginning of classes.

A number of governmental and quasi-governmental agencies have approved students for study at Laurel Technical Institute. Those agencies include, but are not limited to, the Office of Vocational Rehabilitation (OVR), Trade Assistance Act (TAA), the Department of Veterans Affairs (VA), Workforce Investment Act (WIA), and Department of Public Welfare (DPW).

REFUND POLICY FOR CREDIT HOUR PROGRAMS – GOVERNED BY PRIVATE LICENSED SCHOOLS

Laurel Technical Institute's refund policy adheres to both state and federal requirements.

The application fee of \$50 is due with the completed application. The application fee will be refunded if the student requests cancellation within five calendar days of the initial application or if the student is not accepted. A student canceling after the fifth calendar day following his or her enrollment date but prior to the beginning of classes will be refunded any money paid to the school except the application fee.

If a student enrolls and withdraws or discontinues after the term has begun but prior to completion of the term, the following refunds apply:

- For a student withdrawing from or discontinuing the program during the first seven calendar days of the semester, the tuition charges refunded by the school will be at least 75 percent of the tuition of the semester.
- For a student withdrawing from or discontinuing the program after the first seven calendar days, but within the first 25 percent of the semester, the tuition charges refunded by the school will be at least 55 percent of the tuition for the semester.
- For a student withdrawing or discontinuing after 25 percent of the semester but within 50 percent of the semester, the tuition charges refunded by the school will be at least 30 percent of the tuition.
- For a student withdrawing from or discontinuing the program after 50 percent of the semester, the student is not entitled to a refund.

Refunds will be made within 30 days of the official withdrawal date or within 30 days of the date of determination of withdrawal if the student does not officially withdraw. Any post-withdrawal

disbursement will be made within 30 days of the date of the determination that the student withdrew.

Book charges and equipment charges are non-refundable. Equipment provided for the term remains the property of the student once they are paid in full. For "cash only" programs, textbooks and supplies become the property of the student once the student receives them and their account is clear. Textbooks and student equipment left at the school for more than 30 days after withdrawal become the property of Laurel Technical Institute. Institutional charges on items not received prior to withdrawal (textbooks, equipment, and fees), will be refunded.

Any refund due to the student will be applied to the student's account if there is an unpaid cash balance.

REFUND POLICY FOR CLOCK HOUR PROGRAMS

Laurel Technical Institute's refund policy adheres to both state and federal requirements.

The application fee of \$50 is due with the completed application. The application fee will be refunded if the student requests cancellation within five calendar days of the initial application or if the student is not accepted. A student canceling after the fifth calendar day following his or her enrollment date but prior to the beginning of classes will be refunded any money paid to the school except the application fee.

- If a student enrolls and withdraws or discontinues after his/her scheduled classes have begun but prior to the student's having attended any classes, he/she shall be entitled to a refund of all monies paid the school, less the application fee.
- If a student enrolls and withdraws or discontinues after attendance in his/her scheduled classes has been recorded, the refund policy stated in the table below will be applied:

Percentage of Time to Total Time of Payment Period	Amount of Total Institutional Costs Owed
0.01 % to 4.9%	20% of Institutional Costs
5% to 9.9%	30% of Institutional Costs
10% to 14.9%	40% of Institutional Costs
15% to 24.9%	45% of Institutional Costs
25% to 49.9%	70% of Institutional Costs
50% and over	100% of Institutional Costs

Refunds will be made within 30 days of the official withdrawal date or within 30 days of the date of determination of withdrawal if the student does not officially withdraw. Any post-withdrawal disbursement will be made within 30 days of the date of the determination that the student withdrew. Book charges, equipment, and fees are non-refundable. Equipment provided for the term remain the property of the student once they are paid in full. For "cash only" programs, textbooks and supplies become the property of the student once the student receives them and their account is clear. Textbooks and student equipment left at the school for more than 30 days after withdrawal become the property of Laurel Technical Institute.

Institutional charges on items not received prior to withdrawal (books, equipment, and fees), will be refunded. Any refund due to the student will be applied to the student's account if there is an unpaid cash balance.

RETURN OF TITLE IV FUNDS POLICY

The 1998 amendments to the Higher Education Act made substantial changes to the way an institution treats a student who fails to complete a period of attendance for which he or she has been charged. The student earns federal aid in an amount directly proportional to the percentage of the payment period completed. When a student who is eligible for Title IV grant or loan assistance withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, the institution must determine the amount of Title IV grant or loan assistance that the student earned as of the student's last day of attendance. Title IV funds include Unsubsidized and Subsidized Federal Direct Loans, Parent PLUS Loans, Federal Pell grants, and FSEOG grants.

The federal government mandates that students who withdraw from all classes may only keep the percentage of financial aid they have earned up to the last day of attendance. Title IV funds that were disbursed in excess of the earned amount must be returned by the school and/or the student owing aid funds to the school, the government, or both.

If the student's last day of attendance occurs after completing 60% of the term, the student is considered to have earned 100% of the federal grant and/or loan assistance for the term. If the student's last day of attendance occurred before 60% of the term was completed, the student and/or the school will be required to repay the amount of Title IV aid received in excess of what the student earned. The school will determine the amount of Title IV grant or loan assistance that the student has earned as of the student's last day of attendance.

If a refund is due by the school, it will be made to the appropriate Title IV fund within 45 days of the date of official withdrawal or within 45 days of the date of determination of withdrawal if the student does not officially withdraw. Any post-withdrawal disbursement will be made within 45 days of the date of the determination that the student withdrew.

The student will also be notified of any payment owed the government based on the Return of Title IV funds calculation.

The difference between what the school is able to retain according to refund policy and the amount that can be retained according to Return of Title IV Funds is the amount the student owes the school.

If there is a refund due to Title IV, it will be refunded in the following order:

- Unsubsidized Federal Direct Loan
- Subsidized Federal Direct Loan
- Federal PLUS Loan
- Federal Pell Grant
- FSEOG
- Any other Title IV program

SCHOLARSHIPS

The Laurel Presidential Scholarship is available to enrolling students covering 25% of the student's tuition. Two scholarships may be awarded each year. Laurel's scholarship committee awards these scholarships based on their evaluation of a completed biographical questionnaire, personal interview and entrance exam score. Applications and more detailed information are available from Laurel's Admission Department.

Tuition, Books & Fees

TUITION

The tuition is listed on the tuition supplement to this catalog and on the enrollment agreement. Each item lists the tuition and other costs for each program. Tuition for each semester is billed at the start of classes. Tuition, books, and other fees must be paid or payment arrangements must be made prior to the start of classes. If a payment plan has been authorized, no finance or interest charges are associated with the payment plan; however, a late fee of 1.5% of the outstanding balance may be applied if payment is not received by the due date. If a student's account become 90 days past due, the amount due may be turned over to a collection agency. The student may also be responsible for fees associated with the collection of any outstanding debts.

The tuition charge for part-time students is proportional to the tuition for the program. A course load of 6 to 8 credits is considered half time, 9 to 11 credits is considered three-quarter time, and 12 or more credits is considered full time. Credits in excess of 18 are considered an overload and must be approved by the Campus President. An additional per-credit charge may be assessed for course overloads and/or repeated courses.

Tuition changes will be made at the beginning of a semester and the student will be notified 60 days in advance.

Tuition for students enrolled in "cash only" programs, will not increase for continuous enrollment in the program. Any tuition changes for these programs become effective prior to the class start date.

EBOOKS/TEXTBOOKS

Students are billed for eBooks/textbooks based on their scheduled classes. During the drop-add period, students may choose to opt out of textbooks, or eBooks provided through Redshelf in their Canvas courses, and purchase on their own. Refunds will be issued once Accounting receives the opt-out notification after the drop-add period. All eBooks/textbooks purchased by the student must be the same edition and same ISBN as those on the Laurel list for the current semester. Not all courses have books.

COST ADJUSTMENTS

All tuition charges, book costs, and fees are listed on the tuition supplement to this catalog and on the enrollment agreement. Tuition charges are reviewed annually, book costs are reviewed each semester, and if adjusted, become effective for all students currently enrolled or planning to enroll.

CERTIFICATION TEST FEES

Certifications are available for many courses at Laurel Technical Institute. Students will automatically be charged for their certification exams for the term they are enrolled in the pertinent course. If a certification test can only be taken after an entire program is completed, the student may be charged for that test in the last term. All certification exams must be taken within six months of graduation. There are no refunds for certification exam fees.

Students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams, or may be denied a license or certification to practice in some states even if the exam is taken and successfully completed.

GRADUATION FEE

A graduation fee covers all costs related to graduation. These include the degree, diploma, certificate, official transcripts, and other items. This cost will include the final audit and close out of the academic and financial records of the student.

PROGRAM FEES

Students may be required to pay additional fees associated with their programs. These fees are listed on a Statement of Understanding for each program, which is signed by the students when they enroll. In addition, internship sites and clinical rotations for Respiratory Therapy and students—particularly those related to healthcare facilities and educational facilities—may have additional requirements such as immunizations, drug screening, physicals, criminal background checks, and clearances that will be required before a student is permitted to intern. These requirements are specific to each organization and any cost associated with them is the responsibility of the student.

TECHNOLOGY FEE

With the understanding that the use of technology will be an integral part of our students' lives, it is the objective of Laurel to prepare our students for this future. Our classrooms must have the equipment, technology, and technical support to allow teachers to use technology in their classrooms. As we integrate technology, we will support the teaching and learning that promotes intellectual growth and lifelong learning for students and staff. All students will be charged a technology fee each term.

STUDENT SUPPORT SERVICES FEE

A student support services fee is charged each term or payment period to cover the cost of school-related services and programs made available to all students. No fee is charged for programs under 600 clock hours.

Student Services & Activities

ACADEMIC ADVISING

Academic advising is provided for students by their instructors. The Campus President is also available to assist students with academic matters.

If a student needs advising, he or she may discuss the issue with any employee with whom he or she feels comfortable talking. If necessary, students will be given information about local social services agencies and other advising options and referred to them.

CALENDAR

Laurel Technical Institute operates on a twelve-month schedule with three fifteen-week semesters. For specific dates and the school calendar for the year, please refer to the calendar supplement to this catalog or to the website.

CAREER SERVICES ASSISTANCE

The school administration, staff, faculty, students, and alumni of Laurel Technical Institute have substantial involvement and contacts in the business community. This network is used to help students and graduates find employment in the surrounding areas.

While it is not ethical or permissible for Laurel Technical Institute to guarantee employment to graduates, the vast majority of graduating students and graduates who are sincerely interested in finding employment are successful. The more time and effort the graduate applies to his or her job search, the better the results.

Career services assistance success results are primarily from the student's quality education in program-related courses, which include a unique career development course and an internship. These studies give students the skills and understanding they need to learn how to find employment and be productive in their careers. Graduating students and graduates who request career services assistance are required to meet with a Career Services Representative for an interview prior to any career services assistance. Graduates seeking career services assistance need to contact the Career Services Department to complete the career services agreement and career services application, update resumes and take skills testing or refresher courses if applicable, or use any other assistance that the school may legally and ethically provide. Violations of the career services agreement by students and graduates in their job search may result in suspension of career services assistance.

A Laurel Technical Institute graduate requesting career services assistance twelve months or more following graduation will be required to take skills verification testing in his or her program.

Skills verification testing must be passed with a grade of 76% or higher for career services assistance to be provided. If the graduate fails the skills verification test, he or she will be required to take refresher courses to improve his or her skill levels. Laurel Technical Institute does not charge tuition for refresher courses in keeping with the [Refresher Courses](#) policy in this catalog. Upon completion of the refresher course or courses, graduates will be given a retest that must be passed with a grade of 76% or better to qualify for career services assistance. The Vice President of Career Services or Campus President has the authority to waive the testing policy if the graduate provides verifiable proof that he or she has been employed performing program-related duties and skills in his or her field for the majority of time since graduation.

A graduate who has been found to be terminated "for cause" by an employer will not be provided career services assistance by the school. For example, theft, insubordination, fighting, misconduct, violation of work rules, or poor attendance would be considered termination "for cause." In this case, the graduate may request a review by the school administration concerning withholding future career services assistance. This administrative review will assess the facts and circumstances of the termination against the proposed sanction of career services assistance and issue a decision.

Laurel Technical Institute graduates who terminate their employment must provide their immediate supervisor with a minimum two weeks written notice prior to leaving (more notice is preferable). Failure to provide appropriate notification is not acceptable and may cause the school to stop providing career services assistance for the graduate.

LEARNING RESOURCE CENTER & ACCESSPA

The Library/Learning Resource Center (LRC) is designed to support the academic activities of the students by providing access to books and resources in a wide range of topics. The collection includes books, reference books, and periodicals as well as databases in electronic format through AccessPA, an online database accessed from any computer, both in and out of school. The AccessPA database is a statewide library catalog that combines the holdings of more than 1,700 school, public, academic, and special libraries in Pennsylvania. The purpose of the database is to facilitate interlibrary loan and resource sharing. The database contains over 29 million holdings of more than four million unique records and is available online at <https://accesspa.powerlibrary.org/MVC/>. Becoming an AccessPA member gives Laurel Technical Institute the opportunity to become an active participant in regional consortia composed of all types of libraries and to participate in Interlibrary Loan services.

Students are introduced to the LRC during the Student Success course. Students are also encouraged to obtain membership cards for local public libraries.

PARKING

Free on-site parking is available to all students of Laurel. Spaces for students with disabilities (temporary or permanent) are located outside the main building and can be requested by providing documentation to support the disability claim at the time of the request. Information pertaining to an applicant's disability is voluntary and confidential.

REFRESHER COURSES

Graduates of Laurel Technical Institute are entitled to take refresher courses in their program to update their skills so they may remain competitive in the job market. There is no tuition charge for these courses, which are open to graduates as space is available. Depending on the course, the student may need to purchase a textbook or other material for the class. Refresher courses are available to all alumni. Graduates should contact the Admission Department to schedule refresher courses.

STUDENT ORGANIZATIONS

All students enrolled at Laurel Technical Institute are welcome to join these organizations. Students interested in these organizations can get more information by checking the bulletin boards.

Alpha Beta Kappa National Honor Society is the "premier national honor society" for America's private postsecondary schools, institutes, colleges and universities. Alpha Beta Kappa places chapters in institutions which have demonstrated high standards over a period of many years in the education and training of women and men in the numerous fields, trades and occupations essential to modern society. The purpose of the Society is to encourage and recognize superior student academic achievement, character, and leadership.

Lambda Beta Society is the national honor society for the profession of respiratory care. The purpose of this society is to promote, recognize, and honor scholarship, scholarly achievement, service, and character of students, graduates, and faculty members of the Respiratory Care profession. The society supports professional growth and leadership development through activities and programs at the chapter, regional, and national levels.

Membership is available to respiratory therapy students who have completed half of their respiratory care courses. Nominated members must be in the upper twenty-five percent of the graduating class.

Membership benefits include recognition of individual achievement and scholarship, having their name entered into a permanent "Roll of Excellence," and graduation with honors by displaying the Lambda Beta insignia. Scholarships are also available to members only.

Phi Beta Lambda (PBL) is the collegiate division of the national association Future Business Leaders of America - Phi Beta Lambda, Inc. (FBLA - PBL). PBL's mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. Laurel Technical Institute sponsors the Lambda Beta Sigma Chapter of Phi Beta Lambda.

Health Occupations Students of America (HOSA) is a student organization whose mission is to promote career opportunities in health care and to enhance the delivery of quality health care to all people.

STUDENT PORTAL

Laurel is always striving to provide the student with valuable information to help the student succeed in the educational journey. The Canvas Login Portal provides secure, self-service web-based access so the student is informed about daily progress in school. This service provides real-time, online access to grade averages, progress reports, homework, missing assignments, announcements, and attendance. This portal can be accessed from any location with an Internet connection. Students are given access during the first week of classes.

STUDENT SERVICES ADVISING

Students experiencing personal problems unrelated to their education will be referred to qualified counselors or agencies outside the school where they can receive assistance. In addition to all faculty and staff being able to help students, each campus has a designated Student Services Coordinator for assistance in resolving issues such as housing, transportation, and child care issues. In addition, each campus has a student resource center with brochures, informational pamphlets, and directories of local student service agencies who provide assistance resolving substance abuse, domestic violence, behavioral counseling and many other relevant topics. Contact the designated Student Services Coordinator for more information.

VOTER REGISTRATION

Laurel Technical Institute encourages all students to register to vote. Voter Registration Forms are available at the school's financial aid office and can be obtained from the U.S. Election Assistance Commission (EAC) website <http://www.eac.gov/>.

The EAC is a comprehensive resource for information on the Federal elections process. Voting resources for uniformed service members and overseas citizens, including the Federal Post Card Application, a voter registration form for citizens living abroad. Tel.: (800) 438-8683 / Web site: www.fvap.gov.

Please visit: <https://www.laurel.edu/register-vote> for additional information.

Policies & Procedures

ATTENDANCE

As an occupational school, Laurel Technical Institute believes that class attendance is necessary in order for students to acquire the necessary skills, knowledge, and work ethic to succeed in their career. In each class, student participation and/or class attendance has a minimum weight of at least 10% of the students' final grades. Furthermore, to maintain good academic standing, an overall attendance percentage of at least 80% is required.

Student attendance is monitored at the end of each progress report period as well as at the end of each term. If a student's overall attendance rate falls below 80% at the time of the progress reports, the student will meet with the lead instructor, the program director, or the Director of Education to discuss methods of improving their attendance and the consequences of continued poor attendance. Any student whose attendance rate falls below 80% at the end of a term will be placed on attendance probation for the following term. Students whose attendance falls below 80% in two consecutive terms will be dismissed for failing to meet the conditions of their probation.

Laurel does not distinguish between excused and unexcused absences, with the following exceptions.

- Students who are attending a school-sanctioned activity (i.e. field trip, job interview) will not be marked absent, provided the times are comparable.
- Students who are absent with jury duty, documented court orders, or military orders will be marked absent, but the absences will be waived when calculating attendance percentages.
- All other absences will be counted in the attendance grade.

Students may appeal the attendance probation decision to the administration based on extenuating circumstances.

Students who wish to return to school after being terminated for poor attendance must sit out a minimum of one term, and then follow the school's re-entry procedures in applying to be readmitted.

Clock hour attendance:

Students are required to be present for all scheduled classes. Just as an individual would be required to call off from work, the student is required to call the school prior to class and report the reason he or she is unable to attend so instructors can be notified.

If a student has missed 14 consecutive days, the student's enrollment will be terminated.

Distribution of Financial Aid is based on the hours earned.

Satisfactory Academic Progress is based on the ratio of attended hours divided by scheduled hours. (See also [Standards for Academic Progress.](#))

Tardiness:

Students are expected to attend all classes, arriving on time and remaining in class until the end of the period. Classroom attendance is essential to the educational objectives of the course. Therefore, Roll Call in CANVAS will be taken daily for each class. Students arriving late or leaving early will be recorded as tardy in the system. Student attendance/engagement will be reflected as a grade with a minimum weight of at least 10% of the final grade.

BULLYING

Laurel Institutes are committed to providing a safe and harassment-free education and work environment for all students and employees. Laurel Institutes expects all employees and students to treat others with dignity and respect. As part of that commitment, we have developed the following policy to identify intentional or unintentional actions that could be characterized as bullying and lead to disciplinary action up to and including termination of enrollment and/or employment.

Bullying includes, but not limited to any of the following:

- Repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others with the intention to humiliate or demean.
- Verbally slandering, ridiculing, or maligning a person or his/her family or friends; persistent name calling which is hurtful, embarrassing, insulting, or humiliating; using a person as the butt of jokes; saying things that would be viewed by others in the community as abusive and offensive; persistently interrupting another person or otherwise preventing another person's legitimate attempts to speak; using nicknames after being notified that the nickname is considered by the victim to be offensive; constant public criticism on matters that cannot be documented. Persistent singling out of one person or group of persons in a negative manner.
- Physical - pushing, shoving, kicking, poking, tripping, assaulting, and threatening physical assault or damage to a person's work area or property.
- Non Verbal - threatening gestures such as, but not limited to approaching another person aggressively which could reasonably be interpreted as threatening, or making gestures that would reasonably be interpreted as amorous or sexual in nature.

Cyberbullying

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

The most common places where cyberbullying occurs are:

- Social Media, such as Facebook, Instagram, Snapchat, Twitter, and TikTok
- Text messaging and messaging apps on mobile or tablet devices
- Instant messaging, direct messaging, and online chatting over the internet
- Online forums, chat rooms, and message boards,
- Email or mail
- Online gaming communities
- Engaging in verbal bullying via phone, or voicemail; or other communication; and spreading malicious rumors or gossip about another person

Violation of the bullying policy will result in disciplinary action up to and including termination from enrollment and/or employment.

CODE OF CONDUCT

Students attending Laurel Technical Institute are expected to conduct themselves in a manner acceptable to an employer. The administration reserves the right to terminate any student whose behavior, dress, or conduct does not meet acceptable standards.

A conduct violation can result in any of the following actions: verbal warning, written warning, suspension, or termination.

The President and/or Campus President will decide which course of action to take based on the severity of the violation, whether or not the infraction is a repeat offense, and other factors related to the situation.

CONSUMER INFORMATION DISCLOSURE

Consumer Information can be found on the school's website at <https://www.laurel.edu/consumer-information> and includes the following information:

- Annual Security Reports (ASR)
- Graduation and Employment Rates
- Drug & Alcohol Abuse Awareness and Prevention Information (ASR)
- General Information Concerning the School, Including Policies & Procedures- School Catalog
- Financial Aid Information – School Catalog and Financial Procedures Handout
- Student Right to Know Act
- PA Fair Educational Opportunities Act
- Professional Licensure Information
- HEERF Reports (CARE ACT)

At any time, you may request a paper copy of the information on the consumer information page. To do so, please request one via email at compliance@laurel.edu

CLERY ACT

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistic Act, Laurel Technical Institute provides information for on-campus and off campus statistics for the past (3) calendar years prior to October 1 of each year and on its website at <http://www.laurel.edu/consumer-information>. In addition, each student will receive a copy of the complete Annual Security Report (ASR) including crime statistics by the student's choice of email or paper copy. The report can also be downloaded from the school's website at <http://www.laurel.edu/consumer-information>.

The Violence Against Women Act (VAWA) requires that if a student or employee who reports to an institution of higher education that the student or employee has been a victim of domestic violence, dating violence, sexual assault or stalking shall be provided with a written explanation of the student or employee's rights and options. Further, a student or employee who reports to an institution of higher education that he or she has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether it occurred on or off- campus, shall be provided with a written explanation of his or her rights and options. Written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested by victim and if reasonable available, regardless of whether victim chooses to report the crime to campus police or local law enforcement.

COURSE SUBSTITUTION

The school reserves the right to substitute a course of equivalent weight and value for a prescribed course when in the opinion of the administration it will aid the student in achieving vocational objectives.

CRIME AWARENESS & CAMPUS SECURITY ACT REPORT

Title II of Public Law 101-542

Crime Awareness and Campus Security Act of 1990 and Amendments of 1998

The Campus Security Act of 1990 requires that as of September 1, 1992, all institutions prepare, publish, and distribute to all current students and employees, and to any applicant for enrollment or employment upon request, the information described below.

- Any student or employee should report any criminal actions or other emergencies to the Campus President at the school during the day. These individuals are prepared to notify the appropriate authorities that handle these situations.
- Any student who wishes to be accompanied to the school's parking facilities should notify the Campus President.
- Laurel Technical Institute will refer any criminal activities to the local police department. Laurel Technical Institute encourages its students and employees to promptly report any suspicions of criminal activity to the Campus President promptly. The local police department handles school criminal matters once notified by the school.
- Laurel Technical Institute does not employ a campus security staff due to the infrequency of security-related incidents. We encourage students and employees to be responsible for their own security and the security of others. Any security-related incident should be reported to the Campus President who will handle the incident appropriately.
- Federal regulations require that Laurel Technical Institute provide statistical information about the number of occurrences for certain crimes on campus for the last year.
- Laurel Technical Institute does not provide any off-campus housing, nor do we have off-campus student organizations. Therefore, there are no statistics of criminal activity at off-campus locations to report.
- Federal Regulations require that Laurel Technical Institute provide statistical information for the last three school years for the number of arrests on campus for liquor law violations, drug abuse violations, and weapon possessions.
- The use of alcoholic beverages or the use or sale of illegal drugs is strictly prohibited at Laurel Technical Institute. Please refer to Laurel Technical Institute's Drug-Free Awareness Program information, which complies with Drug-free Schools and Communities Act, and is provided through the Annual Security Report provided to all students and also to all employees at point of hire and yearly thereafter.
- Weapons of any kind are not permitted on school property at any time. Any violation of the policy will result in disciplinary action including dismissal.

The Annual Security Report (ASR) can also be downloaded from the school's website at <http://www.laurel.edu/consumer-information>. A paper copy can also be requested from Human Resources.

DISCLOSURE OF STUDENT INFORMATION

Laurel Technical Institute maintains academic and financial aid records for students. The academic records are the responsibility of the Registrar and are housed separately from financial aid records, which are maintained in the Financial Aid Office. Students wishing to review their records may request to do so by contacting the Registrar, and completing and following the procedures outlined on the form. Any student wishing to have information released to parents or reviewed by parents must sign a release form that can be obtained from the Financial Aid Office.

DRESS CODE

Laurel Technical Institute observes a casual yet tasteful dress code to allow our students to be comfortable at school. Students should be presentable at all times. Students in programs requiring a uniform must abide by the dress code in their program. When interning, students must follow the internship site's dress code.

The following items are unacceptable according to Laurel Technical Institute's dress code policy and **are not to be worn**.

- Any item that is excessively tight, short, or revealing is not appropriate on any class day.
- Leggings & Spandex
- Mini Skirts
- Inappropriate or offensive imprinted T-shirts
- Tank tops
- Crop tops or midriffs
- Hats or headwear (not permitted inside the school at any time)

We strongly recommend that students refrain from tattoos and body piercing (except for the ear lobe) in all visible areas. Employers and internship sites have commented that such items are unprofessional and not acceptable according to their policies. As Laurel Technical Institute strives to impart professionalism to our students, we ask that students be mindful of the expectations of employers and internship and clinical sites. As an intern, students must abide by the dress code policy of each site as an employee would. Failure to do so can affect the internship grade.

Students ignoring the dress code will be advised by the Campus President and will be subject to disciplinary action up to and including suspension or termination of enrollment.

Some programs also have dress codes specific to the program. Please check the program Statement of Understanding for more details.

TERMINATION

Laurel maintains the right to terminate a student's enrollment in all courses in a term for a variety of reasons including, but not limited to: academic suspension, suspension for violation of the Code of Conduct and Honor Code, Attendance Policy, Dress Code Policy, Sexual Harassment Policy, Weapons Policy, etc. Students who have been suspended for academic or disciplinary reasons must apply for readmission as described in the [Readmission Policy & Procedures](#).

EARLY RELEASE

A credit-hour student requesting an early release from classes in his or her final term to accept employment must meet the following conditions:

- The eighth week of the term must have been completed.
- The student must have at least a "C" average in all classes and a cumulative grade point average of at least 2.0.
- The position must be study-related and a permanent full-time position. The student must meet with the Career Services Assistant to determine if the position meets these requirements, and he or she must sign the Pre-Graduation Release Agreement.
- The student must meet with each instructor to determine what requirements he or she would need to meet in order to complete and pass the course. Each instructor will put the course

requirements and due dates on the appropriate form to be handed in with the completed exam. The student must have a financial aid exit interview and have the Financial Aid Administrator sign the Pre-Graduation Release Agreement.

- The student must meet with the accounting department and have the Fiscal Assistant sign the Pre-Graduation Release Agreement.
- The student must turn in the Pre-Graduation Release Agreement and all Pre-Graduation Release Addenda to the Campus President for final approval.
- The student will not be officially released from classes until all of the above items have been completed. Any class absences prior to this will be unexcused.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

All applicants for admission or employment will be considered without regard to race, color, national origin, age, gender religion, disabilities, or genetic information. Laurel does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students and employees are not subject to a hostile environment in Laurel programs or activities.

The buildings housing Laurel Technical Institute meet the current standards for the Americans with Disabilities Act (ADA). If a prospective student has any special needs as addressed by the ADA, he or she should contact Laurel Technical Institute at 724-439-4900 and ask to speak to the Admission Department. Reasonable efforts will be made to accommodate his or her needs. See [Students Seeking Reasonable Accommodations](#).

FOOD & DRINK

As a convenience for students, Laurel Technical Institute has designated areas for eating. Vending machines, microwaves, and refrigerators are located on the premises. Food and drinks are not permitted in the library or the computer rooms. Additionally, no food or drinks are permitted in the classrooms unless specific permission is given by the instructor.

HONOR CODE

Laurel Technical Institute has an honor code for all classes. Each student is expected to do his or her own work at all times. Cheating is a basis for possible expulsion from school.

Any student who does not follow Laurel Technical Institute's honor code will be brought before the Campus President for disciplinary action.

A student caught cheating will receive a grade of 0% for that quiz, test, exam, project, or other graded material, which will then be averaged with his or her other grades in determining the final course grade. The final course grade will then be lowered one letter before being placed on the student's transcript.

If there is a cooperative cheating incident, all parties will be penalized as above. If a student is caught cheating a second time, the student's enrollment at Laurel will be terminated and a failing grade of "F" recorded on the student's permanent transcript for each enrolled course.

LEAVES OF ABSENCE

A student may request a leave of absence for personal or medical reasons at the end of a term for the next term provided the student's financial account is in good standing. The request must be made in writing to the Campus President 30 days prior to the leave of absence. All leaves of absence will be approved or disapproved by the Campus President. The Campus President may waive the end of term requirement and/or the 30-day written notice requirement in emergency situations.

The number of days in the approved leave of absence, when added to the number of days in all other approved leaves of absence, cannot

exceed 180 days in any 12-month period. Since the student is intending to return the following term, he or she will not be considered to have withdrawn from Laurel Technical Institute.

For return following an approved medical leave of absence, the student must present a statement from his/her treating physician permitting return to school. The school reserves the right to have the student examined by a physician of its choice.

For financial purposes, if a student does not return as scheduled from the LOA the student will be considered to have withdrawn, and withdrawal procedures will be followed.

LOAN DEFAULT

Prompt repayment of all student loans is an essential part of the loan process. Students having difficulty meeting their repayment obligations should contact their lender or the Financial Aid Office to discuss other options such as modifying payment arrangements or obtaining deferments or forbearance.

Students in default will be ineligible to receive any federal Title IV funding until the Department of Education has removed the Default Status.

PERSONAL PROPERTY

Laurel Technical Institute assumes no responsibility for loss or damage to a student's personal property or vehicle.

SCHOOL EQUIPMENT & FACILITIES

The use of all school equipment, facilities, and information is restricted to school-related business. This restriction includes the use of telephones, facsimile machines, copy machines, postage machines, computer hardware, computer software, networks, supplies, email, Internet, course syllabi, course outlines, books, reference materials, audio and video tapes, plans, reports, and the time for producing or using any of these items.

Laurel Technical Institute also provides students with access to electronic media and services, including computers, email, telephones, and the Internet. These resources are provided exclusively to support educational programs and are not to be used for any other purpose. Laurel Technical Institute operates in compliance with the Federal Electronic Privacy Act; however, students should have no expectation of privacy in files, disks, documents, email, and any other electronic communication that has been created in, entered in, stored in, downloaded from, or used on Laurel Technical Institute's computer system.

Pursuant to this end, the specific Computer and Internet Usage Agreement has been established and is signed by all new students during the financial aid interview. Students should further understand that Laurel Technical Institute provides the right to the Network Administrator to block any web site or activity deemed objectionable and/or dangerous and to monitor any computer activity and inspect any computer at any time. Monitoring is based on legitimate need and limited in scope to achieve those purposes.

SEX CRIME PREVENTION ACT

The Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

Pennsylvania's General Assembly has determined public safety will be enhanced by making information about registered sexual offenders available to the public through the internet. Knowledge whether a person is a registered sexual offender could be a significant factor in protecting yourself, your family members, or persons in your care from

recidivist acts by registered sexual offenders. Public access to information about registered sexual offenders is intended solely as a means of public protection, any other use prohibited.

Pursuant 42 Pa.C.S. § 9799.28, the State Police has established this website to provide timely information to the public on registered sexual offenders who reside, or are transient, attend school, or are employed/carry on a vocation, within this Commonwealth.

Pennsylvania's Megan's Law, 42 Pa.C.S § 9799.32(1), requires the State Police to create and maintain a registry of persons who reside, or is transient, work/carry on a vocation, or attend school in the Commonwealth and who have either been convicted of, entered a plea of guilty to, or have been adjudicated delinquent of certain sexual offenses in Pennsylvania or another jurisdiction.

The sex offender registry maintained by the Pennsylvania State Police may be obtained at: <https://www.pameganslaw.state.pa.us/>

SEXUAL HARASSMENT, HARASSMENT, DISCRIMINATION, & RETALIATION POLICY

It is the policy of Laurel Technical Institute that sexual harassment, discrimination, and harassment of and between Laurel Technical Institute students, employees, and non-employees is unacceptable conduct and will not be tolerated. Laurel Technical Institute is committed to our policy that all students have a right to be educated in an environment that is free from any form of sexual harassment, discrimination, or harassment that may be created by a student, employee or non-employee.

All students are also responsible to help maintain an educational environment that is free from all forms of sexual harassment, discrimination, and harassment. This is in keeping with the efforts to establish an environment in which the dignity and respect of all members of the institutional community are observed.

The sexual harassment and harassment policy applies not only to the school property during normal school hours, but also to school travel and all school-related social functions, even if such activities are held off-site.

Definition of Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature constitute sexual harassment when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education.
- B. Submission to or rejection of such conduct by an individual is used as the basis for education decisions affecting such individual.
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's education performance; or creating an intimidating, hostile or offensive education environment.
- D. Such conduct will threaten or suggest that a student's refusal to submit to sexual harassment will adversely affect that student's educational status, financial aid, grades, schedule, attendance, any preferential treatment or any other terms or conditions affecting a student's education.

The two main forms of sexual harassment are:

Quid pro quo (this for that or something for something)—demands or requests for sexual favors in exchange for a condition of a student's education or education decisions affecting the student. This type of violation involving an employee with a student has a zero tolerance and is a termination of employment offense.

Hostile environment – occurs when sexual or other discriminatory conduct is so severe and pervasive that it interferes with an individual's performance; creates an intimidating, threatening, offensive, or humiliating environment. This type of violation involving an employee or student is subject to disciplinary action up to and including termination.

Sexual Harassment may involve the behavior of a person of either sex against a person of the same or the opposite sex, when that behavior is unwelcome, unwanted or offensive and may affect an individual's education conditions and/or performance.

Some examples of conduct that may constitute sexual harassment include: (a) making unwelcome sexual flirtations, advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature relating to a condition of employment or education (b) any act which has the effect of creating a harassing, intimidating or a hostile environment (c) creating an intimidating, hostile or offensive environment whereas such conduct may include the following:

Verbal

- Telling sexually oriented or suggestive stories or jokes.
- Sexual innuendo or sexually suggestive comments, kidding or teasing.
- Subtle pressure or requests for sexual activities.
- Referring to or calling an individual by an endearing, demeaning or sexual term such as sweetie, sweetheart, doll, honey, dear, cutie, love, babe or other sexual nicknames.
- Making sexual comments and innuendos about a person's body or appearance.
- Sexually degrading words used to describe an individual.
- Probing into a person's sexual experiences or preferences.
- Insisting on dates when a person is not interested and/or has declined previous offers.
- Making suggestive sounds, calls or whistling at a person.
- Using foul, obscene, abusive or vulgar language.
- Sexually explicit, suggestive or offensive comments.
- Verbal abuse of a sexual nature.

Nonverbal

- Leering or ogling suggestively at a person.
- Intentionally following or stalking a person.
- Reading, displaying, sending or showing sexually suggestive or revealing words, sexually suggestive objects, pictures, magazines, graffiti, emails, faxes, calendars, posters, cartoons or other visuals.
- Making suggestive gestures or body movements.
- Sending unwanted notes, emails, faxes or other written material.
- Giving sexually oriented or unwanted personal gifts.
- Visiting sexual or porn related internet sites.

Physical

- Unnecessary touching or unwelcome physical contacts of an individual including pinching, patting, hugging, kissing, caressing or brushing against another.
- Massaging a person's neck, shoulders or other parts of their body.
- Leaning over, standing too close to, or brushing up against a person; invading their space.
- Blocking, impairing or otherwise interfering with an individual's normal movement.
- Physical or sexual assault

Any student who is harassed should tell the harasser that the behavior is unwelcome or unwanted in an attempt to stop the action; however, the student being harassed may also report the behavior to the chain of command simultaneously, or it is not required to tell the offender to stop, but report it directly. If the illegal behavior continues, it is now defined as persistent behavior, developing into a more serious sexual harassment violation involving more severe disciplinary action. All sexual harassment violations must be reported immediately to Dr. Douglas S. Decker, Executive Vice President; Amy Braymer, Vice President of Education; Leslea Eckhart, Director of Human Resources; or to Nancy Decker, President/CEO or any other member of management.

Definition of Harassment and Discrimination

It is Laurel Technical Institute's Policy that all relationships during the course of a student's education shall be conducted in an environment that is not hostile or offensive. Harassment and discrimination in the terms and conditions of education against students on all relevant protected classes based on gender race, color, national origin, religion, and disability is prohibited and will not be tolerated.

Examples of inappropriate behavior of harassment include but not limited to:

- Derogatory remarks, demeaning nicknames, slurs or comments about a person's membership in the above protected class
- Derogatory or demeaning kidding or teasing
- Visual messages such as posting cartoons that are demeaning or degrading words to describe an individual
- Jokes or stories that make fun of a stereotype or protected class
- Using foul, obscene, abusive, or vulgar language
- Reading, displaying, sending or showing demeaning or derogatory words, objects, pictures, magazines, graffiti, emails, faxes, calendars, posters, cartoons or other visuals
- Verbal or nonverbal mimicking or imitating innuendoes that have a negative connotation
- Verbal, physical, or written harassment such as derogatory treatment based on gender, degrading words to describe an individual, or any negative action that refers to a certain ethnic group, race, gender nationality, age, disability, religion or belief, is a violation of this policy and is forbidden.

Violations of harassment, sexual harassment, or discrimination will result in disciplinary action up to and including termination of employment or enrollment.

Employee-Student Relationships

An employee is not permitted to engage in unacceptable conduct with a Laurel Technical Institute student such as an amorous, dating or fraternizing relationship, sexual flirtation, sexual advance or any type of sexual relationship especially if that employee instructs, evaluates, supervises, advises, has authority over or has some influence relating to that student. Sexual advances, sexual flirtations or requests for sexual favors from an employee toward students are unacceptable behaviors that will result in severe disciplinary action. Sexual oriented or unwelcome personal gifts involving an employee and a student is unacceptable conduct. An employee found to have committed such unacceptable conduct is in violation of this policy and will be subject to disciplinary action up to and including termination of employment.

Any student who is harassed should tell the harasser that the behavior is unwelcome or unwanted in an attempt to stop the action; however, the student being harassed may also report the behavior to the chain of command simultaneously, or it is not required to tell the offender to stop, but report it directly. If the illegal behavior continues, it is now defined as persistent behavior, developing into a more serious sexual harassment violation involving more severe disciplinary action. All sexual harassment violations must be reported immediately to Dr. Douglas S. Decker, Executive Vice President; Amy Braymer, Vice President of Education; Leslea Eckhart, Director of Human Resources; or to Nancy Decker, President/CEO or any other member of management.

Confidentiality

The confidentiality of complaints will be assured to the extent consistent with a thorough investigation and business need-to know. The fact-finding team consists of Dr. Douglas S. Decker, Executive Vice President; Amy Braymer, Vice President of Education; Leslea Eckhart, Director of Human Resources; and Nancy Decker, President/CEO who will investigate all complaints in a timely and impartial manner

including interviewing all parties involved and any witnesses with first-hand information. The fact-finding team will issue a finding of facts that will be communicated to the complainant and accused. All parties involved in the complaint are required to keep all matters related to the complaint confidential and details of the complaint are not to be discussed with anyone except the fact finding team.

Retaliation against individuals who file a sexual harassment, harassment or discrimination complaint or who are part of the fact-finding investigation process is strictly forbidden. Individuals that have been found in violation of retaliation will be subject to disciplinary action up to and including termination.

SMOKING PRODUCTS POLICY

The use of smoking products and smoke producing products of any type shall be prohibited on all school owned and operated campus grounds both indoors and outdoors except in designated smoking areas. Designated smoking areas are defined as where smoking receptacles are located. This smoking ban does not apply to public rights-of-way (sidewalks, streets) and on the perimeter of the campus. Tobacco use is not permitted inside any school facilities.

Smoking products and smoke producing products include, but are not limited to, cigarettes, e-cigarettes, cigars, pipes, vapes/vaporizers, etc. School owned and operated campus grounds include, but are not limited to all campus buildings, campus walkways, campus parking lots, and School owned or leased vehicles.

This policy applies to all employees, students, contractors and visitors, when on the school campus.

STUDENT HEALTH

Students accepted into Laurel Technical Institute are required to complete a personal health and medical record. This record provides the school with a brief medical summary. The health and medical record also becomes part of the student's permanent file.

In addition, students enrolling in allied health programs may have specific health requirements that are detailed on the Statement of Understanding signed during the admission process.

Student healthcare services are not directly available on the site. If a student becomes ill or has an accident, the student should notify faculty or staff immediately. If necessary, the family will be contacted and/or the student will be transported to the local emergency room either by the institution or by an ambulance service.

SOLICITATION

Laurel Technical Institute will support the fund-raising efforts of school approved organizations. Solicitations within the building or on the premises by any outside person or by students, faculty, and staff are prohibited. Any requests for solicitations of and between Laurel students and/or employees must be submitted in writing and approved in advance by the Campus President.

STUDENT PRIVACY RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. The following provides a general outline of these provisions:

1. The right to inspect and review the student's educational records within 45 days of the day the school receives a request for access.
 - a. Students should submit written requests to the Campus President that identify the record(s) they wish to inspect. A school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official would tell the student the

correct official to whom the request should be addressed.

2. The right to request an amendment of the student's educational records that the student believes is inaccurate or misleading.
 - a. Students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the school official responsible for the records, clearly identify the part of the record they want to have changed, and specify why it is inaccurate or misleading.
 - b. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. Disclosure without consent to school officials with legitimate educational interests is permitted. A school official is a person employed by the school in an administrative, supervisory, academic, or support staff position; a person or company with whom the school has contracted (such as an attorney, auditor or collection agent); or a student assisting another school official in performing his or her tasks.
 - a. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
 - b. Other exceptions that permit disclosure without consent are:
 - i. To authorized representatives of the Comptroller General of the United States; the Attorney General of the United States (for law enforcement purposes); the Secretary of the Department of Education of the United States; and state and local educational authorities.
 - ii. To parents of dependent students, as defined in Section 152 of the Internal Revenue Code of 1986.
 - iii. To a parent or a legal guardian in connection with a health or safety emergency.
 - iv. To a parent or a legal guardian of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if the student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to that use or possession.
 - v. If a parent or eligible student initiates legal action against the school, the school may disclose to the court without a court order or subpoena the student's educational records that are necessary for the school to defend itself.
 - vi. The disclosure is in connection with a disciplinary proceeding conducted by the school against a student who is an alleged perpetrator of a crime of violence.

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Laurel Technical Institute to comply with the requirements of FERPA. The name and address of the office that administers FERPA is the following:
Family Policy Compliance Office
US Department of Education
400 Maryland Ave, SW
Washington, DC 20202-4605

The school may release public directory information concerning students at any time unless the school has received prior written objection from the student specifying information that the student requests not be released. Such information includes, but is not limited to, the student's name, address, email address, telephone listing, date and place of birth, major field, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full time or part time), participation in officially recognized activities, photographs, degrees, honors and awards received, and the most recent educational agency or institution attended.

The Privacy Policy is available on line at <https://www.laurel.edu/privacy-policy>

STUDENT RIGHT TO KNOW ACT

This Act requires schools receiving federal financial aid to disclose graduate or completion rates for the student body. This information allows students and parents to make informed choices in selecting an institution of higher education. Completion rate information is available on the website at <http://www.laurel.edu/consumer-information>.

SELECTIVE SERVICE

Men between the ages of 18 to 25 must be registered with the Selective Service System. Failure to register will make the student ineligible to receive any Title IV Funds.

TRANSCRIPTS REQUESTS

A request for an official transcript must be made in writing to Laurel Technical Institute. A \$5 fee must accompany each written request. All balances owed to Laurel Technical Institute must be paid in full; otherwise, the transcript will not be released.

TUTORING SERVICES

Laurel Technical Institute offers free tutoring to students who are having difficulty in one or more of their classes. Students should speak to their instructors regarding tutoring services. The instructor will either work with the student personally or assist him or her in setting up tutoring sessions with a peer tutor. Students should contact the Campus President with any difficulties setting up tutoring or with the tutoring program in general.

VETERANS REGULATIONS

Credit for Previous Education & Training

Appropriate credit is given for comparable previous education and training, and the training period will be shortened accordingly.

Leave of Absence

The Veteran's Administration does not recognize a Leave of Absence. If a student is granted a Leave of Absence from the school, the Certifying Official must report to the VA that the student is Withdrawn from the school based on Last Day of Attendance.

Make-up Work

Make-up work is not permitted for the purposes of receiving Veterans Administration Training Allowance.

Tardiness

Any student not physically present at the start of his or her class period will be considered tardy. Each occurrence accumulates and is included in total absenteeism reporting. Three tardies equal one absence. Excessive tardiness may be cause for discontinuance of V.A. Educational Assistance Allowance.

Probation

For VA purposes the student will be dismissed for failing to meet the terms of his or her probation.

VACCINATION POLICY

Laurel Technical Institute does not require proof of immunization in order to enroll in classes or programs. However, proof of immunization may be required prior to beginning an internship or clinical rotation. This will be based on the policies of the sites.

VISITORS & SAFETY

Safety is a priority for all Laurel locations, so in order to ensure the safety of our students, staff and guests, the following visitor policy is in effect:

The front door of each building is locked at all times and is the only means of access for visitors. Visitors (i.e., persons who are not currently enrolled students, faculty or staff with valid Laurel ID Cards) are not permitted to enter the school via any other entrance under any circumstances. Every visitor is required to ring the front desk for entry and sign in with the front desk stating whom they wish to visit and the purpose of their visit in order to be issued a visitor's pass. The visitor will be asked to wear the pass while they are in the building and return the pass and sign out when they leave.

Students expecting visitors such as a family member or food delivery vendor should plan to meet their visitors at the front desk. The receptionist will not page the student nor will the visitor be allowed to walk through the school looking for the student.

Any variance from the above policy must be approved by the Campus President or their designee.

Note: Students and staff are issued door access cards and everyone should be cognizant of people trying to follow them in. No one is to let anyone into our schools at any time. No doors are to be propped open at any time. These steps are necessary steps to provide the safest and most secure environment possible. Any concerns with any visitor should be brought to the immediate attention of the Campus President or member of the administration.

WEAPONS

No weapons of any kind are permitted on school property. A student that brings a weapon or weapons on school property will be subject to disciplinary action up to and including termination from school.

In addition, any threat to shoot or harm any student(s), employee(s) or visitor(s) is taken very seriously and considered a severe violation of the weapons policy. Violation of this type of action will result in immediate suspension pending investigation and reporting to law enforcement. Verification that this type of violation existed will result in immediate termination from school and appropriate legal action, if applicable.

POLICY CHANGES

This catalog was prepared with the best information available at time. However, all information, including tuition, fees, book changes, course offerings, programs, admission, and graduation requirements is subject to change without notice and becomes immediately effective for all enrolled students.

Academic Information

All courses are offered in semester credits or clock hours. Courses may be offered on campus, online or in a hybrid delivery method.

CERTIFICATIONS

Students at Laurel Technical Institute have the opportunity to take certification exams. These certifications are listed on the Statements of Understanding and Enrollment Agreement.

COURSE NUMBERING SYSTEM

The course numbering system consists of a three letter and three number combination.

Letter prefix designates program or classification of subject matter. Examples are: Cosmetology courses have the prefix COS, Respiratory Therapy courses have the prefix RES, and Welding & Fabrication with Pipeline Technology courses have the prefix WFP. Additional combinations are added as necessary with program additions or changes in objectives.

The numbering sequence designation represents course level. Level 100 – 125 represents course foundations, 126 – 275 courses assigned throughout the program, and 276-299 final term or highest level classes in a subject area.

COURSE OR PROGRAM CHANGES

We realize that individual circumstances may make it necessary for a student to reduce the number of credits he or she is carrying or to change the program in which he or she initially enrolled. These changes can be made at any time. To process these changes, the student should meet with the Campus President.

Courses may only be added during the drop/add period, which is the 15 calendar days of the term. The tuition charges will be adjusted if the student's status changes.

If a course is dropped during the drop/add period, the course will not be listed on the transcript for that term, and the tuition charges will be adjusted if the student's status changes to $\frac{3}{4}$ or $\frac{1}{2}$ time. Any drops or withdrawals made after this period but before midpoint will be reflected on the transcript as a "W" and will not affect the grade point average. No tuition adjustment will be made. All courses dropped after midpoint will receive the grade of "F" and will affect the grade point average accordingly. All courses dropped after the midpoint of the course will receive the grade of "F" and will affect the grade point average accordingly. No tuition adjustment will be made.

CREDIT HOUR PROGRAMS

The school currently uses the following conversion formula.

- 15 clock hours of theory = 1 credit hour
- 30 clock hours of lab = 1 credit hour
- 50 clock hours of internship = 1 credit hour

Please note that 50 minutes of instruction equal one clock hour and the listing of credits is not meant to imply transferability into college programs.

CLOCK TO CREDIT HOUR PROGRAMS

For financial aid purposes, except in certain cases specified by USDE, clock to credit hour programs are calculated using 30 in-class hours of instruction = 1 semester credit.

OUTSIDE PREPARATION

To adequately comprehend content and achieve success in your program, time outside of class spent reading, studying, reviewing, practicing, researching, and completing assignments is required. For every hour of lecture-based instruction, students should expect to devote two hours of preparation outside of class. Course syllabi will describe how academic achievement in out-of-class learning activities is evaluated and weighted into overall course grade.

CLOCK HOUR PROGRAMS

Clock hour courses are assigned credits only to be used to weight courses for calculations of GPA and QPA.

ACADEMIC YEAR DEFINITION

A credit-hour program is 30 weeks' instructional time/24 credit hours. A clock-hour program is 26 weeks' instructional time/900 clock hours.

CREDENTIALS AWARDED

Laurel Technical Institute awards three levels of credentials—specialized associate degrees (occupational), diplomas, and certificates as authorized by the Secretary of Education, Pennsylvania Department of Education. Degrees can be either an Associate in Specialized Business or Associate in Specialized Technology degree.

In order to receive any credential at Laurel Technical Institute, a student must pass all courses in the program as outline in the graduation section of the catalog.

Please see the program section in this catalog for specific credential information.

DISTANCE EDUCATION

Distance Education Online courses and Distance Education (DE) programs are offered and supported using online or hybrid delivery formats. A hybrid course has content delivered both in class and online. Course learning objectives remain the same regardless of the delivery mode selected. All education will be consistent with the mission of the school. Quality assurance for distance education at Laurel is a process involving faculty, staff, administrators, and students to ensure that online courses meet institutional, accreditation, and/or state licensing standards of quality and best practice. Faculty are expected to adhere to a set of requirements, expectations, and procedures regarding classroom interaction and student engagement to provide a consistent experience for students. The quality assurance standards for online courses are based on nationally accepted standards of quality for online courses including those required by the Accrediting Commission of Career Schools and Colleges (ACCSC) our nation.

Distance Education Modalities: Online training differs from traditional on-ground course training. Delivery of course content will occur through various modalities. Listed below are the various modalities that may be used in an online course.

Online Lecture/Demonstration: Online lectures will be presented in a variety of ways. Lecture notes placed on a web page for the learner to review and available for downloaded from the site. Some lectures demonstrations will be presented via audio or video multimedia by using specialized software and hardware to allow this creation. Links related to resources and other Web sites will be embedded in the online lectures. Short lectures provide enough information to serve as a basis for further reading, research, or other learning activities. Online lectures are readily available for students to revisit as needed.

Threaded Discussion: Instructors will post a topic(s) and the student will complete two tasks: Post a response to a threaded discussion and post responses to two of their classmates' posts per topic. Academic Discussion Boards are considered classroom participation. The responses should be written in proper English and should be based upon researched fact. Each response should focus on the topic that the instructor has provided. The discussion boards are designed with academic debates in mind. Students should treat the discussions as though they are in a classroom setting and the instructor has posed a question for them to answer. If the student's research a discussion question and post based on the materials they used, they must cite their sources within the posting.

Collaborative Learning: Collaborative learning will be when two or more students work together to learn. Some courses will assign small groups composed of participants with different ability levels and will utilize a variety of learning activities to master material initially developed by the instructor, or construct responses on substantive issues. Each member of the team will be responsible for learning what is taught and for helping teammates learn. Students will utilize a variety of online collaboration tools in and out of the online learning environment to engage in collaborative learning.

Multimedia Presentation: Multimedia as an instructional delivery method uses animation to encourage student interaction with the platform; videos stimulate visual senses to encourage student interaction with the platform; sound stimulates the auditory senses to encourage student interaction with the platform; and concepts are conveyed quickly and effectively to students. The capabilities of ways to enrich learning are enhanced through the use of multimedia.

Online Drill and Practice: As an instructional delivery method, drill & practice promotes the acquisition of knowledge or skill through repetitive practice. Many courses will utilize flash cards for terms and concept learning. Some courses will have links to site to practice skills such as math, accounting, etc.

Research: Research is used to help student learn to question, plan, gather information, sort and sift information, synthesize, evaluate, write and document resources properly. Students will use the APA format. Students are provided with resources to help them learn the process of research.

Case Study: This instructional delivery method will require learners to draw upon their past experience(s) to comprise solutions to future experience(s). Case studies will be comprised of an appropriate problem situation which is relevant both to the interests and experience level of learners and to the concepts being taught.

Educational game: Instructional gaming is one method that may increase the performance and motivation of adult learners based on the premise that games generate enthusiasm and enjoyment for the subject matter content. Many of the adopted textbooks for the courses have an educational game component included. Instructional gaming helps the students to maintain focus on the subject matter but to break away from routine structure and instruction.

Observation: The instructional delivery method of observation will be utilized when students view a demonstration or how-to process and as a primary means of learning during an externships experience when they are placed into the job setting to observe, participate and learn.

Simulation: In an instructional simulation, students learn by actually performing activities to be learned in a context that is similar to the real-world experience. Instructional simulation is used in most cases for unguided discovery learning. Students can generate and test hypotheses in a simulated environment by examining changes in the environment based on their input. This particular type of instruction requires students to involve their learning in an active way. The course plan will incorporate this method to improve student learning by emphasizing applied learning skills.

Problem Solving: The instructional method of problem solving encourages students to work through a situation or problem in order to arrive at a solution to improve their critical thinking and applied learning skills.

Virtual Conferencing: Virtual conferencing for distance education based on course and instructor preference could be implemented into the virtual classroom. This networking feature promotes interaction, communication and traditional instruction in a non-traditional capacity. The networking between instructor and student would allow for greater expansion of course curriculum and enhance relationship building within the online community.

Other: Narration / Product application: Many lectures and demonstrations will be narrated and some text may be as well. Content is being revised and made available to students to download in various formats, print, mobile, and devices.

Most activities in the online courses are asynchronous so that students can log in and participate whenever their schedule allows within the allotted timeframe as set by the instructor. However, the tools to provide synchronous opportunities are available and may be required in some distance education programs.

Graduation Requirements: There will be no additional graduation requirements for students to participate in distance education. The standard requirements of successful completion of the program with a minimum 2.0 grade point average within the maximum allotted timeframe for completion applies.

Delivery Platform: Distance Education is delivered through the Canvas Learning Management System (LMS). This LMS supports both online learning and instruction.

Learning Outcomes: The learning outcomes for courses offered via distance education in either a hybrid or a fully online format will not differ from the learning outcomes of the on-ground version of the course

DISTANCE EDUCATION

Prerequisites for Participation in Online Learning: Students enrolling in a distance education program must complete an EduReady assessment and an online orientation via Canvas Learning Management System to ensure that distance learning is appropriate for them.

Online Readiness Orientation: The institution provides orientation to students prior to the last day of the add/drop period to acclimate them to the specific distance education learning methodology and technology. The Orientation provided includes, but is not limited to, a discussion of expectations of participation, issues related to academic integrity, and navigation of the learning management system or other education delivery systems.

Academic Attendance: Last Date of Attendance (LDA) will be defined differently for online courses than residential courses. LDA for online courses will not be defined as a physical or virtual presence in the classroom. LDA for online courses will be defined as the last date in which a student participates in an online course. Participation for determining LDA in an online course will be defined as a Canvas submission of an academic related activity. Examples of acceptable evidence of academic attendance in an online course include submission of an academic assignment, student submission of an exam, and a graded posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters.

Per the school's attendance policy for all students, if a student has not submitted an academically related activity for 14 consecutive calendar days, the student's enrollment will be terminated.

Distance Education Makeup Policy: According to the Late Work Policy for Online Courses, students have three (3) days past the original due date to make-up assignments, exams, and discussion posts and replies with a 10% grade deduction for each late day. In all cases, this will be noted on the course syllabus. There is no additional cost for make-up work for credit hour programs. The specific hourly charge is listed on the enrollment agreement and only applies if the student goes over contract. The Veterans Administration does not permit make up of hours for Veterans Benefit.

Any questions regarding Laurel's Distance Education policies should be directed to the Director of Distance Education.

Student Support Services: Distance Education students will have access to all student service departments during normal business hours. These department services include career services, accounting/billing, financial aid, registrar, and academic coaching services.

Identification and Privacy Protection: Laurel is committed to protecting student identities and privacy. The institution takes identity verification and privacy protection very seriously. The institution and student have a shared responsibility to ensure that the student's privacy and the integrity of the program are protected. In order to secure the private information of the student and the institution, the institution creates a unique username and password (credentials) for each student, faculty member, and administrator. This will ensure that private information is seen only by the respective student and appropriate faculty and administration. If the institution believes that the student's privacy has been or is at risk of being compromised, it will notify the student immediately and take whatever appropriate actions are necessary to reestablish security.

It is the responsibility of the student not to share their credentials with anyone. If a student intentionally shares their unique credentials, it is grounds for, but not limited to, dismissal from online course participation. If a student believes their credentials have been compromised, they are to a distance education administrator immediately so that the credentials can be reset. There is no additional cost to the student for identity verification.

Class Size: Class size for online course are currently set at 30 per section for computer courses, 20 per section for other courses.

Technology and Equipment: All online courses require a reliable connection to the Internet. Students are responsible for setting up their own connection to the Internet. A minimum broadband connection of 512 Kbps or higher is strongly recommended due to the rich media content in many of the online courses. Online students may utilize the facilities and resources of the nearest Laurel campus.

Canvas is best viewed at a minimum of 800x600, which is the average size of a notebook computer. If students want to view Canvas on a device with a smaller screen, we recommend using the Canvas mobile app.

Students will need electronic device to access their online courses.

A laptop is highly recommended to enhance instruction and provide more enrichment opportunities for students to further their academic accomplishments. This will require the student to secure a device capable of meeting these objectives. Students may choose to purchase the technology package as detailed on the Technology Statement of Understanding (SOU).

Distance Education courses are designated with a DE suffix.

DEAN'S LIST

A student must be enrolled at least on a half-time basis to qualify for Dean's List honors. Following are the grade point average ranges for earning Dean's List honors. A Dean's List ceremony is held to honor students who qualify.

- 3.80 - 4.00 Highest Honors
- 3.50 - 3.79 High Honors
- 3.25 - 3.49 Honors

Credits earned by transfer students at schools previously attended and courses exempted are not included in the grade point average and are not considered for Dean's List purposes.

GRADE LEVEL

A student will advance a grade level after successfully completing 24 credits or 900 clock hours.

Grade Level	Credits	Clock Hours
1	0 – 24	0-900
2	25 – 48	901-end of program

GRADING SCALE/ASSESSMENT SYSTEM

The grading scale used at Laurel Technical Institute is listed below. Instructors have permission to give plus and minus grades, but they have no effect on the grade point average.

Grade	Cumulative Grade Points	Range (%)
A	4.0	93-100
B	3.0	85-92
C	2.0	76-84
D	1.0	68-75
F	0.0	Below 68
P-passed	0.0	n/a
W-withdrew ¹	0.0	n/a
T-transfer credit ²	0.0	n/a
AP-advanced Placement ²	0.0	n/a
I-incomplete	0.0	n/a

All failed course must be repeated unless the student changes majors and the new major does not require the course. A student must pass each course in his or her program and have an overall cumulative grade point average of at least 2.0 in order to graduate.

Prerequisite courses require a "C" grade or better to advance to the next level course. The student must repeat the course if a "D" or "F" is received.

A make-up policy for each individual course is listed on each course syllabus.

1 "W" grades will not be used in calculating the grade point average.

2 "T" and "AP" grades will not be used in calculation the grade point average, but will count toward academic progress.

GRADUATION REQUIREMENTS

In order to graduate from Laurel Technical Institute, the student must have satisfactorily completed all courses within his or her program. Additionally, the student must have a cumulative grade point average of 2.0 or better. All course work must be completed to the satisfaction of each instructor. Graduation from any program is not dependent on passing any type of certification or licensing exam.

In order to be considered for the honors of valedictorian or salutatorian, a student must have a cumulative Grade Point Average of 3.8 or higher.

During the student's final term, it is possible for the student to be released after the eighth week to accept a study-related, full-time, permanent position and still graduate with his or her class. A student must obtain written approval from the Campus President before being excused from classes. The position must satisfy the student and the administration in terms of full-time status, rate of pay, benefits, and permanence.

STUDENT ACADEMIC TRANSCRIPTS

The academic transcript is a comprehensive, chronological, certified record of student academic progress. The academic transcript includes all courses taken, course credits or clock hours, transfer credits, grades, grade-point average (GPA), attendance and other information such as removal of an "I" or replacement of an "F" grade.

Students will receive a copy of their transcripts after each semester completed. There is no charge to current students for transcripts.

A transcript of academic performance is maintained for 50 years after graduation, termination or withdrawal. Laurel has written arrangements for disposition of student records in the event of closure.

GRIEVANCE PROCEDURE

Laurel Technical Institute strives to meet the needs of all our students and solve any concerns that are brought to our attention. Concerns regarding a particular class or instructor should first be discussed privately with that instructor or with the student's advisor. If a satisfactory solution has not been reached, then the student should discuss the situation with the Department Director. If further action is required, the student should speak with Amy Braymer, Vice President of Education or Dr. Douglas S. Decker, Executive Vice President of Operations.

Students can submit a complaint using the school's online complaint form at <https://www.laurel.edu/current-students> under the drop down box.

Any concerns regarding student organizations, the administration, the staff, or the building facilities should be discussed with Dr. Douglas S. Decker, Executive Vice President of Operations.

All possible attempts will be made by the faculty or administration to explain and/or correct any area of concern. If the student is still not satisfied, he or she may contact the State Board of Private Licensed Schools at the Pennsylvania Department of Education at 333 Market St, 12th Floor, Harrisburg, PA 17126, or by phone at 1-717-783-8228. Ohio students can also contact the Ohio State Board of Career Colleges and Schools at 30 East Broad Street, Suite 2481, Columbus, OH 43215, or by phone: Toll Free (877) 275-4219.

Schools accredited by the Accrediting Commission of Career Schools and Colleges 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 reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the [ACCSC Complaint Form](#). 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 & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212

www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Leslea Eckhart, Director of Human Resources or online at [ACCSC Complaint Form](#).

INTERNSHIP

The internship is the part of the student's program that allows the student to apply the skills learned in school in a real employment setting. This is a crucial part of the curriculum and is considered to be work-related experience similar to actual employment. An internship may lead to employment and also provide a source for networking and professional references.

The school's internship objectives and procedures in addition to the employer's work rules must be followed at all times. It is extremely important that attendance, punctuality, and strict adherence to the work schedule be high priorities. The student is responsible for following the attendance policy as described in the internship agreement.

To be eligible for an internship, a student must have a 2.0 cumulative grade point average and/or be approved by the Campus President.

An internship prep class will be required for all students during the term prior to beginning the internship. The course will focus on the requirements for completing an internship-- reviewing the internship sites available and the required materials that need to be verified by the internship supervisor. In addition, internship sites (particularly those related to health care facilities and educational facilities) may have additional requirements such as immunizations, drug screening, physicals and criminal background checks and clearances that will be required before a student is permitted to intern.

These requirements are specific to each organization and any cost associated with them is the responsibility of the student. The Vice President of Human Resources and Career Services/Human Resources Supervisor supervises the internship program.

In order to pass an internship, all required material must be turned in by the due dates, and all required hours must be completed and verified by the supervisor. An internship must be completed with a passing grade in order for a student to graduate. The student must also meet the employer's standard of employment. If the student should fail or withdraw failing an internship, only one repeat internship is allowed—even if the student changes programs after unsuccessfully completing the first internship.

If the repeated internship is failed or if the student withdraws failing, the student will not be able to complete his or her program and graduate. No third attempts are allowed.

Some internships may require the student to travel beyond the immediate local area.

CLINICAL ROTATIONS

Students in the Respiratory Therapy program complete clinical rotations instead of internships. Respiratory Therapy students begin their clinical rotation in their second semester. Students must pass each core Respiratory Therapy course with a "C" grade or better in order to move on to the next clinical rotation. If during the student's course of study, the student is unable to obtain a passing grade of "C" or better in any two clinical rotations, the student will consequently be dismissed from the Respiratory Therapy program.

MAKEUP POLICY

All missed exams can be made up but must be completed within a predetermined number day upon returning to school or on designated days at midterm and the end of the term or the missing grades will be recorded as 0% when calculating course grades. In certain cases, such as competency exams or final exams, students may not be permitted to make up the exam, resulting in a grade of 0%. In all cases, this will be noted on the course syllabus. In the event of an absence, students are permitted to make up all class work but it must be done outside of regular class hours and at the convenience of the instructor or other administrator. Hands-on practical labs missed because of an absence may or may not be made up, and the decision will be made on a case-by-case basis.

There is no additional cost for make-up work for credit hour programs. For clock hour programs only, if a student fails to complete the required clock hours and successfully complete the program by the contract ending date, a charge will be made for each hour needed beyond this date. The specific hourly charge is listed on the enrollment agreement. The Veterans Administration does not permit make up of hours for Veterans Benefits.

PREREQUISITE COURSES REQUIREMENT

Prerequisite courses are designed to prepare the student to be successful in a related course. Generally, the prerequisite course is taught at a lower level and covers information, theories, skills, and vocabulary that the student will be expected to know before taking the higher-level course. All prerequisite courses will be listed as part of the [course descriptions](#) in this catalog as well as on the course syllabi. All prerequisite courses must be completed with a "C" grade or better or advance placed in order for the student to enroll in the higher level course.

SCHEDULE CHANGES

Schedules will be distributed to students prior to the end of the current term along with a copy of the student's program sheet, which lists the courses that the student has taken. Each student is responsible to review his or her program sheet and inform the Director of Education of any inaccuracies immediately. Failure to do so could result in scheduling errors that could affect the student's graduation date.

If a student receives his or her term schedule and determines that a conflict exists, the student should see the Director of Education. The request will be reviewed and every effort will be made to accommodate the student.

If a conflict occurs after the beginning of the term, the student should also meet with the Director of Education individually. All attempts will be made to accommodate the student's needs.

STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS

Laurel Technical Institute measures a student's progress in the program in which he or she is enrolled. For a student's progress toward a specialized associate degree or diploma to be considered satisfactory, the student must maintain a specified cumulative grade point average and proceed through the program at a specific minimum pace.

The maximum timeframe in which a student must complete his or her course of study is 150% of the published length of the program as measured in credit or clock hours. The maximum timeframe to complete a course of study includes all credit hours attempted or all clock hours scheduled by the student for which the student has incurred a financial obligation or for which federal financial aid funds have been disbursed.

The following table indicates the method for measuring satisfactory progress and minimum requirements:

Required Evaluation Point	Minimum Cumulative QPA	Min. Successful Course Completion % of Courses Attempted
25% of maximum program length*	1.25	55%
50% of maximum program length**	1.50	60%
100% of maximum program length**	2.00	67%

*Probation is required

**Any student not meeting the preceding standards will be ineligible for financial aid.

A student who changes his or her program or returns to earn an additional credential will have only the grades for those courses in the new program counted when calculating the academic progress. In addition, for the purpose of determining whether the student has completed a program in the maximum allowable timeframe, the credits attempted in previous programs will not be considered.

Grades of "A," "B," "C," "D," "F," "W," "P," and "I" will be used in calculating the successful course completion percentage for measuring satisfactory progress. Grades of "AP" and "T" will not be used in calculating the successful course completion percentage for measuring satisfactory progress.

Each student's progress will be evaluated at the completion of each grading period to ensure he or she is maintaining a minimum 2.0 cumulative grade point average and successful completion rate of at least 67%. Any student not meeting this standard will be placed on academic probation.

The minimum cumulative grade point average required for graduation is 2.0.

All students at Laurel Technical Institute, whether full-time or part-time, are considered under the same set of policies and procedures for all matters relating to standards of satisfactory progress.

A student can reestablish SAP by improving their cumulative grade point average (QPA) and satisfactory completion rate to the minimum requirements for the next evaluation period. A student who is placed on Academic Probation and reestablishes SAP at the end of Academic Probation period will be removed from Academic Probation.

PROBATION

At the end of each semester, student transcripts are tested against Laurel's standards of Satisfactory Academic Progress (SAP). A student who (because of failed or withdrawn courses that term) becomes unable to complete their program within with the maximum time frame will be dismissed for failure to make satisfactory academic progress. Students whose cumulative grade point average (QPA) is less than 2.0 (for the first time that term) are placed on academic probation and will meet with the Director of Education to sign an advising form acknowledging their status. A plan to improve academic performance will be discussed, which may involve weekly tutoring or other strategies.

At the end of the following term, probation students will have one of the following outcomes:

- The student's grade point average (GPA) for the term was sufficiently higher than 2.0 so that the cumulative grade point average (QPA) is now above 2.0. In this case, the student has met the terms of probation and his or her status is returned to student in good academic standing for the following term.
- The student's grade point average (GPA) for the term was higher than 2.0 but insufficiently higher to raise the cumulative grade point average (QPA) above 2.0. In this case (provided the student is still on track to complete his or her program with a 2.0 QPA within the maximum time frame of the program) the student will be offered extended probation, and academic progress will be assessed again at the end of the following term.
- For VA Purposes the student will be dismissed for failing to meet the terms of his or her probation.
- The student's GPA for the term was less than 2.0. In this case, the student will be dismissed for failing to meet the terms of his or her probation. A student who has been placed on academic dismissal will not be readmitted for a minimum of one term. In order to be readmitted, the student must follow the [Readmittance Policy & Procedures](#) of this catalog. All students returning from a probationary dismissal will be required to maintain a grade point (GPA) average of 2.0 or higher at the end of the probationary period in order to continue with their studies.

APPEAL PROCESS

A student may appeal the determination of lack of satisfactory academic progress and/or the termination of financial aid to the Campus President and President based upon extenuating circumstances.

In such cases, the determination that the student is making satisfactory progress despite the failure to conform to minimum standards may be made. Documentation to support this decision will be maintained in the student's file.

COURSE DROPS/ADDS

A student wishing to drop or add courses must do so within the first fifteen calendar days of the beginning of the term.

Students should see the Campus President to drop or add courses. Courses dropped within the Drop/Add period do not appear on the transcript.

CLASS SIZE

On-campus classes range in size, with the maximum number of students per class ranging from 8 to 20; laboratory class size ranges from 6 to 15 students depending on equipment available. Class sizes can also vary depending on the programs to enable the student to receive the attention and practical experience necessary for their chosen fields.

COURSE REPETITIONS

When a student repeats a course, the original course and grade will remain on the transcript. The new grade will also appear on the transcript. Only the most recent grade received will be used in the calculation of QPA, though both will be used to calculate successful completion rate.

INCOMPLETES

If a student does not completely fulfill the requirements of a course due to unusual circumstances, an "I" (Incomplete) grade will be shown on the transcript. The student will sign a form indicating what requirements are necessary to complete the course. A grade will be substituted for the "I" if the student successfully completes the unfinished work before the earlier of the due date set by the course instructor or the end of the following term. If a student does not complete the required work, the incomplete grade on his or her transcript will be replaced with an "F" at the end of the following term. Incompletes are counted in calculating the student's successful course completion percentage. The new grade will be used in calculating the grade point average.

WITHDRAWAL

To withdraw from a course or program, the student must meet with the Campus President. If withdrawing from a program, the student must then meet with the Financial Aid Administrator to complete an exit interview and the Fiscal Assistant to finalize his or her bill. Students wishing to return to school in the future must follow the [Readmittance Policy & Procedures](#) of this catalog.

Any student withdrawing from a course prior to midterm will receive the grade of "W" (Withdraw) that is not used when calculating the grade point average, but is used when calculating the student's successful course completion percentage. Any student withdrawing from a course after its midpoint will receive the grade of "F" for the course on his or her transcript.

Programs & Course Descriptions

PROGRAMS & COURSE DESCRIPTIONS

Specialized Associate Degree Programs

Cardiovascular Technology
Computer Network Security Technician
Electrical Technician
Respiratory Therapy

Diploma Programs

Cosmetology
Culinary Arts
Esthetics/Nail Technician
Master Teacher of Cosmetology
Welding & Fabrication with Pipeline Technology

Course Descriptions

Please note that the courses listed below fulfill the applied general education requirements as put forth by Laurel Technical Institute's accrediting agency, the Accrediting Commission of Career Schools & Colleges (ACCSC). Most General Education courses can be taught through distance education.

GEN174/GEN174DE	Applied Finance
PSY159DE	Applied Psychology
ENG180DE	Business English I
ENG208DE	Business English II
MED204/MED204DE	Medical Law & Ethics
EMP144/EMP144DE	Customer Service
CMP113/CMP113DE	Technology Fundamentals
CMP135/CMP135DE	Internet Research & Resources
MAT171/MAT171DE	Introductory Algebra
EMP191/EMP191DE	Career Exploration & Professional Development
MAT170/MAT170DE	Applied Math I

Cardiovascular Technology

16 Months

CIP CODE: 51.0901

Educational Objective: The Cardiovascular Technology program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: Cardiovascular Technology (CVT) students are trained in the performance of non-invasive testing such as EKG (ECG) and Cardiac Sonography procedures which provide valuable recorded data utilized in cardiac medical evaluation. Cardiovascular Technicians perform diagnostic, administrative and clinical duties under the direction of a physician. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by the physician. As part of this program, students will take courses in Medical Terminology, Anatomy & Physiology, Pathophysiology, Pharmacology, Medical Law & Ethics, Cardiac Sonography, Cardiovascular Technology, and Non-invasive Cardiology. In addition, three clinical courses that include learning and practicing a variety of hands on skills used to assist the physician are part of this program. Graduates are able to apply for positions with job titles such as: Cardiac Technician, Cardiac Monitor Technician, Echocardiography Technologist, Cardiovascular Technologist, Cardiac Technician, and EKG Technician.

For additional information, please visit:

<https://www.bls.gov/ooh/healthcare/diagnostic-medical-sonographers.htm>

Credential Awarded: Graduates of this program will earn an occupational Associate Degree in Specialized Technology.

Certifications Available: The material covered in the CVT program provides preparation for graduates to take the national certification examination to become a Certified Cardiographic Technician (CCT) and Certified Rhythm Analysis Technician (CRAT) RCS235

Possible Certification Available:

This program provides the pathway to Registered Cardiac Sonographer (RCS5) certification exam eligibility through Cardiovascular Credentialing International (CCI) after successful program completion and completion of 800 clinical hours provided in the program.

Note: Student access to exclusive sonography clinical experiences required for certification is dependent on site availability and student access to such sites and thus is not guaranteed as part of enrollment in this program.

Graduate from this program and with one-year of full-time work in cardiac ultrasound (echocardiography) and are able to show evidence of performing 600 cardiac ultrasound studies in your career will be eligible for the RCS235 Registered Cardiac Sonographer certification exam.

Laurel has established a Program Advisory Committee to ensure that the curriculum is consistent with current job market trends and employer needs. Upon recommendation from this committee, Laurel College of Technology reserves the right to make program changes to better prepare our students for the job market. Changes are made

with the approval of the Pennsylvania State Board of Private Licensed Schools and the Accrediting Commission of Career Schools & Colleges.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please see Consumer Information Disclosure found in this catalog and on our website at <https://www.laurel.edu/consumer-information>

Required Courses:

TECHNICAL COURSES			
Course #	Course Name	Clock Hours	Credits
CVT101	Clinical Diagnostic & Patient Procedures	60	3
MED122 MED122DE	Anatomy & Physiology	75	5
CVT102	Medical Instrumentation	30	2
CVT103	Introduction to Cardiovascular Technology	60	3
CVT104	Non-Invasive Testing	60	3
MED220 MED220DE	Pathophysiology	45	3
CVT110	Clinical I	150	3
MED210	Pharmacology	30	2
CVT105	Introduction to Cardiac Sonography	120	5
CVT107	Vascular Imaging and Pathology	45	2
CVT206	Ultrasound Physics and Instrumentation	45	3
CVT205	Advanced Cardiac Sonography	105	4
MED121 MED121DE	Medical Terminology	45	3
CVT210	Clinical II	150	3
CVT289	Certification Prep	30	2
CVT222	Clinical III	500	10
APPLIED GENERAL EDUCATION			
MAT171	Introductory Algebra	45	3
CMP113 CMP113DE	Technology Fundamentals	45	2
MED204 MED204DE	Medical Law & Ethics	30	2
EMP191DE	Career Exploration & Professional Development	45	2
PSY159DE	Applied Psychology	30	2
PHY101	Physics for Health Sciences	45	3
		1790	70

Computer Network Security Technician

20 Months

CIP CODE: 11.9999

Educational Objective: The Computer Network Security Technician is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: Computer Network Security Technicians install, configure and support an organization's local area network (LAN), wide area network (WAN), and Internet system or a segment of a network system. In addition, network administrators plan, coordinate and implement network security measures to protect data, software, and hardware and perform data backups and disaster recovery operations. Students will learn how to maintain network hardware and software as well as monitor the network and to perform necessary maintenance to support it. Students will take courses related to low voltage electrical concepts such as building security, surveillance and electronic control. Courses will include network infrastructure, wireless technology, electrical studies, network design, and IT support technology as well as computer repair & maintenance. Graduates are able to apply for positions with job titles such as: Computer Network Security Technician, Network Support Specialist, IT Consultant, Systems Administrator, Local Area Network Administrator, Network Specialist, Information Technology Specialist, Computer Technician, Computer Support Specialist, Computer Security Analyst, Information Security Analyst, and Data Security Administrator.

For more information, please visit:

<https://www.bls.gov/ooh/computer-and-information-technology/home.htm>

<https://www.onetonline.org/link/summary/15-1152.00>

Credential Awarded: Graduates of this program will earn an occupational Associate Degree in Specialized Technology.

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For more information about our graduation rates, the median debt of students who completed the program and other important information, please see [Consumer Information Disclosure](#) found in this catalog and on our website at <http://laurel.edu/consumer-information>.

Typical Course Schedule: This program is a total of 1,695 clock hours of training during 75 weeks for typical full-time students. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES			
Course #	Course	Clock Hours	Credits
ELC101	Introduction to Trades	45	2
NAS173	Computer Repair & Maintenance	75	4
NAS138	Introduction to Networks	45	3
NAS183	Local Area Networks	45	2
NAS230	Cyber Security	60	3
NAS188	Network Operating Systems I	75	4
NAS167	IT Support Technology	45	2
ELC103	Electrical Studies I	75	3
NAS238	Network Security	45	2
NAS231	Wireless Technology	45	2
NAS239	Network Infrastructure	45	2
NAS258	Network Operating Systems II	75	4
NAS163	3D Printing Design & Development	60	3
NAS185	Cloud Computing Basics	45	2
NAS155	Project Management	45	2
EMP285	Internship	150	3
ELC102	Blueprint Reading	30	2
NAS277	Network Design & Development	45	2
ELC123	Low Voltage Wiring	45	2
ELC125	Voice, Data and Video Installation & Troubleshooting	60	2
ELC216	Building Security & Fire Alarm Installation	75	4
ELC217	Building Access Systems	45	2
ELC215	Electrical Troubleshooting	60	2
APPLIED GENERAL EDUCATION			
MAT170	Applied Math I	45	3
ENG180DE	Business English I	45	3
ENG208DE	Business English II	45	3
GEN174DE	Applied Finance	45	3
CMP113	Technology Fundamentals	45	2
CMP113DE			
CMP135DE	Internet Research & Resources	30	1
EMP191DE	Career Exploration & Professional Development	45	2
OTHER COURSES			
EMP291	Career Development	30	2
GEN101	Student Success	15	1
EMP152	Internship Prep	15	1
		1695	80

Electrical Technician

16 Months

CIP CODE: 46.0302

Educational Objective: The Electrical Technician program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: The Electrical Technician program will prepare graduates for entry-level positions in the electrical field, including those in industrial, residential, construction, commercial, and municipal-related environments. This program will include instruction in residential, commercial, and industrial wiring, layout, motors, and controls. Graduates are able to apply for positions with job titles such as: Electrician, Control Electrician, Construction Electrician, Industrial Electrician, Journeyman Electrician, Journeyman Wireman, Maintenance Electrician, Electrical and Electronics Installer, Commercial Electrician, and Residential Electrician.

For additional information, please visit:

<https://www.bls.gov/ooh/architecture-and-engineering/electrical-and-electronics-engineering-technicians.htm>

<https://www.onetonline.org/link/summary/47-2111.00>

Credential Awarded: Graduates of this program will earn an occupational Associate Degree in Specialized Technology.

Certifications Available: PEC SafeLandUSA™ and SafeGulf, NFPA 70 Certification, CPR & First Aid Certification, Soldering Certification

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For more information about our graduation rates, the median debt of students who completed the program and other important information, please see [Consumer Information Disclosure](#) found in this catalog and on our website at <http://laurel.edu/consumer-information>.

Typical Course Schedule: This program is a total of 1,605 clock hours of training during 60 weeks for typical full-time students. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES			
Course #	Course	Clock Hours	Credits
ELC101	Introduction to Trades	45	2
ELC102	Blueprint Reading	30	2
ELC104	Electrical Studies	150	6
ELC205	Industrial Wiring I	60	3
ELC126	Smart Technology and Renewable Energy	45	2
ELC124	Electric Motors	75	3
ELC211	Industrial Wiring II	60	3
ELC212	PLC Programming	90	4
ELC213	Advanced PLC Programming	90	4
ELC214	Industrial Automation Controls	75	3
ELC105	Introduction to the NEC	45	2
ELC121	Residential Wiring	105	4
ELC122	Commercial Wiring	120	5
ELC123	Low Voltage Wiring	45	2
ELC201	Transformers	75	3
ELC202	Raceway Systems	75	3
ELC203	Hazardous Locations	15	1
ELC204	Cost Estimating	15	1
ELC206	Electrical Distribution	75	3
ELC218	Electrical Troubleshooting	60	3
APPLIED GENERAL EDUCATION			
MAT171 MAT171DE	Introductory Algebra	45	3
CMP113 CMP113DE	Technology Fundamentals	45	2
CMP135 CMP135DE	Internet Research & Resources	30	1
EMP144 EMP144DE	Customer Service	45	3
GEN174 GEN174DE	Applied Finance	45	3
OTHER COURSES			
EMP291	Career Development	30	2
GEN101	Student Success	15	1
		1605	74

Respiratory Therapy

20 Months

CIP CODE: 51.0908

Educational Objective: The Respiratory Therapy program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: Respiratory therapists care for patients of all ages, performing diagnostic testing, administering breathing treatments, setting up ventilators, and consulting with physicians. Students in this program will take classes in a variety of areas including medical terminology, pathophysiology, pharmacology, critical care, and cardiopulmonary anatomy & physiology. Students will also learn to use specific equipment during the lab components of this program. Students in this program have clinical rotations with affiliated hospitals during their 2nd, 3rd, 4th, and 5th semesters. Although the program utilizes numerous clinical sites, learning experiences (didactic, laboratory and clinical) are equivalent for each student in the program. Certified graduates are able to apply for positions with job titles such as: Certified Respiratory Therapist, Registered Respiratory Therapist and Staff Respiratory Therapist.

For additional information, please visit:

<https://www.bls.gov/ooh/healthcare/respiratory-therapists.htm>

<https://www.onetonline.org/link/summary/29-1126.00>

Credential Awarded: Graduates of this program will earn an occupational Associate Degree in Specialized Technology and are able to take the Therapist Multiple Choice (TMC) Exam and the Clinical Simulation (CSE) Exam through the National Board of Respiratory Care. Once the TMC Exam is passed, graduates can begin a career as a Certified Respiratory Therapist (CRT), then a Registered Respiratory Therapist (RRT) after the CSE is passed. Licensure is required in the Commonwealth of Pennsylvania.

Certifications Available: CPR and ACLS

Program Accreditation: This program is accredited by the Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, Texas, 76021-4244. For more information, you can reach them at 817-283-2835 or visit their website www.coarc.com.

Additional Admission Requirements: Potential candidates for the Respiratory Therapy program undergo a two-step interview process. Candidates first meet with an admission representative who is able to present a program overview. The second interview takes place with the Respiratory Therapy Program Director, who is able to provide a detailed description of the curriculum and clinical requirements and determine if the program is an appropriate fit for the candidate. Job shadowing is another admission requirement of the Respiratory Therapy program. The admission representative schedules the candidate at a local hospital for a half day shift to observe the role of a Respiratory Therapist in the hospital setting. After the job shadowing experience, the candidate submits an essay to the Respiratory Therapy Program Director.

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of Private Licensed Schools and the Accrediting Commission of Career Schools & Colleges.

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Typical Course Schedule: This program is a total of 1,765 clock hours of training during 75 weeks for typical full-time students. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES			
Course #	Course	Clock Hours	Credits
MED121	Medical Terminology*	45	3
MED122	Anatomy & Physiology*	75	5
RES101	Respiratory Therapy I	150	8
RES220	Pathophysiology	45	3
RES222	Cardiopulmonary Anatomy & Physiology	45	3
RES201	Respiratory Therapy II	60	3
RES175	Clinical Application I	100	2
RES219	Pharmacology	45	3
RES231	Respiratory Therapy III	60	3
RES102	Critical Care I	90	4
RES210	Clinical Application II	200	4
RES233	Clinical Application III	200	4
RES202	Critical Care II	90	4
RES278	Respiratory Therapy IV	45	3
RES241	Clinical Application IV	200	4
RES294	Respiratory Therapy Certification Prep	30	1
APPLIED GENERAL EDUCATION			
MAT171	Introductory Algebra*	45	3
ENG180DE	Business English I	45	3
ENG208DE	Business English II	45	3
PSY159DE	Applied Psychology	30	2
MED204 MED204DE	Medical Law & Ethics	30	2
CMP113	Technology Fundamentals	45	2
OTHER COURSES			
EMP291	Career Development	30	2
GEN101	Student Success	15	1
		1765	75

*prerequisite courses for professional portion of program, student must complete these prerequisites with a "C" grade or better.

Please see professional licensure requirements at [Pennsylvania State Board of Medicine Licensure](#).

Cosmetology

12 Months

CIP CODE: 12.0401

Educational Objective: The Cosmetology program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: The Cosmetology program prepares the students for a position in a salon or spa. The comprehensive cosmetology curriculum covers a wide variety of skills including classes in hair styling, hair shaping, hair coloring, manicuring, skin care, and chemical services. Our licensed instructional staff teaches both theoretical and practical applications. Students will have the opportunity for supervised practice in the school's full-service cosmetology clinic. Graduates are able to apply for positions with job titles such as: Cosmetologist, Hair Stylist, Hair Dresser, Nail Technician, and Assistant/Receptionist.

For additional information, please visit:

<https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm>

<https://www.onetonline.org/link/summary/39-5012.00>

<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Cosmetology/Pages/default.aspx>

Credential Awarded: Graduates of this program will earn a diploma and will also be able to sit for the Pennsylvania Cosmetologist licensing exam through the State Board of Cosmetology after completion of 1,250 hours of instruction AND successful completion of the Cosmetology program. Licensure is required in the Commonwealth of Pennsylvania.

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For more information about our graduation rates, the median debt of students who completed the program and other important information, please see [Consumer Information Disclosure](#) found in this catalog and on our website at <http://laurel.edu/consumer-information>.

Typical Course Schedule: This program is a total of 1,350 clock hours of training during 45 weeks for typical full-time students and covers the Pennsylvania State Board curriculum requirements. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES		
Course #	Course	Clock Hours
COS101	Hair Shaping I	90
COS102	Hair Styling I	90
COS122	Chemical Texture Services	60
NTS111	Manicuring, Pedicuring & Nail Design	105
EST131	Esthetics & Histology	60
COS103	Hair Structure & Chemistry	45
COS105	Hair Coloring I	60
COS121	Cosmetology Science Theory	45
COS104	Salon Retailing & Clinic Prep	30
COS106	Ethnic Hair Studies	45
COS201	Hair Shaping II	45
COS202	Hair Styling II	45
COS205	Hair Coloring II	45
COS279	Advanced Techniques	60
COS141	State Board Laws & Theory	30
COS142	State Board Practicum	45
COS283	Clinic I	195
COS293	Clinic II	225
OTHER COURSE		
EMP291	Career Development	30
		1350

This program is measured in clock hours per USDE regulations for financial aid purposes.

Please see professional licensure requirements at the [Pennsylvania State Board of Cosmetology](#).

Culinary Arts /Culinary Arts DE*

12 Months

CIP CODE: 12.0503

Educational Objective: The Culinary Arts program is designed to train and prepare students for entry-level careers in all aspects of the culinary arts and hospitality fields.

Program Overview: The design of the program is balanced between developing the culinary tactile skills of food preparation and the management qualities necessary for career growth.

Successful students will be prepared to work in a wide range of food service settings, such as restaurants, hotels, catering operations, and institutional kitchens. The program will focus on cooking skills development, problem solving, supervision, kitchen management skills and challenging students to critically evaluate the strengths and weaknesses of culinary operations and identify entrepreneurial approaches to restaurant operations. Graduates are prepared for entry-level positions such as, but not limited to: Prep Cooks, Line Cooks, Sous Chefs, Kitchen Managers, Restaurant Managers, and Food Service Managers.

For additional information, please see:

<https://www.bls.gov/ooh/food-preparation-and-serving/chefs-and-head-cooks.htm>

<https://www.onetonline.org/link/summary/35-1011.00>

Credential Awarded: Graduates of this program will earn a diploma

Certifications Available: ServSafe

Laurel Technical Institute has established a Program Advisory Committee to ensure that the curriculum is consistent with current job market trends and employer needs. Upon recommendation from this committee, Laurel Technical Institute reserves the right to make program changes to better prepare our students for the job market. Changes are made with the approval of the Pennsylvania State Board of Private Licensed Schools and the Accrediting Commission of Career Schools & Colleges.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please see [Consumer Information Disclosure](#) found in this catalog and on our website at <http://laurel.edu/consumer-information>.

Typical Course Schedule: This program is a total of 1,330 clock hours of training during 45 weeks for typical full-time students. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES			
Course #	Course	Clock Hours	Credits
CLN101 CLN101DE	Sanitation and Safety	30	2
CLN102 CLN102DE	Introduction to Culinary Arts	45	2
CLN103 CLN103DE	Culinary Fundamentals I	90	4
CLN104	Internship	150	3
CLN106 CLN106DE	Culinary Fundamentals II	120	5
CLN107 CLN107DE	Food & Beverage Management	45	3
CLN108 CLN108DE	Internship	150	3
CLN109 CLN109DE	Menu Planning	30	2
CLN113	Internship	100	2
CLN115 CLN115DE	Culinary Fundamentals III	90	4
CLN118 CLN118DE	International Cuisines	75	3
CLN110 CLN110DE	Sustainability, Horticulture & Local Sourcing	75	3
CLN116 CLN116DE	Baking and Pastry Essentials	75	3
CLN105 CLN105DE	Butchery	75	3
APPLIED GENERAL EDUCATION			
MAT170 MAT170DE	Applied Math I	45	3
CMP113 CMP113DE	Technology Fundamentals	45	2
EMP144DE	Customer Service	45	3
OTHER COURSES			
EMP291 EMP291DE	Career Development	30	2
GEN101 GEN101DE	Student Success	15	1
		1330	53

*This program can be offered on campus or online.

Esthetics/Nail Technician

8 Months

CIP CODE: 12.0409

CIP CODE: 12.0410

Educational Objective: The Esthetics/Nail Technician program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in these industries.

Program Overview: This program is designed so that the student can work as an esthetician or as a nail technician. These industry professionals work in spas, salons, resorts, and as assistants for dermatologists and cosmetic surgeons, and as makeup artists in television and theater. Students will gain an understanding of skin care and makeup, along with a comprehensive knowledge of manicuring, pedicuring, nail design and artistry. Graduates are able to apply for positions with job titles such as: Aesthetician, Clinical Esthetician, Esthetician, Facialist, Lead Esthetician, Medical Esthetician, Skin Care Specialist, Skin Care Technician, Skin Care Therapist, Spa Technician, Manicurist, Nail Technician, and Pedicurist

For additional information, please visit:

<https://www.bls.gov/ooh/personal-care-and-service/skincare-specialists.htm>

<https://www.onetonline.org/link/summary/39-5094.00>

<https://www.bls.gov/ooh/personal-care-and-service/manicurists-and-pedicurists.htm>

<https://www.onetonline.org/link/summary/39-5092.00>

<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Cosmetology/Pages/default.aspx>

Credential Awarded: Graduates of this program will earn a diploma. Students must complete 300 hours of instruction of the esthetics portion and 200 hours of the nail technician portion of the program AND successfully complete all classes before taking the esthetics and nail technician exams through the State Board of Cosmetology. Licensure is required in Pennsylvania.

Laurel Technical Institute has established a Program Advisory Committee to ensure that the curriculum is consistent with current job market trends and employer needs. Upon recommendation from this committee, Laurel Technical Institute reserves the right to make program changes to better prepare our students for the job market. Changes are made with the approval of the Pennsylvania State Board of Cosmetology and the Accrediting Commission of Career Schools & Colleges.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please see [Consumer Information Disclosure](#) found in this catalog and on our website at <http://laurel.edu/consumer-information>.

Typical Course Schedule: This program is a total of 600 clock hours of training during 30 weeks for typical full-time students and covers the Pennsylvania State Board curriculum requirements. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES		
Course #	Course	Clock Hours
EST132	Esthetics Theory	255
EST133	Esthetics Clinic	100
NTS211	Nail Technician Theory	120
NTS284	Nail Technician Clinic	95
EMP291	Career Development	30
		600

This program is measured in clock hours per USDE regulations for financial aid purposes.

Please see professional licensure requirements (Esthetician) at the [Pennsylvania State Board of Cosmetology](#).

Please see professional licensure requirements (Nail Technician) at the [Pennsylvania State Board of Cosmetology](#).

Master Teacher of Cosmetology

8 Months

CIP CODE: 12.0413

Educational Objective: The Master Teacher of Cosmetology program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: The Master Teacher of Cosmetology program prepares students for positions as cosmetology instructors. These positions include Cosmetology Teacher, Limited Practice Nail Teacher, or a Limited Practice Esthetics Teacher, depending upon the current license the student holds. Students will take courses in communication, procedures and observation, instructional methodology & management, and salon management theory. Students will have the opportunity to work with current cosmetology students, under the supervision of an instructor and will have student teaching experience in several different classes. Graduates are able to apply for positions with job titles such as: Master Teacher of Cosmetology, Limited Practice Nail Teacher, Limited Practice Esthetics Teacher, Senior Stylist, Stylist, Salon Assistant Manager/Supervisor, and Cosmetology Teacher.

For additional information, please visit:

<https://www.bls.gov/ooh/education-training-and-library/career-and-technical-education-teachers.htm>

<https://www.onetonline.org/link/summary/25-1194.00>

Credential Awarded: Graduates of this program will earn a diploma and will be able to sit for the Teacher licensing exam as a Cosmetology Teacher, a Limited Practice Nail Teacher or a Limited Practice Esthetics Teacher. Students will be able to take the State Board of Cosmetology Instructor exam after completion of 500 hours of instruction, AND successful completion of the Master Teacher program through the State Board of Cosmetology.

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For more information about our graduation rates, the median debt of students who completed the program and other important information, please see [Consumer Information Disclosure](#) found in this catalog and on our website at <http://laurel.edu/consumer-information>.

Typical Course Schedule: This program is a total of 600 clock hours of training during 30 weeks for typical full-time students and covers the Pennsylvania State Board curriculum requirements. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES		
Course #	Course	Clock Hours
MTC151	Communications	60
MTC152	Procedures & Observation	60
MTC259	Personal & Professional Conduct	60
MTC156	Instructional Methodology	60
MTC155	Instructional Management	60
MTC147	Clinical Management	90
MTC278	Student Teaching	150
MTC281	Teacher State Board	60
		600

This program is measured in clock hours per USDE regulations for financial aid purposes.

Please see professional licensure requirements at the [Pennsylvania State Board of Cosmetology](#).

Welding & Fabrication with Pipeline Technology

12 Months

CIP CODE: 48.0508

Educational Objective: The Welding & Fabrication with Pipeline Technology program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: Courses in this program will provide training in welding procedures, blueprint reading, fabrication and layout. Additional instruction is provided in various processes and techniques of welding and fabrication skills. Laboratory activities also include oxyacetylene welding, brazing, and cutting; Shielded Metal Arc Welding (SMAW), MIG Welding (GMAW), Flux Cored Welding (FCAW), TIG welding (GTAW), Pipe welding, and certification test preparation per current industry standards, practices and techniques. Students will learn to use critical thinking and problem-solving skills, along with learning about judgment and decision-making. Graduates are able to apply for entry-level positions with job titles such as: Aluminum Welder, Fabrication Welder, Fabricator, Fitter/Welder, Maintenance Welder, Mig Welder, Sub Arc Operator, Welder, Welder-Fitter, Welder/Fabricator, Assembly Line Brazer, Brazer, Connector, Electronic Technician, Fabricator, Production Technician, Refrigeration Brazer/Solderer, Refrigeration Specialist, Solderer, and Wirer.

For additional information, please visit:

<https://www.bls.gov/ooh/production/welders-cutters-solderers-and-brazers.htm>

<https://www.onetonline.org/link/summary/51-4121.00>

<https://www.onetonline.org/link/summary/51-4121.07>

<https://www.aws.org/>

Credential Awarded: Graduates of this program will earn a diploma.

Certifications Available: CareerSafe OSHA-10, AWS D1.1 Structural Welding, AWS Flux Core Welding, Pipe Certification, PEC SafeLandUSA™ and SafeGulf Certification

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Typical Course Schedule: This program is a total of 1,185 clock hours of training during 45 weeks for typical full-time students. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES			
Course #	Course	Clock Hours	Credits
WFP102	Introduction to Welding	75	4
WFP104	Blueprint Reading	15	1
WFP105	Shielded Metal Arc Welding	120	6
WFP106	Gas Metal Arc Welding	150	7
WFP109	Flux Cored Arc Welding	90	4
WFP110	Layout & Fabrication	105	5
WFP111	SMAW Pipe Welding	120	6
WFP112	Gas Tungsten Arc Welding	150	7
WFP113	Flux Cored Pipe Welding	90	4
WFP115	Welding Inspection Techniques	30	2
WFP212	Combination Pipe Welding	90	4
WFP213	Specialty Metals Welding	45	2
WFP220	Welding Certification Prep	30	1
OTHER COURSES			
EMP191	Career Exploration & Professional Development	45	2
EMP291	Career Development	30	2
		1185	57

Please note: Graduates of this program may find the need to travel, sometimes extensively, if seeking employment within the Welding Industry. Relocation may be a necessity for employment.

COURSE DESCRIPTIONS

Course descriptions are subject to change without prior notification. For every hour of classroom instruction, students should expect to devote two hours of preparation outside of class. Specific outside work assignments can be found on the course syllabus provided to the student on the first day of each course.

3D Printing Design & Development NAS163 - 3 credits

This course offers a practical, interactive and systematic approach to designing, creating and printing 3d objects. Students will learn to design objects, refine and test their designs and automate production using PowerShell scripting. **This course can be offered on campus or online. Prerequisite: CMP113/CMP113DE Technology Fundamentals**

Accounting I ACC127/ACC127DE – 3 credits

This course introduces the student to the principles of accounting, including debits and credits, journals and ledgers, adjustments and worksheets, balance sheets, statements of owner's equity, and income statements. Focus will be placed on the accounting practices utilized by a service-type business. **This course can be offered on campus or online.**

Accounting II ACC172/ACC172DE - 3 credits

This course continues to build upon the basic principles learned in ACC127 Accounting I. The student will be introduced to payroll records, special-purpose journals, and subsidiary ledgers. This course focuses on the accounting practices utilized by a merchandising enterprise. **This course can be offered on campus or online. Prerequisite: ACC127/ACC127DE Accounting I**

Accounting III ACC227 – 5 credits

This course covers advanced principles of accounting. The topics introduced are recording and discounting notes receivable, accounting for bad debts, principles of inventory evaluation, depreciation depletion, valuation of tangible and intangible assets, and formation and liquidation of partnerships. A comprehensive problem on these topics is completed. **Prerequisite: ACC172/ACC172DE Accounting II**

Advanced Cardiac Sonography CVT205 – 4 credits

This course reinforces knowledge from the core courses and requires the student to draw knowledge from concepts learned and apply them to the clinical and laboratory setting. Students refine assessment skills and review the analysis techniques used to determine the heart's overall health. This course reinforces knowledge of the effects of systemic diseases on the cardiovascular system as it relates to echocardiography through case study reviews. Students will also develop an understanding of the pathology involved in congenital heart disease experienced in the adult patients. Students will describe the principles, echocardiographic approach, and technical considerations of intraoperative and interventional echocardiography. Students will also develop an understanding of specialized echocardiography applications like 3-D, contrast, and intracardiac echocardiography. **Prerequisite: CVT105 Introduction to Cardiac Sonography**

Advanced PLC Programming ELC213 - 4 credits

This course continues with the concepts taught in PLC Programming. Topics to be covered include programming timers and counters, data manipulation and math functions, word and file moves, sequencers, process control signals, scaling, function block diagram and structured text programming, sequential programming, communication

networks, and troubleshooting. **Prerequisite: ELC212 PLC Programming**

Advanced Techniques COS279 – 60 clock hours

This course is designed to provide the student with the knowledge needed to perform various hair shaping, hair coloring and hair styling techniques. The course will cover a variety of services, including men's hair cutting with beards, black textured hair, the wedge-weight line, the pixie, tension cutting, and variations of the bob, combination cutting, and corrective cutting followed by variations of hair coloring applications including hair lightening and foil placement techniques. Styling will also be included in this course to create the finished look following the hair shaping and hair coloring.

Anatomy & Physiology MED122/MED122DE - 5 credits

The student will become acquainted with anatomical structures and their corresponding body functions. The major body systems will be studied in depth. The corresponding disease process for the common bodily malfunctions of each system will be included. Actual case situations will be discussed to facilitate application principles. **This course can be offered on campus or online.**

Applied Finance GEN174DE - 3 credits – 45 clock hours

This general education course provides students with an active approach to developing successful financial skills with an emphasis on goal setting, financial record keeping, planning your spending, tax planning, consumer credit, making wise buying decisions, purchasing insurance, selecting investments, and retirement and estate planning. **This course is offered online.**

Applied Math I MAT170/MAT170DE- 3 credits – 45 clock hours

This general education course will explore college mathematics through a detailed examination of practical applications. The students will develop the skills necessary for problem solving. **This course can be offered on campus or online.**

Applied Math II MAT270 - 3 credits

The goal of this course is to provide students with an understanding of the more complex mathematical concepts used in business situations. These concepts include markups and markdowns, inventory, property taxes, simple and compound interest, using credit, and depreciation. **Prerequisite: MAT170/MAT170DE Applied Math**

Applied Psychology PSY159DE - 2 credits

This general education course is a social science course that explores classic psychological principles as they apply to life and work. Students will be presented with strategies to handle challenges they will face in their personal and professional lives. Students are provided a framework for exploring many issues related to human development within the context of everyday situations. **This course is offered online.**

Baking & Pastry Essentials CLN116/CLN116DE – 3 credits

A comprehensive study of Garde Manger and Basic Baking Techniques. This includes the study and preparation of classic and contemporary salads; dressings, appetizers, canapés, vegetable/fruit carvings and salt dough show pieces. Foundational basic baking techniques are covered. **This course can be offered on campus or online.**

Blueprint Reading ELC102 - 2 credits

This course will cover the basic principles of industrial print reading. Topics to be covered will include interpreting dimensional drawings and schematics including welding schematics, locating key parts and components in drawings, and developing an understanding of single-line drawings, pictorial diagrams, schematic diagrams, and ladder diagrams.

Blueprint Reading WFP104 - 1 credit

This course will introduce students to the study of industrial blueprints. Emphasis is placed on terminology, symbols, graphics descriptions, and welding processes, including systems of measurement and industry standards, interpretations of plans and drawings used by industry.

Building Access Systems ELC217 – 2 credits

This course covers alarm and access control systems. Students will learn general knowledge about alarm and access control systems. Students will learn about various security technologies. You will discuss keyless entry devices, remote access devices, and security system interfaces linked to building access control.

Building Security & Fire Alarm Installation ELC216 – 4 credits

This course provides the student with an overview of security and fire alarm systems for residential, commercial, and industrial installation. Students will learn about installation techniques, signaling devices, and alerting devices in low voltage security and fire detection systems. Installation, startup, and testing will be covered.

Business English I ENG180DE - 3 credits

This general course offers instruction in the principles of grammar, usage, and style. Study and practice direct the student toward developing efficient use of language. **This course is offered online.**

Business English II ENG208DE - 3 credits

This general education course focuses on basic writing including research and correspondence. Emphasis is placed upon composing effective sentences and paragraphs and directing communication toward purpose, subject and audience. **This course is offered online.**

Prerequisite: ENG180DE Business English I

Butchery CLN105/CLN105DE – 3 credits

Students will learn commercial meat preparation, its fabrication, portion control and the importance of safe sanitary butchery practice. Students will select and prepare quality meat, fish and poultry for industry consumption and retail use. Students will be prepared to perform these important tasks in a safe and sanitary environment. **This course can be offered on campus or online.**

Cardiopulmonary Anatomy & Physiology RES222 - 3 credits

This course is designed to build on Anatomy and Physiology with an emphasis on the cardiopulmonary system. Topics to be discussed include the process of ventilation, oxygen transport, the cardiovascular and renal systems, and how they relate to cardiopulmonary anatomy and physiology. **Prerequisites: MED121 Medical Terminology, MED122/MED122DE Anatomy and Physiology, and MAT171DE Introductory Algebra**

Career Development EMP291/EMP291DE - 2 credits

This course is intended to provide the graduating student with information, instruction, and practice in job exploration, career planning, and job search techniques. The student will receive instruction about employment applications, cover letters, resumes, and use of the Internet for online job searches. In addition, emphasis will be placed on the development of effective interview skills through classroom practice and role-playing. To complete the course requirements, each student will participate in a one-on-one interview. **This course can be offered on campus or online.**

Career Development EMP111 – 25 hours

This workshop is intended to provide the graduating student with basic information, instruction, and practice in job exploration, career planning, resumes, cover letters, and applications as well as job search techniques. The development of effective interview skills will be accomplished through classroom role-playing.

Career Exploration & Professional Development EMP191/EMP191DE - 2 credits

The general education course provides opportunities and resources for students to seek career information related to academic and occupational interest patterns, which form the foundation for sound career decision-making. Students are guided through exercises that assist in identifying needs, values, wants, interest, and abilities. The goal of the course is to help students develop a strong foundation for major/career decision planning through career inventories, research on careers, and personal reflection. **This course can be offered on campus or online.**

Certification Prep CVT289 – 2 credits

This course will prepare cardiovascular technology students to take the cardiovascular technician certification exam.

Certification Prep I NAS260 - 2 credits

This course is designed to assist students in preparing for a variety of information technology certification examinations.

Certification Prep II NAS266 - 2 credits

This course is designed to assist students in preparing for their information technology certification examination. The course will review for the following exams: CompTIA Network + Certified Professionals Exam.

Chemical Texture Services COS122 – 60 clock hours

This course is designed to provide the student with the knowledge needed to perform a chemical texture service. The course will cover a variety of topics, including the history of permanent waving, professional terminology, the chemical reactions of solutions and neutralizers, various perm wraps, and testing procedures.

Cyber Security NAS230– 3 credits

This course, along with related courses, offer a comprehensive guide for anyone wishing to take the CompTIA Security+ SY0-501 Certification Exam. It provides an introduction to the fundamentals of network security, including compliance and operational security; threats and vulnerabilities; and cryptography. The course covers new topics in network security as well, including psychological approaches to social engineering attacks, and Web application attacks.

Clinic I COS283 – 195 clock hours

This course is designed to provide the student with the knowledge to operate in a salon atmosphere. The course will cover a variety of topics, including all hair, nail, and facial services dealing with cosmetology, product knowledge, professionalism, and salon retailing. All work will be done under the supervision of an instructor.

Clinic II COS293 – 225 clock hours

This course is designed to provide the student with the knowledge to operate in a salon atmosphere. The course will cover a variety of topics, including all hair, nail, and facial services dealing with cosmetology, product knowledge, professionalism, and salon retailing. All work will be done under the supervision of an instructor.

Clinic Management MTC147 – 90 clock hours

This course is designed to provide the student with the skills necessary to manage and supervise a school cosmetology clinic. Students will receive both classroom instruction and direct experience in managing and supervising a school clinic.

Clinical I CVT110 – 3 credits

This course reinforces knowledge from the core courses and requires the student to draw knowledge from concepts learned and apply them to the clinical and laboratory setting. Students refine assessment skills and review the analysis techniques used to determine the heart's overall health. Students will correlate the electrocardiogram (ECG) characteristics, possible causes, signs and symptoms, and emergency management for sinus, atrial, junctional, ventricular and atrioventricular blocks. The student will develop an understanding of components of a pacemaker system, explain the differences in single-chamber and dual-chamber pacemakers and troubleshoot common pacemaker malfunctions. The student will develop the skills necessary to analyze a 12-lead EKG using a systematic approach to identify the progression of an acute myocardial infarction. **Prerequisites:** CVT101 Clinical Diagnostic & Patient Procedures, CVT103 Introduction to Cardiovascular Technology

Clinical II CVT210 – 3 credits

This course reinforces knowledge from the core cardiovascular technician courses and requires the student to draw knowledge from concepts learned and apply them to the clinical and laboratory setting. Students refine assessment skills and review the analysis techniques. Students will apply techniques of diagnostic imaging with the use of Doppler for examining vasculature of the body. The student will develop an understanding of the diseases affecting the circulatory system. Students explore alternate diagnostic modalities and identify routine vascular tests performed and skills to perform basic vascular tests commonly performed in vascular laboratories.

Clinical III CVT222 – 10 credits

Students reinforce knowledge from the core courses and require the student to draw knowledge from concepts learned and apply them to the clinical and laboratory setting. Students refine assessment skills and review the analysis techniques used to determine the heart's overall health. This course reinforces knowledge of the effects of vascular and systemic diseases on the cardiovascular system as it relates to echocardiography. Students apply concepts of echocardiography to better understand the pathology involved in congenital heart disease experienced in the adult patients. Students will apply the principles, echocardiographic approach, and technical considerations of intraoperative and interventional echocardiography. Students will also develop an understanding of skills required in specialized echocardiography applications like 3-D, contrast, and intracardiac echocardiography. Students identify key components of advanced cardiac life support (ACLS) in this course.

Clinical Application I RES175 - 2 credits

This course will prepare the student for the first clinical rotation with a lab component review of topics covered in RES101. The second half of Clinical Application I will introduce students to the hospital environment. Affiliations with local hospitals and healthcare entities will enable students to be exposed to and work directly with patients, respiratory therapists, and physicians. **Prerequisite:** MED121 Medical Terminology, MED122/MED122DE Anatomy and Physiology and MAT171DE Introductory Algebra

Clinical Application II RES210 - 4 credits

This course is a continuation of Clinical Application I and is designed to provide clinical application of laboratory and professional skills. Students will continue to be engaged in general technical and professional patient care, while gaining exposure to other specialties in healthcare. **Prerequisites:** RES101 Respiratory Therapy I, RES175 Clinical Application I, RES219 Pharmacology, and RES22 Cardiopulmonary Anatomy & Physiology

Clinical Application III RES233 - 4 credits

This course is a continuation of Clinical Application II and is designed to provide clinical application of laboratory and professional skills. Students will begin to focus on critical care through exposure to the adult intensive care while applying the concepts associated with blood gas, chest radiographs, and ventilator management. ACLS Certification will be obtained. **Prerequisites:** RES102 Critical Care I, RES201 Respiratory Therapy II, RES210 Clinical Application II, and RES220 Pathophysiology

Clinical Application IV RES241 - 4 credits

This course is a continuation of Clinical Application III and is designed to provide advanced laboratory practice and clinical application of technical and professional skills. Continued attention to critical care will be reinforced in addition to focused exposure in diagnostic procedures and specialty areas of respiratory care. **Prerequisites:** RES202 Critical Care II, RES231 Respiratory Therapy III, and RES233 Clinical Application III

Clinical Diagnostic & Patient Procedures CVT101 – 3 credits

This course is designed to further expand the student's knowledge and application of clinical skills and patient procedures. This course includes an introduction to safety measures and regulatory requirements in the clinical laboratory, urinalysis, hematology, microbiology, serology concepts and procedures, physical therapy modalities, and the performance of electrocardiography. Students will also become certified in first aid and CPR.

Cloud Computing Basics NAS185 – 2 credits

This course offers a practical, systematic look at networking components, how they fit together, and what they can mean to your business. Students will be introduced to the basic concepts of data communication and computer networks. Other topics include network hardware, protocols and standards, network topologies, cabling, servers, workstations, and client software.

Coding MCD177DE – 5 credits

The focus of this course is to learn the coding rules for the CPT, ICD-9-CM, ICD-10-CM, and Level II (HCPCS) coding systems and then apply the rules to code patient services. In addition, a variety of payment systems will be presented. The medical topics of Medicare fraud/abuse, HMOs, and QIOs are also reviewed. **This course can be offered on campus or online. Prerequisite: MED122/MED122DE Anatomy & Physiology**

Combination Pipe Welding WFP212 – 4 credits

The Combination Pipe welding course is a comprehensive instruction in the welding of pipe using the Gas Tungsten Arc Welding (GTAW) process and Shielded Metal Arc Welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices with emphasis on weld positions 2G, 5G, and 6G using various electrodes. **Prerequisite: WFP211 Pipe Welding II**

Commercial Wiring ELC122 – 5 Credits

This course introduces students to installing electricity in a commercial building. Topics to be covered include: commercial electrical blueprints, branch circuits, lighting circuits, switch controls, circuit protection, motor loads, and special purpose receptacles.

Prerequisite: ELC105 Introduction to the NEC

Communications MTC151 – 60 clock hours

This course is designed to provide the student teacher with the knowledge and skills needed to communicate effectively in a classroom environment. The course will cover a variety of topics including effective presentations, effective questioning, effective listening skills, critical principles for correcting performance, appropriate student self-assessment, teamwork concepts & motivation, steps in team building, barriers to communication, and integrating humor into the classroom.

Computer Repair & Maintenance NAS173 - 4 credits

This course is designed to introduce the principles and procedures of PC upgrades and maintenance. Students will build, configure, and troubleshoot hardware and the desktop operating system. Topics will also include preventive maintenance, troubleshooting methods, command line, virus protection, and the importance of documenting hardware and software issues.

Computerized Accounting ACC273 - 2 credits

The course will focus on computerized accounting concepts using the popular QuickBooks® software. Upon completion of the course, students will be able to function proficiently using QuickBooks® to manage the financial affairs of service and merchandising businesses.

Prerequisite: ACC172/ACC172DE Accounting II

Cosmetology Science Theory COS121 – 45 clock hours

This course is designed to provide the student with the knowledge needed to practice the science of cosmetology safely. The course will cover a variety of subjects including infection control, bacteriology, anatomy and physiology, the various systems, and the basics of chemistry and electricity.

Cost Estimating ELC204 – 1 credit

This course introduces students to electrical estimating. This course will give students a perspective of the value of their work. This course will provide students with a complete understanding of the estimating process. **Prerequisite: ELC102 Blueprint Reading**

Critical Care I RES102 - 4 credits

This course introduces the function and principles of operation for adult volume and pressure ventilators. High frequency ventilators and noninvasive ventilation will be reviewed. Concentration will be on specific controls, internal/external circuitry, monitoring systems and alarms. **Prerequisites: RES219 Pharmacology and RES222 Cardiopulmonary Anatomy & Physiology**

Critical Care II RES202 - 4 credits

This course expands on the function and principles of operation of adult volume and pressure ventilators. Concentration will be on initial ventilator settings, ventilator settings for specific disease management, assessment of the mechanically ventilated patient and methods to improve ventilation and oxygenation. Principles of evaluating scientific literature will be discussed with a student case study research project. **Prerequisites: RES102 Critical Care I and RES220 Pathophysiology**

Culinary Fundamentals I CLN103/CLN103DE – 4 credits

Study and kitchen/laboratory experience of quantity and quality food production. Introduction and application of culinary principles and procedures for basic food preparation is experienced. This is a comprehensive hands-on introduction to culinary basics, including classic knife cuts, terminology, equipment, measurements, and ingredients. Passing competencies will include all stocks, mother sauces, soups, vegetables, and grains. Speed, time management and accuracy are emphasized. **This course can be offered online or on campus.**

Culinary Fundamentals II CLN106/CLN106DE– 5 credits

This course will be a progression from Culinary Fundamentals I and expand on the introduction and application of culinary principles and procedures for basic food preparation. This is a comprehensive hands-on introduction to culinary basics, including classic knife cuts, terminology, equipment, measurements, and ingredients. Passing competencies will include all stocks, mother sauces, soups, vegetables, and grains. Speed, time management and accuracy are emphasized. Students will be on rotation in the school cafe to enhance their experience in a real environment setting. **This course can be offered on campus or online. Prerequisite: CLN103/CLN103DE Culinary Fundamentals I**

Culinary Fundamentals III CLN115/CLN115DE – 4 credits

Upon successful completion of this course, the student will be able to apply modern techniques in the preparation and presentation of food using sauté and grill techniques. Special emphasis will be placed on a la carte cooking. Students will gain an understanding of the entremetier, garde manger and food storage stations. Proper lock-down and clean up procedure will be taught. Preparation and presentation of salads, cold meats, sandwiches, as well as plate presentation will also be taught. This course is a continuation of Culinary Fundamentals II and prepares students for restaurant-ready skills. **This course can be offered on campus or online. Prerequisite: CLN106/CLN106DE Culinary Fundamentals II**

Customer Service EMP144/EMP144DE - 3 credits – 45 clock hours

This general education course will emphasize the skills necessary to interact effectively and appropriately with customers, whether face to- face, on the telephone or in written documents. The student will learn to communicate effectively, handle difficult customer situations, solve and prevent problems, and minimize stress. **This course can be offered on campus or online.**

Electrical Distribution ELC206 – 3 credits

This course introduces students to electrical distribution systems in the electrical field. Topics to be covered include: residential services, commercial services, three phase services, distribution transformers and West Penn Power requirements.

Prerequisite: ELC211 Industrial Wiring II

Electric Motors ELC124 - 3 credits

This course introduces students to electrical motors. Topics to be covered include: three-phase motors, single- phase motors, schematics and wiring diagrams, and motor installation. **Prerequisite: ELC104 Electrical Studies I**

Electrical Studies ELC104 - 6 credits

This course introduces the student to the basics of electricity. Topics to be covered include atomic structure, Ohm's Law, electrical sources, static charges, magnetism, and types of circuits, measuring instruments, and alternating currents.

Electrical Studies I ELC103 - 3 credits

This course introduces the student to the basics of electricity. Topics to be covered include atomic structure, Ohm's Law, electrical sources, static charges, magnetism, and types of circuits, measuring instruments, and alternating currents.

Electrical Troubleshooting ELC215 – 2 credits

This course reinforces the students' ability to troubleshoot circuits. Residential, commercial and industrial troubleshooting will be covered.

Electrical Troubleshooting ELC218 – 3 credits

This course reinforces the students' ability to troubleshoot circuits. Residential, commercial and industrial troubleshooting will be covered.

Esthetics & Histology EST131 – 60 clock hours

This course is designed to provide the student with the basic knowledge needed in esthetics, hair removal and makeup procedures. The course will cover a variety of services, including histology of the skin, hair removal, facials and facial massages, electrotherapy and light therapy facial treatments, state board procedures, and various makeup applications.

Esthetics Clinic EST133 – 100 clock hours

This course is designed to provide the student with hands-on skills and practice to provide esthetics in a salon atmosphere. Students perform a variety of services, including facials, with and without machines, hair removal and makeup applications. All work will be done under the supervision of an instructor.

Esthetics Theory EST132 – 255 clock hours

This course is designed to provide the student with the knowledge needed in esthetics, hair removal and makeup procedures. The course will cover a variety of services, including histology of the skin, hair removal, facials and facial massages, electrotherapy and light therapy facial treatments, machine facials, makeup artistry skills and state board procedures.

Ethnic Hair Studies COS106 – 45 clock hours

This course is designed to provide the student with the basic knowledge in thermal hair straightening and curling (press & curl). The course will cover a variety of services, including: the types of hair pressing, proper analysis of hair and scalp, proper cleaning of the pressing combs, the "true" Marcel iron, client record card, chemical hair relaxers, and soft curl permanents (curl re-forming). This course will cover various types of cornrows and hair extension adding and removing, how to deal with clients that you have or have had immediate physical damage or non- immediate physical damage.

Flux Cored Arc Welding WFP109 - 4 credits

An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using self-shielding and dual-shield electrodes. **Prerequisite: WFP105 Shielded Metal Arc Welding**

Flux Cored Pipe Welding WFP113 - 4 credits

A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Welding will be done using various positions with emphasis on weld positions 5G and 6G using various electrodes. Topics covered include electrodes selection, equipment setup and safe shop practices.

Food & Beverage Management CLN107/CLN107DE – 3 credits

Instruction and practical training covers all aspects of service management if food & beverage operations; includes food and cash controls, styles or service and dining area merchandising. Receptions, banquets, buffets, are covered from bus persons to maître d'. Special event presentations included. **Course can be offered online or on campus.**

Fundamentals of Mechatronics ELC206 - 3 credits

Mechatronics is the integration of mechanics, electronics, and computer control to achieve a functional system. Because of the emphasis upon integration, this course will center on laboratory projects in which small teams of students will configure, design, and implement a succession of mechatronic subsystems, leading to system integration. **Prerequisite: ELC104 Electrical Studies**

Gas Metal Arc Welding WFP106 - 7 credits

This course introduces the student to the principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and the safe use of tools/equipment. Students will also receive instruction in various joint designs. **Prerequisite: WFP105 Shielded Metal Arc Welding**

Gas Tungsten Arc Welding WFP112 - 7 credits

Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment, and safe use of tools and equipment. Welding instruction done in various positions and joint designs. **Prerequisite:** WFP105
Shielded Metal Arc Welding

Hair Coloring I COS105 – 60 clock hours

This course is designed to provide the student with the basic knowledge of various hair coloring procedures. The course will cover a variety of topics, including color theory and hair facts, the level system and types of hair color, single process color, and double process color, special effects hair coloring, and special problems.

Hair Coloring II COS205 – 45 clock hours

This course is designed to provide the student with the basic knowledge of color formulation. The course will cover a variety of topics, including color evaluations, natural and desired levels, color wheel, neutralizing colors, level to base system, in-depth client consultations, de-colorization, and seven stages of lightening, effects of artificial heat on bleach, corrective color and color removers.

Hair Shaping I COS101 – 90 clock hours

This course is designed to provide the student with the basic knowledge in the principles of hair design, client consultation, professional terminology, and basic cutting techniques.

Hair Shaping II COS201 – 45 clock hours

This course is designed to provide the student with the knowledge needed to perform various hair shaping techniques. The course will cover a variety of services, including men's hair cutting, the bob, the bi-level haircut, the ponytail cut, asymmetrical cut, complete salon looks, various haircuts with the razor, thinning and blending shear techniques, and state board hair shaping services.

Hair Structure & Chemistry COS103 – 30 clock hours

This course is designed to provide the student with the basic knowledge needed in trichology, shampooing, rinsing and conditioning and in scalp and hair.

Hair Styling I COS102 – 90 clock hours

This course is designed to provide the student with the knowledge needed to accomplish various styling techniques. The course will cover a variety of topics, including finger waves and pin curls to learn manual dexterity, various wet setting techniques, the use of the blow dryer and curling iron, product knowledge, and the principles of hair design.

Hair Styling II COS202 – 45 clock hours

This course is designed to provide the student with the knowledge needed to accomplish various styling techniques. The course will cover a variety of topics, including principles of hair design, braiding and braid extensions, wigs and wig enhancements, long hair designs including hair twisting and knotting and using hair styling aides and accessories.

Hazardous Locations ELC203 – 1 credit

This course introduces the student to hazardous locations as defined by the National Electric Code (NEC). Students will learn to navigate and interpret the NEC article 500. Students will learn to install electrical equipment in classified locations correctly. **Prerequisite:** ELC104 Electrical Studies

Industrial Automation Controls ELC214 - 3 credits

This course introduces the student to the solid-state devices common in an industrial environment. It will cover how many of the control components operate, including solid-state relays, rectifiers, SCR drives for direct current motors, variable frequency drives for alternating current motors, and the inputs and outputs of programmable controllers.

Industrial Wiring I ELC205- 3 credits

This course introduces students to electrical systems in the industrial environment. Topics to be covered include: site plans, power distribution, signaling systems, motor controls and motor installation. **Prerequisite:** ELC104 Electrical Studies

Industrial Wiring II ELC211- 3 credits

This course continues educating students on electrical systems in the industrial environment. Topics to be covered include: power factor, ventilation, system protection, lightning protection, site lighting, basic programmable logic controllers, fiber optics, hazardous locations, and harmonics. **Prerequisite:** ELC205 Industrial Wiring I

International Cuisines CLN118/CLN118DE – 3 credits

Introduces the classical cooking skills associated with the preparation and service of international and ethnic specific cuisines. The student will be able to understand the similarities between current food production systems in the United States and those in other regions of the world. The student will also be adaptable to various deviations in cooking strategies, develop an understanding of food sources and the availability of these items, making substitutions where warranted. International Cuisine also focuses on the heritage of the Culinary Arts as an art form and the student acquires in-depth artistic appreciation for their chosen profession. **This course can be offered on campus or online.**

Instructional Management MTC155 – 60 clock hours

This course is designed to provide the student with the skills necessary to run an effective classroom. Topics to be covered will include classroom management and supervision, program development and review, lesson planning, assessing student progress, advising students, and retaining students.

Instructional Methodology MTC156 – 60 clock hours

This course will introduce the student to curriculum development and instruction. The following topics will be covered: teaching plans and learning environments, basic learning styles, methods of teaching, study and test-taking techniques, educational technology, and achieving learner results.

Internet Research & Resources CMP135/CMP135DE - 1 credit – 30 clock hours

This course introduces the student to the growing variety of services and information on the Internet. Gmail is used to send and receive e-mail, organize schedules and events, and maintain contact lists. The students will have an understanding of searching for information attained through projects. No previous background with the Internet is necessary, but familiarity with Microsoft Windows and Gmail is necessary and the responsibility of each student. **This course can be offered online or on campus.**

Internship CLN104 (Culinary) – 3 credits

Each internship is designed to provide the student with the opportunity to apply classroom skills and theory to a real work environment. The internship is a cooperative effort between the school and regional businesses, government, and nonprofit agencies.

Internship CLN108 (Culinary) – 3 credits

Each internship is designed to provide the student with the opportunity to apply classroom skills and theory to a real work environment. The internship is a cooperative effort between the school and regional businesses, government, and nonprofit agencies.

Internship CLN113 (Culinary) – 2 credits

Each internship is designed to provide the student with the opportunity to apply classroom skills and theory to a real work environment. The internship is a cooperative effort between the school and regional businesses, government, and nonprofit agencies.

Internship EMP285 - 3 credits

This 150-hour internship is designed to provide the student with the opportunity to apply classroom skills and theory to a real work environment. The internship is a cooperative effort between the school and regional businesses, government, and nonprofit agencies. The student is evaluated twice each semester by the work-site supervisor and by the internship director. **Prerequisites:** **EMP152/EMP152DE Internship Prep and approval from lead instructor verifying academic readiness for Internship.**

Internship EMP292 - 3 credits

This second 150-hour internship is designed to provide the student with a continuing opportunity to apply classroom skills and theory to a real work environment. The internship is a cooperative effort between the school and regional businesses, government, and nonprofit agencies. The student is evaluated twice each semester by the work-site supervisor and by the internship director. **Prerequisites:** **EMP152/EMP152DE Internship Prep and approval from lead instructor verifying academic readiness for Internship.**

Internship Prep EMP152/EMP152DE - 1 credit

This course provides support for students as they prepare for entering an internship. The course will involve having students investigate potential internship prospects, professional associations within their field, create job descriptions, and update resumes. By the completion of the course, students will have selected and secured an internship placement as well as developed an understanding of skills needed for a successful internship experience. **This course can be offered on campus or online.**

Introduction to Cardiac Sonography CVT105 – 5 credits

This course provides the student with the basic principles echocardiography. Students will develop an understanding of the indications for cardiac echocardiography and a review of the associated cardiac anatomy. Students will discuss basic physics and instrumentation involved. Students will identify the basic cardiac views of the heart and correlate the structures to identify each view and the associated protocols. To assess the hemodynamic status, fluid status and life-threatening conditions, students will also develop an understanding of echocardiography principles, echocardiography approach, exam techniques and cardiac pathology.

Introduction to Cardiovascular Technology CVT103 – 3 credits

This course is an overview of the cardiovascular technology field, from diagnostic and interventional cardiology to radiology, and the differences between the two. Related medical terminology, and the different national accrediting bodies, societies, and examination bureaus are discussed. This course introduces students to patient care, education, and management. The curriculum emphasizes patient identification, patient transportation with proper body mechanics, medical-legal ethics, patient confidentiality, and the required pre-procedure tests for cardiac diagnostic tests. Students are introduced to hemodynamic monitors and record baseline vital signs, and to explain procedures and answer questions for patients and families. The curriculum includes an introduction to supervised basic hemodynamic monitoring before, during, and after procedures, including arrhythmia recognition.

Introduction to Culinary Arts CLN102/CLN102DE – 2 credits

Students will apply history, description, and interrelationships of the hospitality industries with an emphasis on the multifaceted food service industry. Introduction to the world of commercial food production. Students are introduced to culinary theories and develop skills in knife handling, fabrication skills, ingredient identification, small and large equipment use, weights and measures, recipe development and cooking fundamentals. **This course can be offered on campus or online.**

Introduction to Networks NAS138 - 3 credits

This course offers a practical, systematic look at networking components, how they fit together, and what they can mean to a business. Students will be introduced to the basic concepts of data communication and computer networks. Other topics include network hardware, protocols and standards, network topologies, cabling, servers, workstations, and client software.

Introduction to the NEC ELC105 – 2 credits

This course introduces students to the NFPA 70 National Electrical Code (NEC). Students will learn to navigate and interpret the NEC. Students will use the NEC to install electrical equipment correctly.

Introduction to Trades ELC101 - 2 credits

This course provides the student with an introduction to trade careers and safety practices, an introduction to hand and power tools, and fasteners. Topics will include OSHA and the Hazardous Communication Act, material safety data sheets (MSDS), shop operations, and types of hand and power tools, and types and grades of fasteners.

Introduction to Welding WFP102 - 4 credits

This course provides the student with an introduction to welding careers and safety practices, including welding safety; OSHA and the Hazardous Communication Act; Material Safety Data Sheets (MSDS); basic mathematics; measuring systems; shop operations; use and care of precision measuring tools; and the use and care of hand and power tools. Topics also includes instruction on various types of welding equipment and processes, basic welding gases, fluxes, rods, electrodes, and symbols.

Introductory Algebra MAT/171 MAT171DE - 3 credits

The goal of this general education course is to provide students with an understanding of basic algebraic concepts so that they are proficient in manipulating and solving the equations they may encounter in the workplace. **This course can be offered on campus or online.**

IT Support Technology NAS167 - 2 credits

The purpose of this course is to provide students with a broad understanding of the help desk and support services. Topics will include asset management, inventory control, and resolving PC problems in three categories: hardware, software, and internet/networking. This course is also designed to allow students to utilize various web sites to resolve hardware and software problems.

Prerequisite: NAS173 Computer Repair & Maintenance

Layout and Fabrication I WFP110 - 5 credits

A fundamental course in layout and fabrication related to the welding industry. Major emphasis will be on structural shapes and uses in construction. **Prerequisite:** WFP104/WFP104DE Blueprint Reading

Local Area Networks NAS183 - 2 credits

This course is a continuation of 138 Introduction to Networks. Students will learn about designing, installing, maintaining, and administering networks using a variety of operating systems, including Windows 7, Novell, and Linux. Other topics will include TCP/IP, and network security to ensure the reliability and security of your home or business network. **Prerequisite:** NAS138 Introduction to Networks

Low Voltage Wiring ELC123 – 2 credits

This course reinforces students to the functional basis of various low voltage systems and their connecting devices. Students will be introduced to audio, video, security, fire alarm and other common low voltage systems.

Manicuring NTS111 – 105 clock hours

This course is designed to provide the student with the advanced knowledge in manicuring, pedicuring, and nail design procedures. The course will cover a variety of topics and services including salon conduct, sanitation and disinfection, infection control, nail structure and growth, nail diseases and disorders, manicuring, pedicuring, advanced nail techniques.

Medical Instrumentation CVT102 – 2 credits

This course will provide an overview of instrumentation systems used in clinical medicine and biomedical research. We will review some circuit theory, and its application to bioinstrumentation. Systems for measuring biologic signals will be discussed including bio potentials, stress and strain, pressure, temperature, and optical properties. Electrical hazards, safety, measuring instruments and techniques will be discussed. There will be applications of theory, calibration, operation, and clinical application of cardiovascular diagnostic instrumentation and methods of hemodynamic data collection, calculation, analysis, and implications.

Medical Law & Ethics MED204/MED204DE – 2 credits

This general education course will enable students to develop an understanding of the legal, ethical, and moral implications of working in a medical setting. The role of the allied healthcare professional will be emphasized. **This course can be offered on campus or online.**

Medical Office Procedures MED222/MED222DE - 3 credits

This course familiarizes the student with the fundamentals of using Windows-based medical office management software for appointment scheduling, procedure posting, medical billing, payment posting, patient billing, patient collections, and insurance tracking and follow-up. **This course can be offered on campus or online.**

Medical Terminology MED121/MED121DE - 3 credits

This course will acquaint the student with skills in word analysis and word building, pronunciation, and spelling along with word recognition and the accurate application of work elements as related to the language of medicine. Basic human anatomy and physiology are presented when applicable to refine the student's understanding of the appropriate medical terms. **This course can be offered on campus or online.**

Menu Planning CLN109/CLN109DE – 2 credits

Examines the fundamentals of menu planning using the menu as a tool for ordering, selection and procurement of food and beverage items. Menu, labor, and facility computer generated cost analysis and percentages will be addressed. Emphasis is placed on developing the skills necessary to effectively create a professional menu. Provides training in duties and functions of the professional food buyer working in purchasing capacity. **This course can be offered on campus or online.**

Nail Technician Theory NTS211– 120 clock hours

This course is designed to provide the student with the advanced knowledge in manicuring, pedicuring, and nail design procedures. The course will cover a variety of topics and services including salon conduct, sanitation and disinfection, infection control, nail structure and growth, nail diseases and disorders, manicuring, pedicuring, advanced nail techniques.

Nail Technician Clinic NTS284—95 hours

This course is designed to provide the student with hands-on instruction in a salon atmosphere under the direct supervisor of the instructor. The course will cover a variety of services including: manicuring, pedicuring, advanced nail techniques, and nail design services. Students will be required to perform all skills learned on actual clients in a professional manner in the school's cosmetology clinic.

Network Design & Development -NAS277- 2 credits

This course presents a structured network design process that includes identifying the scope of a network design project, analyzing politics, policies, budgetary and staffing constraints. **Prerequisite:** NAS188 Network Operating Systems I

Network Infrastructure NAS239 - 2 credits

This course will provide the student the necessary skills to deploy a new network or inherit an existing network in virtually any environment. This course will provide the basic building blocks of networks and advanced topics such as Frame Relay connectivity and virtual LANs. **Prerequisites:** NAS183 Local Area Networks and NAS173 Computer Repair & Maintenance

Network Operating Systems I NAS188 - 4 credits

This course emphasizes the importance of planning, and creating network diagrams, flowcharts and organizational charts. Students will be introduced to the importance of brainstorming to design professional layouts for a networks infrastructure using computer aided software. Students will design various network infrastructures that will fulfill the needs of various network operating systems used in today's business settings. Students will propose and design new and upgraded network operating systems following prospective budgets and timelines.

Network Operating Systems II NAS258 - 4 credits

This course will introduce the students to Microsoft Windows Active Directory and prepare them to plan, configure, and administer the Active Directory infrastructure. Students will also utilize Active Directory to centrally manage users, groups, shared folders, network resources, and administer the user environment with group policies.

Prerequisite: NAS173 Computer Repair & Maintenance

Network Security NAS238 - 2 credits

This course will take an in-depth look at network security concepts and techniques. We will examine theoretical concepts that make the world of security unique. The course will adopt a practical, hands-on approach when examining networking security techniques. Topics will include securing the network infrastructure, web security, protecting advanced communication, developing policies and procedures, and risk analysis. **Prerequisite: NAS183 Local Area Networks**

Non-Invasive Testing CVT104 – 3 credits

This course provides the student with an introductory overview of the anatomy, physiology, and basic electrophysiology of the heart. Students will master use of the electrocardiogram (ECG) and utilize a systematic approach to the analysis and interpretation of cardiac rhythms. As the student progresses through the course, each will correlate the electrocardiogram (ECG) characteristics, possible causes, signs and symptoms, and emergency management for sinus, atrial, junctional, ventricular and atrioventricular blocks. The student will develop an understanding of components of a pacemaker system, explain the differences in single-chamber and dual-chamber pacemakers and troubleshoot common pacemaker malfunctions. The student will develop the skills necessary to analyze a 12-lead EKG using a systematic approach to identify the progression of an acute myocardial infarction.

Office Technology BUS207 - 3 credits

This course prepares students for the actual procedures followed in most business offices and trains them to perform office duties in a professional manner with an emphasis given to the development of positive human relations skills. After mastering the filing rules as outlined by the Association of Records Managers and Administrators (ARMA), the students further refine their skills in proofreading, editing, and formatting business forms.

Pathophysiology MED220/MED220DE- 3 credits

This course is designed to provide the student with advanced knowledge of clinical medicine, and with specific understanding of disease processes, signs and symptoms, diagnosis, treatment, prognosis and prevention. This study includes pediatric, adult, and geriatric patients. The student will also gain understanding of corresponding diagnostic tests and drugs that relate to each system.

This course can be offered on campus or online. Prerequisites: MED121/MED121DE Medical Terminology and MED122/MED122DE Anatomy & Physiology

Pathophysiology RES220 - 3 credits

This course is designed to introduce the student to the proper pronunciation, spelling, and basic pharmacological use of commonly prescribed medications. Review of approved medical abbreviations, interpretation of prescriptions, dosage calculations, and drug administration will be utilized for theory application. **This course can be offered on campus or online. Prerequisites: RES219 Pharmacology and RES222 Cardiopulmonary Anatomy & Physiology**

Personal & Professional Conduct MTC259 – 60 clock hours

This course is designed to provide the student teacher with the knowledge to develop skills necessary to function successfully as a master educator. The course will cover a variety of topics, including: the profile of a master educator, educator relationships, professional performance evaluations, personal image and self-promotion, role playing and preparing for licensure and employment.

Pharmacology MED210 – 2 credits

This course is designed to provide the student with advanced knowledge of clinical medicine and with specific understanding of disease processes, signs and symptoms, diagnosis, treatment, prognosis and prevention. It will aid the student in the ability to explain disease processes to patients and other health care professionals.

Pharmacology RES219 - 3 credits

This course is designed to provide the respiratory therapy student with a strong foundation of the drugs presently used in respiratory care. Focus is on teaching pharmacologic principles and mechanisms of action of specific drug classifications to facilitate optimal disease management. **This course can be offered on campus or online.**

Prerequisites: MED121/MED121DE Medical Terminology, MED122/MED122DE Anatomy & Physiology, and MAT171/MAT171DE Introductory Algebra

Physics for Health Sciences PHY101– 3 credits

This introductory course explores mechanics, waves, fluids, thermodynamics, electromagnetism, optics, and assorted topics in modern physics. The properties of pulsed waves will be introduced relative to pulse duration, pulse length, pulse repetition, duty factor, intensities, interaction and range equation. This course will also investigate transducers, sound beams, display modes, two dimensional imaging, real time imaging and image storage.

PLC Programming ELC212 - 4 credits

This course will introduce students to programmable logic controllers (PLC). Basic terminology will be covered, as well as input/output, processor units, memory organization, numbering systems, ladder diagrams, and programming a PLC.

Prerequisite: ELC124 Electrical Motors

Procedures & Observation MTC152 – 60 clock hours

This course is designed to teach observation and procedural techniques to students in cosmetology education. The course will cover various types of assessment tools including anecdotal records, checklists, program assessments, and performance tasks, along with appropriate procedures for managing classrooms and clinics within a cosmetology program.

Project Management NAS155 – 2 credits

Students will examine the organization, planning, and controlling of projects and provide practical knowledge on managing project scopes, schedules and resources.

Raceway Systems ELC202 – 3 credits

This course introduces students to electrical raceway systems. Topics to be covered include: general raceway installation requirements, raceway systems, conduit bending. **Prerequisite: ELC104 Electrical Studies**

Residential Wiring ELC121 – 4 credits

This course introduces students to installing electricity in a residence. Topics to be covered include: residential electrical blueprints, branch circuits, lighting circuits, switch controls, circuit protection, and special purpose receptacles. **Prerequisite: ELC104 Electrical Studies**

Respiratory Therapy I RES101 - 8 credits

Respiratory Therapy I will introduce the role that respiratory therapy plays in multiple clinical settings. An introduction to patient history and interview, legal and ethical aspects of respiratory care, medical reimbursement, assessment and fundamentals of the physical exam will be discussed. Physics, medical gases, humidity and aerosol therapy will be discussed. Topics to be covered include lung expansion therapy, airway clearance devices, principles of infection control and clinical laboratory studies. The student will learn arterial blood gas monitoring and interpretation as well as develop the skills to perform arterial punctures. Students will begin their lab experience in this class. **Prerequisite: MED121/MED121DE Medical Terminology, MED122/MED122DE Anatomy and Physiology, and MAT171DE Introductory Algebra**

Respiratory Therapy II RES201 - 3 credits

This course introduces students to advanced therapeutic and diagnostic procedures in preparation for diverse and advanced roles in respiratory care. The course will cover pulmonary function testing and equipment, emergency airway management, chest tube management, and noninvasive ventilation strategies. **Prerequisite: RES101 Respiratory Therapy I**

Respiratory Therapy III RES231 - 3 credits

This course is a continuation of Respiratory Therapy II and will cover equipment, diagnostic and therapeutic procedures, and management of the adult patient in the intensive care setting. **Prerequisite: RES201 Respiratory Therapy II**

Respiratory Therapy IV RES278 – 3 credits

This course introduces the evaluation and management of the newborn with respiratory disease. The course touches on several subjects of interest to the respiratory therapist such as prenatal and perinatal assessment, physical assessment of the newborn, noninvasive monitoring and therapeutic techniques including mechanical ventilation. Primary respiratory diseases, cardiovascular disorders and congenital anomalies of the newborn are reviewed. This course is also designed to cover topics from prior courses that require additional discussion in preparation for the credentialing examinations. **Prerequisite: RES231 Respiratory Therapy III**

Respiratory Therapy Cert Prep RES294 – 1 credit

This course is intended to prepare the student for the NBRC CRT and RRT examinations. It will review the essential knowledge, skills and abilities required to pass the NBRC examinations. Students will participate in Kettering National Seminars, written CRT and RRT examinations, and RRT clinical simulation practice. The NBRC exam content outline will be explored. **Prerequisite: RES231 Respiratory Therapy III**

Salon Operations COS143 – 45 clock hours

This course is designed to provide the student with the skills necessary to manage and supervise a school cosmetology clinic. Students will receive both classroom instruction and direct experience in managing and supervising a school clinic.

Salon Retailing & Clinic Prep COS104 - 30 clock hours

This course is designed to provide the student with the basic knowledge in salon retailing and clinic preparation. The course will cover a variety of topics including salon advertising, product knowledge, life skills, your professional image, communicating for success, clinic procedures, and general rules and regulations for clinic, professional practices, the salon business, seeking employment, on the job, and on the job essay.

Sanitation & Safety CLN101/CLN101DE – 2 credits

An introduction to the basic principles of sanitation, safety, work simplification, and use and care of institutional food service equipment. Emphasis is on the importance of proper employee training practices as related to food safety. ServSafe Food Manager Certification will be obtained upon successfully passing the exam. **This course can be offered on campus or online.**

Shielded Metal Arc Welding WFP105 - 6 credits

This course provides the students with an introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction in SMAW fillet welds in various positions. **Prerequisites: WFP102 Introduction to Welding**

Smart Technology and Renewable Energy ELC126 – 2 credits

This course introduces students to installing electricity in a residence. Topics to be covered include: residential electrical blueprints, branch circuits, lighting circuits, switch controls, circuit protection, and special purpose receptacles.

SMAW Pipe Welding WFP111 - 6 credits

An Introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 2G, 5G and 6G using various electrodes. **Prerequisite: WFP105 Shielded Metal Arc Welding**

Specialty Metals Welding WFP213 -2 credits

Instruction in the Surface Tension Transfer (STT) and Gas Tungsten Arc Welding (GTAW) welding process for aluminum and advanced stainless steel piping. Emphasis on power sources, electrode selection, and various joint designs. A study of the production of various groove welds in 5G-6G positions. Preparation of specimens for testing in various positions.

State Board Laws & Theory COS141 – 30 clock hours

This course is designed to provide the student with the knowledge needed to prepare them for the theoretical portion of the Pennsylvania state board of cosmetology theory exam. The course will cover general provisions, individual licenses, examinations, display, loss and renewal of licenses and permits, licensure and management of salons, physical requirements of the beauty salon, activities outside a salon, health and safety in salons, licensure and administration of schools of cosmetology, preparation by apprenticeship method, cosmetology law act 99 and penalties and fees.

State Board Practicum COS142 – 45 clock hours

This course is designed to provide the student with the knowledge needed to prepare them for the practical portion of The Pennsylvania state board of cosmetology practical exam. The course will cover a variety of services and practical exams, including the licensing process, set up and client protection, manicuring, polishing basic facials, thermal curling, haircutting, chemical (permanent) waving, hair lightening and hair coloring, and chemical relaxing, waxing, braiding, tweezing, makeup and mock state board procedures for all services.

Student Success GEN101/GEN101DE - 1 credit – 15 clock hours

This course will enable the student to develop an understanding of the various concepts and skills needed to be successful in the classroom as well as in the workplace. Among the concepts discussed will be career goals, career skills, attitude and its effect on the student, study skills, note taking skills, critical thinking, and professionalism. **This course can be offered on campus or online.**

Student Teaching MTC278– 150 clock hours

This course is designed to provide the student teacher with the knowledge and skills needed to provide them with actual classroom experience under the supervision of an instructor. The course will cover a variety of requirements, including daily progress reports from assigned instructors, and teaching assigned classes in either practical demonstration or theory lecture.

Sustainability, Horticulture & Local Sourcing CLN110/CLN110DE– 3 credits

Upon completion of this course, students will have an understanding of sustainable, local food systems and how to grow their own ingredients to create fresh farm to table menu choices for their customers. A food system includes growing, harvesting, processing, packaging, transporting, marketing, consuming, and disposal, but also inputs and outputs at each step; human resources that provide labor, research, and education; public policy; and more. Aspects and characteristics of food systems have been linked to a wide range of environmental and social challenges, from climate change and ecosystem degradation to childhood obesity and malnutrition. This multi-disciplinary course will introduce students to the complex topic of food systems, at different scales and from a variety of perspectives. Students will participate in growing and planting exercises and service learning opportunities in the community. **This course can be offered on campus or online.**

Teacher State Board Class COS281 – 60 clock hours

This course is designed to provide the student teacher with the knowledge and skills needed to prepare them for the practical and theoretical aspects of the Pennsylvania state board of cosmetology teacher's examination.

Technology Fundamentals CMP113/CMP113DE - 2 credits – 45 clock hours

This general education course provides students with knowledge and skills needed to operate a computer with Microsoft Windows system software. It includes explanations of hardware, and hands-on skills for using Microsoft Windows, Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. **This course can be offered on campus or online.**

Transformers ELC201 – 3 credits

This course introduces students to transformers and their use in the electrical field. The course covers transformer construction and transformer connections. Basic types of generators will also be covered. **Prerequisite: ELC104 Electrical Studies**

Ultrasound Physics and Instrumentation CVT206 – 3 credits

The purpose of this course is to introduce students to the fundamental principles of acoustical physics. Basic principles of acoustical physics and acoustical waves in human tissue are presented. Emphasis is on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission, and resolution of sound beams. The content focuses on the areas of ultrasound instrumentation, image artifacts, biologic effects, and quality control. Exploration of Doppler principles and applications and basic types of equipment. Additional ultrasound physics applications may be discussed.

Vascular Imaging and Pathology CVT107 – 2 credits

This course provides a basic overview of the anatomy and physiology of the vascular system. Students will be introduced to the use of diagnostic imaging with the use of Doppler for examining vasculature of the body. The student will develop an understanding of the diseases affecting the circulatory system. This course provides a history of diagnosis and treatment modalities for vascular conditions identified. Alternate diagnostic modalities will be discussed in conjunction with ultrasound. The student will identify routine vascular tests performed and skills to perform basic vascular tests commonly performed in vascular laboratories.

Voice, Data and Video Installation & Troubleshooting ELC125 – 2 credits

This course introduces the student to the basics of electricity. Topics to be covered include atomic structure, Ohm's Law, electrical sources, static charges, magnetism, and types of circuits, measuring instruments, and alternating currents. Other topics to be covered include capacitive loads, three-phase circuits, transformers, electrical services, receptacle and switch connections, and protection circuits.

Welding Certification Prep WFP220 – 1 credit

This course will introduce students to the techniques used for welding certification. The course will provide the knowledge associated with the variables encountered during welding procedures and certification testing.

Welding Inspection Techniques WFP115 - 2 credits

This course will introduce students to the established codes and standards used to judge a weld. It will also instruct students how to ensure the quality, reliability, and strength of a weldment, along with choosing the correct type of inspection the weld requires.

Wireless Technology NAS231 - 2 credits

This course introduces wireless LAN technology. Students will install, configure, and troubleshoot wireless LAN networks. Topics will include radio frequency technologies, wireless LAN technologies, implementation, management, and security. **Prerequisite: NAS138 Introduction to Networks & NAS173 Computer Repair & Maintenance**

INDEX

Academic Advising	18	Master Teacher of Cosmetology	43
ACADEMIC INFORMATION	28-33	Mission Statement and Objectives.....	4
Academic Year Definition.....	28	Non-Discrimination	12
Accreditation Statement	6	Outside Preparation	28
Administration	7	Parking	19
ADMINISTRATION, FACULTY & STAFF	7-9	Personal Property	23
Admission.....	11	POLICIES & PROCEDURES	20-27
ADMISSION	11-14	Policy Changes	27
Advanced Placement.....	13	Prerequisite Course Requirements	32
Appeal Process	33	Probation	33
Attendance.....	20	Procedures for Application.....	12
Background Checks and Drug Screening	11-12	Program Fees	17
Bullying	20	Program Specific Admission Requirements.....	11
Calendar.....	18	Readmittance Policy & Procedures	12
Cardiovascular Technology	36	Refresher Courses	19
Career Services Assistance	18	Refund Policy for Clock Hour Programs.....	15
Certification Test Fees.....	17	Refund Policy for Credit Hour Programs	15
Certifications	28	Respiratory Therapy	39
Class Size	34	Return of Title IV Funds Policy	16
Clery Act.....	21	Schedule Changes	32
Clinical Rotations.....	32	Scholarships	16
Clock Hour Programs.....	28	School Equipment and Facilities.....	22-23
Clock to Credit Hour Programs.....	28	School Facilities	6
Code of Conduct.....	21	Selective Services	26
Computer Network Security Technician	37	Sex Crime Prevention Act.....	23
Consumer Information Disclosure.....	21	Sexual Harassment, Harassment, Discrimination, & Retaliation	23-25
Corporate Officers.....	7	Single Course Applications	13
Cosmetology Transfer Requirements.....	13	Smoking Products Policy	25
Cosmetology	40	Solicitation	25
Cost Adjustments	17	SPECIALIZED ASSOCIATE DEGREES	36-39
Course Descriptions	45-55	Standards for Satisfactory Academic Progress	33
Course Drops/Adds	33	Student Academic Transcripts.....	31
Course Numbering System	28	Student Health	25
Course or Program Changes.....	28	Student Organizations.....	19
Course Repetitions	34	Student Portal	19
Course Substitution.....	21	Student Privacy Rights.....	25-26
Credentials Awarded	28	Student Right to Know Act	26
Credit Hour Programs	28	STUDENT SERVICES AND ACTIVITIES	18-19
Crime Awareness & Campus Security Act Report.....	21	Student Services Fee	17
Culinary Arts.....	41	Students Seeking Reasonable Accommodations.....	13
DE Makeup Policy	30	Support Staff	9
Dean's List.....	31	Technology Fee	17
DIPLOMAS	40-44	Termination.....	22
Disclosure of Student Information	22	Transcript Requests.....	26
Distance Education.....	29-30	Transfers of Credits	14
Dress Code	22	Tuition	17
Early Release	22	TUITION, BOOKS & FEES	17
EBooks/Textbooks.....	17	Tutoring Services.....	26
Electrical Technician.....	38	Vaccination Policy	26
English Proficiency	12	Validating High School Graduation.....	12
Equal Opportunity/Affirmative Action	22	Veterans' Regulations	26
Esthetics/Nail Technician	42	Visitors & Safety.....	26
Faculty	8	Voter Registration	19
Financial Assistance	15	Weapons	27
FINANCIAL ASSISTANCE	15-16	Welding & Fabrication with Pipeline Technology.....	44
Food & Drink	22	Withdrawal	34
Foreign Transcripts.....	12		
Grade Level	31		
Grading Scale/Assessment System.....	31		
Graduation Fee	17		
Graduation Requirements.....	31		
Grievance Procedure.....	31		
High School Dual Enrollment.....	14		
History & Philosophy.....	6		
Honor Code.....	22		
Incompletes	34		
Incorporation	6		
Internship.....	32		
Learning Resource Center & AccessPA.....	18		
Leaves of Absence	22-23		
Licenses/Registrations.....	6		
Loan Default.....	23		
Makeup Policy.....	32		

Program Cost Information

All Programs Subject to the Following Fees:

Application Fee - \$50

Student Support Services Fee - \$325 each semester unless program is under 600 hours

Graduation Fee - \$195

Technology Fee - \$150 each semester



HERMITAGE, PA

Program	Credits or Clock Hours Required for Graduation	Tuition for Entire Program *	Estimated Book Cost *	Lab Fees *	Equipment, Uniforms, & Supplies *	Licensing, Certification Exam, & Training Fees *	Other Fees (Criminal Background Check, Liability Insurance, etc. if applicable) *
CREDIT HOUR PROGRAMS							
Cardiovascular Technology (4 Semesters) AST	70	\$27,872	\$1,872	\$555	\$110	\$205	\$85
Computer Security Network Technician (5 Semesters) AST	80	\$27,770	\$720	\$1,000	\$768	\$759	\$45
Culinary Arts Distance Education or Campus Based (3 Semesters) (Diploma)	53	\$17,250	\$498	\$750	\$600	\$40	\$85
Electrical Technician (4 Semesters) AST	70	\$22,216	\$950	\$2,000	\$800	\$610	\$45
Respiratory Therapy (5 Semesters) AST	74	\$38,900	\$1,421	\$740	\$324	\$1,425	\$250
Welding & Fabrication with Pipeline Technology (3 Semesters) Diploma	57	\$16,662	\$0	\$2,700	\$950	\$1,535	\$60

Program	Credits or Clock Hours Required for Graduation	Tuition for Entire Program *	Estimated Book Cost *	Lab Fees *	Equipment, Uniforms, & Supplies *	Licensing, Certification Exam, & Training Fees *	Other Fees (Criminal Background Check, Liability Insurance, etc. if applicable) *
CLOCK HOUR PROGRAMS							
Cosmetology (3 Semesters) Diploma	1350	\$20,520	\$542	\$900	\$1703	\$93	\$45
Esthetics/Nail Technician (2 Semesters) Diploma	600	\$8,610	\$897	\$150	\$680	\$186	\$45
Master Teacher of Cosmetology (2 Semesters) Diploma	750	\$8,604	\$426	\$200	\$87	\$93	\$45

* All charges are reviewed annually, and if adjusted, become effective for all students currently enrolled or planning to enroll.

TUITION INFORMATION ABOVE BASED ON FULL TIME (12-18 CREDITS)

Credits Exceeding 18.....	\$ 365.00 per credit ¹
3/4 Time (9-11 Credits)	per semester
1/2 Time (6-8 Credits)	per semester
Less Than 1/2 Time (1-5 Credits).....	\$ 365.00 per credit ¹

¹ Medical Laboratory Technician and Respiratory Therapy students are charged \$405 per credit.

If the program requires classes in any of the following Microsoft courses, there will be a certification test fee of **\$80 per course** at the time the student is scheduled for the class: Microsoft Access, Microsoft PowerPoint, Advanced Microsoft Excel, and Advanced Microsoft Word. **Certification test fees are nonrefundable.**

For more information about our graduation rates, the median debt of students who completed the program and other important information, please see our website at <http://laurel.edu/consumer-information>.

AST – Associate in Specialized Technology

HERMITAGE, PA



Addendum to 2023 Laurel Catalog

Distance Education Faculty

Heather Amick

BS in Human Development and Family Studies, Pennsylvania State University; M.Ed. in Early Childhood Education, Carlow University

Dr. Jo Anne Bonomi

BA in Business Communications, Jones International University; M.Ed. in Education, Capella University; Ph.D. in Organization and Management, Capella University

Dr. Tarah Coronado

Doctor of Pharmacy, University of Texas

John Daykon

Master of Business Administration, University of Pittsburgh; BS in Electrical Engineering, Pennsylvania

Dr. Andrea Goldstein

PsyD in Clinical Psychology, Carlos Albizu University; MS in Mental Health Counseling, Nova Southeastern University; BA in Psychology, Florida Atlantic University

Angela Kenes

M. Ed in Elementary Education, California University of PA; BA in Anthropology Classics, University of Pittsburgh

Dr. Carolyn McKeon

Ph.D. in Education, Capella University; M.Ed. in Reading, Duquesne University; BS in Speech Pathology & Audiology, Suny Cortland

Tiffany Rosta

ASB in Clinical Administration/Medical Assisting, Sawyer School

Christen Stroh

MA in Teaching English/Communications, University of Pittsburgh; BA in Communications, Allegheny College

Vincent Sturgis

Master of Business Administration, University of Phoenix; BS in Business Hospitality Management, University of Phoenix; AD in Culinary Arts, Grand Rapids Community College

Elizabeth Teague E-Learning Educational Developer

BS in Health Informatics, Western Governors University; BS in Creative Writing, Slippery Rock University; AD in Health Information Technology, National College; Certificate in RHIT, AHIMA

Freddy Reyes

Masters Cleveland State University for Health Science and Bachelors at Bowling Green State University for Allied Health



Addendum to 2023 Laurel Catalog

Kara Silvers

Masters of Education at Auburn University for vocational education; BS in Fashion Merchandising, Auburn University

Dennis Baumeyer

MS in Educational Instructional Design, Purdue University; BS in Restaurant, Hospitality Management

Calvin Fritz

MBA in Business Entrepreneurship, NOVA Southeastern University; BS in Business Management, Northwood University; AOS in Baking and Pastry, The Culinary Institute of America

Joshua Truitt

BS in Hospitality Management, Indiana University of Pennsylvania; Certificate in Culinary Arts, Indiana University Academy of Culinary Arts

Theresa Lundstrom

MLT Clinical Coordinator

AST in Medical Laboratory Technician, Laurel Technical Institute

Miranda McGill

MBA, Liberty University; BS in Biology, Averett College; AAS in Medical Technology, Central Virginia Community College

Wanda Register

MBA DeVry University, Keller School of Management; BS in Health Informatics and Information Management, Florida A & M University

Christopher Augustine

MS in Education, Wilkes University; BA in Computer Management Information Systems, Holy Family University

Brian Garza

MS in Information Security and Assurance, Western Governors University; BS in Business Administration, DeVry University; AD in Information Systems, Owens Community College

Michael Reese

MS in Information and Communication Technology, University of Denver; BS in Computer Science, University of Denver

James Libell

PhD in Organizational Development and Change, Colorado Technical University; MSM in Business Management, Colorado Technical University; BS in Business Administration, Robert Morris University; BA in Business Administration, Robert Morris University

Laurel 2023 School Calendar

Spring 2023 Term

Jan 2 New Years Day Observed—School Closed
Jan 16 Martin Luther King Jr Day-School Closed
Jan 18 Spring Term Begins
Feb 1 Last day to drop or add classes
Feb 20 President’s Day-School Closed
Mar 9 MidTerm
April 7 Good Friday/School Closed
April 7-10 Easter Break
April 28 Spring Term Ends

Summer 2023 Term

May 10 Summer Term Begins
May 24 Last day to drop or add classes
May 29 Memorial Day—School Closed
June 28 Last Day of Side A
June 29-July 11 Fourth of July Break
July 4 Fourth of July Holiday-School Closed
July 12 MidTerm
Aug 29 Summer Term Ends
Sept 4 Labor Day School Closed

Fall 2023 Term

Sept 13 Fall Term Begins
Sept 27 Last day to drop or add classes
Oct 31 MidTerm
Nov 10 Veteran’s Day-No Classes
Nov 23-24 Thanksgiving Holiday-School Closed
Dec 22 Fall Term Ends
Dec 25, 2023 & Jan 1, 2024 Christmas/New Years Holiday-School Closed

(Revision date 06/07/23)

Laurel 2023 School Calendar for Midterm Starts

Late Spring 2023 Term—Starts March 9, 2023-- Ends June 28, 2023

March 9.....	Start Date for Side B Classes
March 23.....	Last day to drop or add classes
April 7.....	Good Friday/School Closed
April 7-10	Easter Break
April 28.....	Side B Classes End
May 1-9	MidTerm Break
May 10.....	Start date for Side A Classes
May 29.....	Memorial Day-School Closed
June 28.....	End of Late Spring Term
July 4	Fourth of July Holiday—School Closed

Late Summer 2023 Term—Starts July 12, 2023—Ends Oct 30, 2023

July 12.....	Start Date for Side B Classes
July 26.....	Last day to drop or add classes
Aug 29.....	Side B Classes End
Aug 30- Sept 12	MidTerm Break
Sept 4	Labor Day-No Classes
Sept 13	Start Date for Side A classes
Oct 30.....	End of Late Summer Term

Late Fall 2023 Term—Starts October 31, 2023—Ends March 7, 2024

Oct 31	Start Date for Side B Classes
Nov 10	Veteran’s Day- No Classes
Nov 14	Last day to drop or add classes
Nov 23 and 24	Thanksgiving Holiday-School Closed
Dec 22.....	Side B Classes End
Dec 25 & Jan 2, 2024	Christmas/New Year’s Holiday-No Classes
Dec 25—Jan 16, 2024	Mid Term Break
Jan 15, 2024.....	Martin Luther King Jr Day- No Classes
Jan 17, 2024.....	Start Date for Side A Classes
Feb 19, 2024	Presidents Day-School Closed
March 7, 2024.....	End of Late Fall Term

Spring three-semester program midterm starts will have a tentative completion date of 3/23

Spring four-semester program midterm starts will have a tentative completion date of 7/23

Spring five-semester program midterm starts will have a tentative completion date of 11/23

Summer three-semester program midterm starts will have a tentative completion date of 7/23

Summer four-semester program midterm starts will have a tentative completion date of 11/23

Summer five-semester program midterm starts will have a tentative completion date of 3/24

Fall three-semester program midterm starts will have a tentative completion date of 11/23

Fall four-semester program midterm starts will have a tentative completion date of 3/24

Fall five-semester program midterm starts will have a tentative completion date of 7/24

(Revised 10/19/22)

VETERANS AFFAIRS EDUCATIONAL BENEFITS, TUITION AND FEES

Title 38 United States Code Section 3679(e) School Compliance Policy

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, Laurel Business Institute/Laurel Technical Institute (LBI/LTI) complies with the requirements as outlined below:

Note: A covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

- LBI/LTI permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to LBI/LTI Department of Military and Veteran Services a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33, or a Statement of Benefits from the VA website e-benefits, or a VAF 28-1905 form for chapter 31 and ending on the earlier of the following dates:
 - The date on which payment from VA is made to LBI/LTI.
 - 90 days after the date LBI/LTI certified tuition and fees following receipt of the certificate of eligibility.
- LBI/LTI will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to LBI/LTI due to the delayed disbursement funding from VA under chapter 31 or 33.

In addition, the statute allows LBI/LTI to require chapter 31 and chapter 33 students to take the following additional actions:

1. Submit a certificate of eligibility (COE) for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use entitlement.
3. Provide additional information necessary to LBI/LTI for the proper certification of enrollment.
4. Make payment for a difference between the amount of the student's financial obligation and the amount of the VA education benefits disbursement.

LBI/LTI will hold a student responsible for any portion of tuition and other fees not covered by the VA by the published fee payment deadline. A late fee may be assessed for account balances not covered by the VA education benefit disbursement. LBI/LTI Housing and Dining fees are not included in the deferred payment for tuition and fees. Students may contact the LBI/LTI Office of Financial Aid to discuss available payment options if needed.

If students do not turn in a COE, or Statement of Benefits, and/or CRF by the first day of class, a late fee may be assessed.

VA payment reversals are due within 5 business days. Balances over \$300 are subject to late fee assessment.

VA Chapter 30 and 35 students will follow standard student guidelines for payment or payment arrangements by the fee payment deadline.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.



Pennsylvania Human Relations Commission Education Provisions

Pennsylvania Human Relations Act Pennsylvania Fair Educational Opportunities Act

The Pennsylvania Human Relations Act (PHRA) prohibits discrimination against prospective and current students of kindergartens, primary and secondary schools, high schools, academies, colleges and universities, extension courses and all educational institutions under the supervision of the Commonwealth. The PHRA prohibits discrimination because of an applicant's or current student's **race, color, sex, religion, ancestry, national origin, handicap or disability, record of a handicap or disability, or relationship or association with an individual with a handicap or disability, use of a guide or support animal, and/or handling or training of support or guide animals.**

The PHRA does not protect prospective and current students of "distinctly private" educational institutions such as parochial schools, nor does it protect prospective and current students from age discrimination.

The Pennsylvania Fair Educational Opportunities Act (PFEA) prohibits discrimination against prospective and current students of any postsecondary institution and any secondary or post-secondary secretarial, business, vocational or trade school subject to the visitation, examination or inspection of and/or actual or potential licensure by the Department of Education because of a prospective or current student's **race, religion, color, ancestry, national origin, sex, handicap or disability, and/or relationship or association with an individual with a handicap or disability.**

The PFEA permits religious or denominational institutions to use religion in their admissions, enrollment and program decisions. Educational institutions which are neither state-owned, state-related, nor state-aided may offer single-sex classes. The PFEA does not protect prospective or current students from age discrimination.

It is also unlawful to retaliate against any prospective or current student because he or she has filed a complaint with the Commission or to aid or abet any unlawful discriminatory practice under the PHRA or the PFEA.

This notice must be posted conspicuously in easily accessible and well-lighted places at the educational institution where it may be readily seen by those seeking, using or granting any of the educational institution's accommodations, advantages, facilities or privileges. This notice should be exhibited prominently wherever the educational institution exhibits informational notices *e.g.* Web sites, bulletin boards, and student handbooks and publications.

WARNING: Removing, defacing, covering up or destroying this notice is a violation of the Pennsylvania Crimes Code and may subject you to fine or imprisonment.

For further information, write, phone or visit the Pennsylvania Human Relations Commission:
Office: 333 Market Street, 8th Floor · Harrisburg, PA 17126
(717) 787-4410 · (717) 787-7279 (TTY) or visit us at www.phrc.state.pa.us

Complaints must be filed within 180 days of the alleged act of discrimination.

To file a complaint contact the Regional Office nearest you:

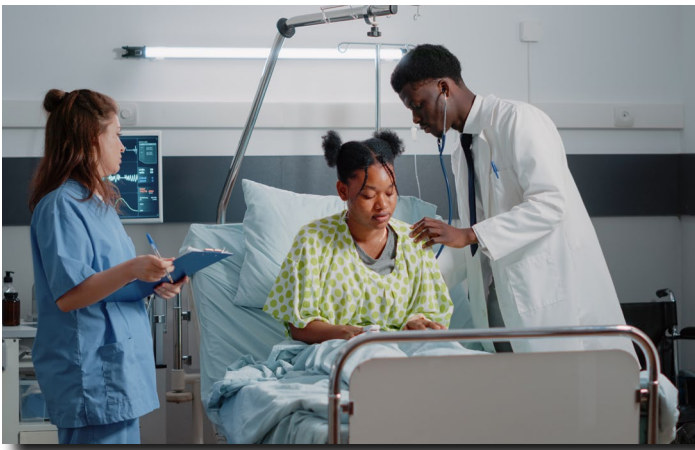
Pittsburgh
301 5th Ave., Suite 390
Piatt Place
Pittsburgh, PA 15222
(412) 565-5395
(412) 565-5711 (TTY)

Harrisburg

333 Market Street, 8th Floor
Harrisburg, PA 17126-0333
(717) 787-9780
(717) 787-7279 (TTY)

PHILADELPHIA

110 N. 8th St., Suite 501
Philadelphia, PA 19107
(215) 560-2496
(215) 560-3599 (TTY)



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2370 Broadway Avenue
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(a Satellite Campus of LTI Hermitage)