

ATI COLLEGE

Academic Catalog

January 1, 2025 – December 31, 2025

Main Campus

15141 Whittier Blvd., Suite 420, Whittier, CA 90603

Phone Number: (562) 864-0506

Fax Number: (562) 864-7806

Satellite Location

3407 W. 6th Street, Suite 614, Los Angeles, California 90020

Phone Number: (213) 232-3861

General Email: info@ati.edu

Website: www.ati.edu

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Supplemental Information

Since this bulletin's publication on 01/01/2025, ATI College has made the following changes/updates and/or added supplemental information:

Date Changed	Page(s) on which the change appears	Change/Update
06/17/2025	Throughout this Catalog	Removal of Physical Therapy Assistant & Medical Office Administrator programs, and information about these programs.
07/14/2025	Throughout this Catalog	Removal of BS in Business Administration in Accountancy & BS in Information Technology Infrastructure programs, and information about these programs.
09/25/2025	Throughout this Catalog	Pages renumbered

As a prospective student, we encourage you to review this catalog before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you before signing an enrollment agreement. All on-ground (in-person) classes shall be held at 15141 Whittier Blvd., Suite 420, Whittier, CA 90703, and/or at 3407 W. 6th St., Suite 614, Los Angeles, CA 90020.

Accreditation and Approvals

ATI College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award: Bachelor of Science in Diagnostic Sonography with Concentration in Healthcare Administration (BS), Echocardiography (Certificate), and Ultrasound Technology (Certificate) via on-ground or blended (a combination of distance education and on-ground). ACCSC is a nationally recognized accrediting agency by the U.S. Department of Education. This accreditation qualifies ATI to participate in several Federal Financial Aid Programs, which provide grants and loans to eligible students.

ATI College is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution complies with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818 or 1747 North Market, Suite 225, Sacramento, California 95834; www.bppe.ca.gov; Phone 916-574-8900; Toll Free Phone 888-370-7589; Fax 916-263-1897.

ATI College is authorized under federal law (U.S. Immigration and Customs Enforcement, Student and Exchange Visitor Program: SEVP MS 5600, DHS/ICE - 500 12th Street, SW, Washington, D.C. 20598-5600) to administer non-immigrant alien students.

ATI College is approved to participate in student financial assistance programs authorized by Title IV of the Higher Education Act of 1965 by the U.S. Department of Education (400 Maryland Avenue, S.W., Washington, DC 20202-5140).

ATI College is approved for VA benefits and currently participates in Chapter 33, 30, 1607, 1606, 35, and 31 Veteran Education Programs. To determine specific eligibility, contact the Department of Veterans Affairs at 1-888-442-4551 for further assistance.

ATI College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

The following programs are currently offered by the College:

CIP	Program	Credential	Clock Hours	Semester Credit Hours	Months	Learning Method & Location
51.0910	Bachelor of Science in Diagnostic Sonography with Concentration in Healthcare Administration	Bachelor's Degree	3195	133.0	30	On-ground & Online
51.0901	Echocardiography	Certificate	2170	82.0	18	On-ground & Online
51.0910	Ultrasound Technology	Certificate	2150	81.5	18	On-ground & Online
N/A	Vocational English as a Second Language* (Avocational Courses)	Certificate	740	32.5	12	On-ground

*Financial Aid Not Available

On-ground courses are available at:

- Main Campus (Whittier) 15141 Whittier Boulevard, Suite 420, Whittier, CA 90603
- Satellite Location (Los Angeles) 3407 West 6th Street, Suite 614, Los Angeles, CA 90020

Distance education coursework is completed at a location determined by the student. ATI College's academic programs are specifically designed to align with the College's mission and objectives, which are to improve people's lives by providing professional work-skill training. Students seeking to succeed as professionals and instructors seeking to teach such students require a learning environment committed to high standards of instruction.

ATI College History and Development

ATI College is a private postsecondary vocational institution specializing in technology-oriented programs. The main campus began operations in **January 1998** in Norwalk, California, and expanded with a branch campus in Tustin in **February 2004**. To accommodate a growing student population, the Tustin campus relocated to Santa Ana in **August 2008**.

In **June 2013**, the branch campus was consolidated with the main school in Norwalk. Later that year, in **October 2013**, ownership transferred to Southern California University, School of Oriental Medicine and Acupuncture in Los Angeles.

The college expanded again in **July 2015** with the opening of a Los Angeles Satellite Location in downtown Los Angeles. In **December 2017**, ownership transferred to Dr. Katherine Cho, under whose leadership the college continued to serve adult learners. In **December 2018**, the Los Angeles Satellite moved to a nearby facility to better serve students.

ATI College's main campus relocated to Whittier, California, in **September 2019**, positioning the institution in the heart of Los Angeles County's Gateway Cities.

When the COVID-19 pandemic began in **March 2020**, ATI College shifted to online instruction and, by **October 2020**, obtained approvals to offer Distance Education and Hybrid programs.

Today, ATI College offers career-focused degree and certificate programs for adult learners, including:

- **Bachelor of Science in Diagnostic Sonography** with a Concentration in Healthcare Administration
- **Echocardiography** (Certificate)
- **Ultrasound Technology** (Certificate)
- **Vocational English as a Second Language (VESL)**

Mission & Objectives

Mission Statement

ATI College is dedicated to improving lives by providing professional, career-focused training that equips students with the skills needed to succeed in today's workforce. We are committed to fostering a learning environment that upholds the highest standards of instruction, empowering both students and instructors to achieve excellence.

Objectives

ATI College strives to:

- **Build Expertise** – Equip students with a high level of knowledge in their chosen field of study.
- **Enhance Critical Thinking** – Develop students' analytical and problem-solving skills to adapt in a dynamic professional environment.
- **Foster Self-Discipline** – Encourage self-discipline as a pathway to self-confidence and personal growth.
- **Promote Professionalism** – Instill a professional attitude that reflects integrity, responsibility, and respect in the workplace.
- **Meet Industry Standards** – Prepare students to meet and exceed employer expectations in their respective fields.

Facilities

- **Whittier Main Campus:** ATI College's main campus is located at **15141 Whittier Boulevard, Suite 420, Whittier, CA 90603**, at the corner of Whittier Boulevard and Colima Road, with convenient access to public transportation. The 6,000-square-foot facility features:
 1. **Laboratories & Classrooms** – Equipped with 2D ultrasound systems, medical supplies, and general-purpose classrooms to support hands-on learning.
 2. **Technology Resources** – Computer stations with Pentium IV dual-core PCs for both instructors and students to conduct online research and complete assignments.
 3. **Library/Resource Center** – A collection of current manuals, reference books, and periodicals supporting all course offerings. Open **Monday–Friday, 8:00 AM–8:00 PM**; closed weekends and holidays.
 4. **Student Amenities** – A student lounge, administrative offices, and fully air-conditioned, well-lit rooms.
- **Los Angeles Satellite Campus:** Located at **3407 W. Sixth Street, Suite 614, Los Angeles, CA**, the 2,000-square-foot satellite campus serves students in the Los Angeles area. The facility offers:
 1. **Classrooms & Laboratories** – Equipped with 2D ultrasound systems, printers, recording devices, and medical supplies to enhance practical training.
 2. **Accessibility & Location** – Conveniently located near major freeways and public transportation, with ample parking for students and visitors.
 3. **Office Hours** – Open **Monday–Friday, 9:00 AM–6:00 PM**; closed weekends and holidays.

4. Accessibility

Both campuses are fully accessible to individuals with disabilities, ensuring an inclusive learning environment for all students.

Maximum Number per Classroom & Laboratory Policy

The maximum number of students in the on-campus classrooms and laboratories is 30.

The maximum number of students in online lectures is 50.

Office Hours

Administration office hours are as follows:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 AM-5:30 PM	8 AM-5:30 PM	8 AM-5:30 PM	8 AM-5:30 PM	8 AM-4 PM	CLOSED	CLOSED

Admission Requirements

Admission requirements to the College and the individual programs include:

1. An initial interview with the ATI Admissions Advisor.
2. For ATI's Certificate, Associate's, and Bachelor's degree programs, proof of graduation from an accredited high school or its equivalent must be demonstrated by one of the following criteria:
 - a. Applicant's Original high school transcript indicating that the applicant fulfilled the requirements for graduation from an accredited high school.
 - b. Applicant's Original equivalency certificate, such as the General Equivalency Diploma (GED) or GED transcript showing fulfillment of the requirements for a GED.
 - c. Applicant's Original, valid high school diploma.

3. Pass the Wonderlic Basic Skills Test (BST), both the Quantitative & Verbal.

Level of Program	Required Score	
	Quantitative	Verbal
Certificate/Diploma Programs	210	200
Degree Programs	280	240

4. For ATI's Distance Education courses, score "Proficiency" level or better in the online readiness "Computer Literacy and Internet Knowledge (CLIK)" pre-assessment test.

0-16	Not Proficient
17-21	Proficient
22-25	Highly Proficient

5. A completed ATI Enrollment Agreement.
6. Acceptance interview conducted by a designated school official.
7. For ATI's Distance Education courses, meet minimum technology specifications. All laptops must have, at a minimum, the following features: webcam, microphone, sound card with speakers, consistent and reliable wireless internet access, and Microsoft Office or equivalent.
 - PC Computer: Microsoft account, Windows 10, 1.6 GHz, 2-core processor, 4 GB, 2 GB (32-bit) RAM, 4 GB available disk space, 1280×768 screen resolution.
 - Mac Computer: Microsoft account, Intel processor, 4 GB RAM, 10 GB available disk space, Mac OS Extended or APFS, 1280 × 800 screen resolution.
8. Each candidate for admission is evaluated based on individual merit and potential and will be considered without regard to race, color, religion, national origin, sex, age, or disability.
9. ATI College does not admit ability-to-benefit students.

Admissions Procedure

Following acceptance, each applicant is required to submit a registration fee of \$240 at the time of signing the Enrollment Agreement. Payment of the registration fee of \$75 may be waived in case of extenuating circumstances. The signed and accepted Enrollment Agreement for admission details the obligations of the student and the College during the student's period of attendance.

International Student: Admission Requirements

ATI College is authorized under federal law to admit non-immigrant alien students. Visa services are not provided. All international applicants must meet the Admission Requirements as described in this catalog. In addition to meeting the regular Admission Requirements, international students who demonstrate competence in the English language by one of the following methods are not required to complete the Vocational English* courses offered at this College: 1) graduation from a secondary or a postsecondary institution whose primary language of instruction was English, 2) proof of successful completion of a minimum of six months (two quarters) of postsecondary coursework at an accredited institution in which English was the language of instruction, 3) TOEFL iBT Test score of 80 or better or equivalency. All instructions offered at ATI College are in the English language.

Distance Learning

ATI College offers certain courses via distance learning using an online format. The Whittier campus & Los Angeles Satellite location are approved by ACCSC to offer distance education for the programs noted in this Catalog.

Prior to acceptance and signing an enrollment agreement to take classes via distance education, all applicants applying to an online/on-ground program must score “Proficient” level or better in the “Computer Literacy and Internet Knowledge (CLIK)” pre-assessment test, an online readiness assessment from Criteria Corp that measures basic computer literacy.

In addition, students must complete a Distance Learning Orientation and confirm that they have access to technology that will enable them to complete their coursework.

New Student Orientation

New students are required to attend the New Student Orientation before the first day of class.

Statement of Non-Discrimination

ATI College does not discriminate based on race, color, religion, sex, handicap, financial status, age, area of origin, or residence in its admissions, staffing, instruction, and/or graduation policies.

2025 Academic Calendar*Certificate Programs:*

Full Time: Day Mon-Fri	Part Time: Evening Mon-Thurs
Jan 20	Feb 10
Mar 03	Apr 14
Apr 14	June 16
May 26	Aug 18
July 07	Oct 20
Aug 18	Dec 22
Sept 29	
Nov 10	
Dec 22	

Degree Programs:

SPRING	Y2025
Class Begin	Jan 06
Registration for Spring Semester Ends	Nov 29, 2024
Martin Luther King, Jr. Day Holiday	Jan 20
Late Registration and Drop/Add End	Jan 17
Presidents' Day Holiday	Feb 17
Last Day of Class	Apr 18
SUMMER	Y2025
Class Begin	May 05
Registration for Summer Semester Ends	Mar 28
Late Registration and Drop/Add End	May 16
Memorial Day Holiday	May 26
Independence Day Holiday	July 04
Last Day of Class	Aug 15
FALL	Y2025
Class Begin	Aug 25
Registration for Fall Semester Ends	July 18
Labor Day Holiday	Sept 01
Late Registration and Drop/Add End	Sept 05

Veterans Day Holiday	Nov 11
Thanksgiving Holidays	Nov 27&28
Last Day of Class	Dec 05

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

Observed Holidays

Closure of campuses on the following holidays:

- ❖ New Year's Eve & Day (Dec/Jan)
- ❖ Birthday of Martin Luther King, Jr. (Jan)
- ❖ President's Day (Feb)
- ❖ Memorial Day (May)
- ❖ Juneteenth Day (June)
- ❖ Independence Day (July)
- ❖ Labor Day (Sept)
- ❖ Indigenous Peoples Day (Oct)
- ❖ Veterans Day (Nov)
- ❖ Thanksgiving Day & Friday after Thanksgiving (Nov)
- ❖ Christmas Eve & Day (Dec)

Grievance Procedure

In the event, a student has a grievance, which cannot be resolved to his/her satisfaction with the student's immediate instructor; the student is to make his/her grievance known to the Institution's Director or in his/her absence to the Administrative Assistant, at 15141 Whittier Blvd., Suite 420, Whittier, CA 90603 (Tel. 562-864-0506). It is strongly recommended that all grievances be presented in writing. The Student Services Department will also accept oral grievances. However, if the issue is still unresolved, a student or any member of the public may file a complaint with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's website www.bppe.ca.gov.

Any questions a student or any member of the public may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834; PO Box 980818, West Sacramento, CA 95798-0818; www.bppe.ca.gov; Tel. (888) 370-7589 or (916) 574-8900; Fax. (916) 263-1897.

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 complaints@accsc.org or at <https://www.accsc.org/StudentCorner/Complaints.aspx>.

Disclosure and Retention of Student Records

1. Right to Access and Review
 - Adult students, parents of minor students, and parents of tax-dependent students have the right to inspect, review, and challenge information contained in the institution's student records.
 - A staff member must be present during the review process to provide clarification and answer related questions.
 - Students are not entitled to inspect the financial records of their parents.
2. Definition of Educational Records

Educational records include files, materials, and documents that contain information directly related to a student's period of enrollment and that are maintained by the institution.
3. Retention of Records

- Student records are retained for a minimum of five (5) years from the last day of attendance. After this period, all records may be destroyed except for academic transcripts, which are maintained permanently by the institution.
- Students may request official copies of their academic transcripts through the Student Services Office.
- 4. Disclosure of Records
 - Written consent from the student (or from a parent in the case of a minor or tax-dependent student) is required before educational records may be disclosed to any third party.
 - Exceptions include disclosure to accrediting agencies, governmental bodies, or other entities as authorized by law.
- 5. Availability of Institutional Records

The institution maintains complete and accurate records of the following information, which will be available for review by accrediting or regulatory agencies:

 - Educational programs offered by the institution and the curriculum for each.
 - Names and addresses of the institution's faculty members, along with records of their educational qualifications.
 - Any additional records required under applicable state or federal law, including but not limited to those maintained pursuant to Article 16 (beginning with Section 94928 of the California Private Postsecondary Education Act).

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day ATI College receives an access request. A student should submit to the registrar, dean, head of the academic department, or other appropriate official a written request that identifies the record(s) the student wishes to inspect. The school official will make access arrangements 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 shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's 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 provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by ATI College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of ATI College who performs an institutional service of function for which the school would otherwise use its employees and who is under the direct control of the school concerning the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities, ATI College.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by ATI College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
 Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue
 SW Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have the right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent from the student.

- To other school officials, including teachers, within ATI College, whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(J)-(a)(1)(i)(B)(2) are met. (§99.31(a)(1)) the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S.
- Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of the school to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has violated the school's rules or policies concerning the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Housing

ATI College doesn't have dormitory facilities under its control and carries no responsibility to find or assist students in finding housing. For the availability of housing located reasonably near the College's facilities, you may visit www.realtor.com, www.apartments.com, & www.zillow.com. An estimation of the approximate cost or range of cost of the housing is as follows:

- Near Whittier Main Campus:

# of Bedrooms	Range of Cost
1	\$1700/month - \$2600/month
2	\$2800/month - \$3300/month

- Near Los Angeles Satellite Location:

# of Bedrooms	Range of Cost
1	\$1500/month - \$2600/month
2	\$2700/month - \$3600/month

Health and Physical Considerations

Generally, the professional in the Allied Health field must be in good physical health since he/she will be working in direct contact with patients. This related field of study requires a great deal of standing, walking, pushing, bending, and stretching for extended periods. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands.

Drug Abuse Prevention Program

The college strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students, staff, and instructors. Any individual associated with ATI College who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

1. Ness Counseling Center (562) 776-9495	8347 Eastern Avenue, Bell Gardens, CA
2. Compton Special Services Center (310) 605-5693	404 N Alameda Street, Compton, CA
3. Family Restoration Alcohol (562) 644-5730	11816 Pennsylvania Avenue, South Gate, CA
4. LA Centers for Alcohol & Drug (562) 906-2676	11015 Bloomfield Avenue, Santa Fe Springs, CA
5. Mela Counseling Svc Center Inc. (323) 721-6855	5723 Whittier Boulevard, Los Angeles, CA
6. Drug & Alcoholism Treatment (562) 570-4440	1133 E Rhea Street, Long Beach, CA
7. Atlantic Recovery Services (562) 436-3533	644 W 5th Street, Long Beach, CA
8. Whittier Counseling Center (562) 236-2090	7348 Painter Avenue, Whittier, CA
9. Aegis Medical Systems Inc. (562) 946-1587	14240 Imperial Highway, La Mirada, CA

Career Advising

A Career Advisor is on campus to offer assistance and advice to students individually as often as necessary. Career advising takes place in monitoring the student's progress as scheduled for the period of enrollment. Career advisor assesses student needs, communicates with potential employers, assists students with job interview techniques, and offers job searching workshops.

Disclaimer of Employment Guarantee

ATI College does not guarantee employment to any student. However, limited job placement assistance is provided to graduates at no additional charge. Upon graduation, the student's name is recorded in a placement register for the follow-up process. Placement assistance is provided by reviewing the listings of prospective employers seeking employees, their job requirements, salary, and other pertinent information. Students are referred to interviews, and the results of these interviews are recorded in the placement register. The school may show prospective students this register upon request.

Student Services

Tutoring: Individuals who have occasional difficulty with their studies are urged to seek assistance from their instructor.

Tutoring is available outside of normal class time and should be arranged in advance. Contact the student service department at the school via email or telephone, or in person for more information. Students may also arrange tutoring meetings directly with their instructor.

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

Other Services: Student services personnel are on-campus to provide student advising services, including but not limited to facilitate responses to student needs through student evaluations; facilitate responses to student complaints; facilitate student transfer requests; facilitate student repeat requests; facilitate student leave of absence (LOA) requests; facilitate student transcript requests; facilitate student completion certificate requests; facilitate student verification of enrollment (VOE) requests; facilitate student information update requests. Requests should be sent via email, delivered in person, or by mail using the US Postal Service. Services are available for those currently enrolled and graduates from the programs offered via on-ground and online.

Attendance and Make-Up Policy

Attendance Requirements

- Students are required to attend all scheduled lectures and laboratory sessions for their enrolled program. Attendance is directly tied to academic performance and is therefore mandatory.
- Attendance is recorded and maintained by the College.
 - In-Person Classes: Students must sign in and out using the fingerprint time clock system on campus.
 - Online Classes: Students must log in and out using the unique password assigned for each scheduled online lecture.
- Students will be automatically withdrawn after missing 14 consecutive calendar days, including weekends and holidays.
- Each student is responsible for contacting the instructor and/or Student Advisor to address absences and arrange make-up work.

Excessive Absences

- Excessive absence is defined as missing 30% or more of the cumulative scheduled hours in a course of study.
- Excessive absences may result in dismissal from the program.

- Students are expected to complete their program within 150% of the normal program length, as stated in the enrollment agreement.

Corrective Action Procedure:

1. Instructor and/or Student Advisor reviews attendance records for excessive absences or tardiness.
2. Written notice is sent to the student via email and U.S. Postal Service.
3. A follow-up phone call is placed by the instructor or Student Advisor to discuss next steps.

Attendance Recordkeeping

- Attendance is tracked using fingerprint time clock records, online login records, and class rosters maintained by instructors.
- Student attendance records are housed in the Student Services Department and are accessible to instructors, administrators, and students upon request.

Course & Exam Make-Up Policy

- Students may request to make up missed class work or examinations (midterms/finals) only if they:
- Have an unforeseen but fully justifiable reason for the absence.
- Provide a written explanation along with supporting documentation (e.g., doctor's note, court order, military documents, childcare records).
- Agree to the terms established for how and when the make-up will occur.
- Complete all make-up hours and work on campus.

Course & Exam Make-Up Procedure

1. The student submits a written request to Student Services, along with supporting documentation.
2. Student Services reviews the request to determine eligibility.
 - If eligible: A Make-Up Form is prepared, specifying the number of clock hours required and a make-up due date.
 - If ineligible: The student is notified in writing with reasons for denial and instructed to retake/repeat the course.
3. Upon completion, the student submits the Make-Up Form and documentation to Student Services for evaluation.
4. If approved, the Registrar enters the earned make-up hours into the system and notifies the Financial Aid Office and Accounting Department.
5. The Make-Up Form is retained in the student's file for five (5) years. Students are advised to keep a personal copy for at least three modules.

Academic Warning and Probation Policy

ATI College reserves the right to exercise the academic warning and probation policy on any student based on unsatisfactory academic, attendance, and conduct. Students on academic warning and probation for the total length of the module must satisfy the problem condition(s) before the start of the subsequent module. The instructor and school Director will determine if problem conditions have been satisfied before the student is allowed to start the subsequent module/course. The student is placed on academic warning or probation if the school's SAP requirements are not satisfied.

Dismissal Policy

The college reserves the right to dismiss any students where academic, attendance, conduct, standing, and/or financial obligations do not meet the school's satisfactory standards. Students who have been dismissed may be reinstated only upon approval of the school Director after satisfying the requirements. All dismissals are determined on an individual basis.

Class & Practice Hours - Credit Procedure

In-person student is required to sign in and out using the fingerprint time clock system on campus. Students attending an online course are required to log in and out using the unique password assigned to each student for each online lecture session that is scheduled by the College.

Credit Evaluation & Transfer Policy

ATI College has not entered into an articulation or transfer agreement with any other college or university. ATI College does not award credit for prior experiential learning. Credit for courses taken at the institution(s) accredited by the U.S. Department of Education recognized accrediting agency(ies) may be accepted if the following conditions are met:

1. An official transcript accompanies the credit evaluation and transfer request form, which must be made before matriculation at the school.
2. All credits requested have been completed before matriculation. There is no accommodation for concurrent enrollment.
3. Students with degrees from international colleges and universities must submit an official translation of the transcript along with the request to transfer credits.

- (a) Requests must be received before matriculation.
- (b) Credits may be granted on a course-by-course basis.
- 4. Students who have earned some postsecondary credits but did not complete an academic associate's or bachelor's degree may request transfer credit by submitting an official transcript along with the request. Credit may be granted on a course-by-course basis if:
 - (a) Credit is applied for before matriculation.
 - (b) Grades earned are "C" (GPA 2.0) or better.
 - (c) Courses fit into the appropriate equivalent categories/courses by ATI College at the time of application.
- 5. If the student has a technical degree or has earned some credits from a technical postsecondary institution, credit may be granted on a course-by-course basis if:
 - (a) Credit is applied for before matriculation.
 - (b) Grades earned are "C" (GPA 2.0) or better.

I. The Process for Evaluation of Transfer Credit

Transfer credit must meet the expectations of the faculty and directors and must be appropriate to the program sought. Academic credit earned within ten (10) years before admission to ATI College will be reviewed as to applicability to the present course of study. ATI College reserves the right to require examinations or other proof of competence regardless of transfer credits listed on the student's academic records. It is not the policy of ATI College to impose redundant programs or requirements on any student. All transfer credits must be reviewed before the student's matriculation. Credits will not be accepted after the student has enrolled at the school. As much as fifty percent (50%) of the credits required for graduation from ATI College may be satisfied through transfer credit. Academic credits earned before admission to ATI College are evaluated on a case-by-case basis.

II. The Process for Establishing Equivalency of Transfer Credit

Transfer credit is accepted from postsecondary institutions authorized by appropriate legal authorities. Corporate or specialized training programs may be recognized as transfer credits, as recommended by generally accepted national educational standards. Not all prior credit applies to credits earned at ATI College. Transfer credit must support the program. The designated school official will evaluate all transcripts and requests for credit to determine transfer credits acceptable to the school as meeting partial requirements for the program. Academic credits earned before admission to ATI College are evaluated on a case-by-case basis.

III. Administrative Position Responsible for Transfer Evaluation

The Program Director is the administrator ultimately responsible for the transfer evaluation, though the Program Director may delegate individual evaluations to faculty members or other staff. Academic credits earned before admission to ATI College are evaluated on a case-by-case basis.

Notice Concerning Transferability of Credits and Credentials Earned at ATI College

The transferability of credits earned at ATI College is at the sole discretion of the institution to which you may seek to transfer. Likewise, acceptance of the certificate or degree earned at ATI College is determined exclusively by the receiving institution. If the credits, certificate, or degree awarded by ATI College are not accepted by the institution to which you transfer, you may be required to repeat some or all coursework at that institution.

For this reason, students are strongly advised to verify in advance that their enrollment at ATI College aligns with their educational goals. This may include contacting the institution to which they intend to transfer to determine whether ATI College credits, certificates, or degrees will be recognized.

Please note: ATI College offers multiple educational programs. This policy applies only to the specific program in which the student is enrolled.

Grading Scale

Students are evaluated regularly on subject matter. Evaluations are conducted on a standard percentile basis, with percentages converted into both letter grades and grade points. Each evaluation also reflects the student's overall attendance and academic progress. To maintain satisfactory academic standing, students must achieve a minimum average of "C" (70%).

The grading system utilized by the College is as follows:

Percentage	Letter Grade	Definition	Grade Points
90–100%	A	Excellent	4.00
80–89%	B	Above Average	3.00

Percentage Letter Grade Definition			Grade Points
70–79%	C	Average	2.00
60–69%	D	Below Average (Repeat Course)	1.00
<59%	F	Failed (Repeat Course)	0.00
N/A	T/C	Transfer Credit	0.00
N/A	I	Incomplete	0.00

A course with a grade of “D” (Below Average) or “F” (Failed) must be repeated for graduation eligibility. Grades of “T/C” (Transfer Credit) and “I” (Incomplete) are not included in the calculation of the student’s cumulative grade point average (GPA). Any change in graduation date resulting from course failure, repeated courses, or a Leave of Absence will be communicated to the student in writing by the Student Services Office.

A Transfer Credit (T/C) will appear on the student’s transcript to indicate courses accepted from another institution. For additional details regarding transfer credits, please refer to the *Credit Evaluation & Transfer Policy* section of this catalog. ATI College does not award credit for prior experiential learning.

Graduation Requirements

General Requirements: Students who complete all graduation requirements of their program of study with a cumulative Grade Point Average (GPA) of 2.0 or higher will be awarded a program completion certificate or an appropriate degree, confirming successful completion of the designated program.

Program-Specific Requirements:

- Bachelor of Science in Diagnostic Medical Sonography with Concentration in Healthcare Administration: Students must successfully pass the Sonography Principles and Instrumentation (SPI) Examination administered by the American Registry for Diagnostic Medical Sonography (ARDMS) in order to graduate from the program. The College will assist students in preparing and filing the required documents for the credentialing examination.
- Vocational English Program: Students enrolled in the Vocational English track will be awarded a Certificate of Completion of Courses upon successful completion of all required courses in the track.

Leave of Absence (LOA) Policy

ATI College recognizes that students may encounter personal, medical, or other circumstances that make it difficult to continue attending classes. Under such conditions, a Leave of Absence (LOA) may be granted.

- **Request and Approval:** A Leave of Absence must be requested **in writing** by the student and approved by Student Services personnel. The written request must specify both the **start date** and the **expected return date** of the leave.
- **Duration of Leave:** An LOA may be granted for a period of **more than 14 days but not exceeding 180 days** in a 12-month period. Students should not request an LOA for absences of fewer than 14 days.
- **Tuition and Academic Impact:** Students will not be charged additional tuition during an approved LOA. Credit for clock hours or coursework completed within the affected module/course during the LOA period will **not be retained**, and a grade of “**I**” (**Incomplete**) will be recorded for that module/course. The student’s anticipated graduation date will be adjusted accordingly. The revised graduation date will be communicated in writing by the Student Services Office via **U.S. Postal Service or email**.
- **Failure to Return:** Students who do not return by the approved end date of the LOA will be considered **dismissed**, effective as of their last date of attendance.

Clock Hour to Credit Hour Conversion Formula

ATI College measures student progress in semester credit hours. The definition of a semester credit hour is as follows: One semester credit hour equals 45 units comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that is designed to measure the student’s achieved competency relative to the required subject matter objectives = 0.5 unit

Definition of Clock Hours

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

Satisfactory Academic Progress (SAP) Policy

Standards: To maintain satisfactory academic progress (SAP) toward a degree or certificate, a student must meet both qualitative (GPA) and quantitative (attendance/progression) standards. Specifically, students must:

- Cumulative GPA: Maintain a cumulative GPA of 2.0 or higher at the end of each evaluation period (defined as each payment period or academic term). Didactic grades include exams and coursework; practical grades include performance on hands-on assessments and related components.
- Attendance: Maintain a cumulative attendance level of at least 70% of the scheduled hours listed in the enrollment agreement at the end of each evaluation period.
- Maximum Time Frame: Complete the program within a maximum of 150% of the published program length as stated in the enrollment agreement.
Example: If the program length is 44 weeks (including grace time for absences), the student must complete the program within 66 weeks.
- Good Standing: Students meeting the minimum GPA and attendance requirements at any evaluation point will be considered making satisfactory academic progress until the next evaluation.

Evaluation Periods: SAP is evaluated at the end of each payment period or term.

- Warning Status: If a student fails to maintain the required GPA, attendance, or pace at the end of an evaluation period, the student will be placed on Financial Aid/Academic Warning. The student remains eligible for Federal Financial Aid during this period and will be notified in writing.
- Probation Status: If the student does not meet SAP standards by the next evaluation period following a warning, the student will be placed on Financial Aid/Academic Probation. The student loses Federal Financial Aid eligibility and will be subject to termination from the program unless an appeal is approved.

Appeal Process

Students wishing to appeal a non-satisfactory progress determination must submit a written request to the Director within 10 days of notification.

The request must include:

- Circumstances that affected the student's performance (e.g., illness, family emergency).
- Corrective measures taken to prevent recurrence.
- The Director will review the appeal within 5 business days and notify the student in writing of the decision. The Director's decision is final.
- If approved, the student may continue receiving Federal Financial Aid for the next consecutive term. However, failure to meet SAP standards for a third consecutive term will result in termination from the program.

Re-Entry Policy

Students who withdraw from the academic program in good standing may re-enter without loss of credit for prior hours or grades earned. Students transferring back from another institution may receive credit for coursework completed at that institution, subject to review. Each re-entry is considered on a case-by-case basis. ATI College reserves the right to deny admission to students who have withdrawn two or more times.

Course Repetition Policy

Courses with a grade of "D" (Below Average) or "F" (Failed) must be repeated with a passing grade in order to graduate. Students may repeat a course only once; therefore, no course may be attempted more than two times.

On the transcript, the first attempt will be marked with an asterisk ("*") and excluded from GPA calculation. Only the repeated course grade will be included in the GPA.

Method of Payments

- Students are expected to contribute from personal or family resources toward the cost of attendance.
- Payment plans are available through ATI College and/or private lenders.
- Federal financial aid is available to those who qualify. Aid may include:
 - Grants (do not require repayment).
 - Loans (must be repaid).

- Institutional policy encourages students to make monthly installments within their means and to borrow loan funds only when necessary.
- All available financial aid is first applied to institutional charges; any remaining balance is disbursed directly to the student.
- Students must ensure that all institutional charges are paid in full prior to graduation.

California Cancellation and Refund Policies

The following are the key terms and conditions of the College's cancellation and refund policies:

Student's Right to Cancel:

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a pro rata refund if you have completed less than 60 percent of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: ATI College, 15141 Whittier Blvd., Suite 420, Whittier, CA 90603. This can be done by mail, email, or by hand delivery.
3. The written notice, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
4. If the Enrollment Agreement is cancelled within seven days, the school will refund the student all monies paid, less a registration or administration fee, not to exceed \$75, within 45 days after the notice of cancellation is received.

THREE-DAY CANCELLATION POLICY

Applicants who have not visited the College before enrollment may withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the College facilities and inspection of equipment where training and services are provided. All monies paid by an applicant must be refunded if requested within three (3) days after signing an enrollment agreement and making an initial payment. A refund will be issued within forty-five (45) days of the cancellation date. An applicant requesting cancellation more than three (3) days after signing an enrollment and making an initial payment, but before entering the College, is entitled to a refund of all monies paid, minus the \$75 registration fee.

Withdrawal from the Program

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund for the current term if you have completed less than 60 percent of the scheduled days through the last day of attendance in that term. The refund will be less a registration fee, not to exceed \$75, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned, and the student will receive no refund.

To determine a refund under this section, a student shall be deemed to have officially or unofficially withdrawn from a program of instruction when any of the following occurs:

1. The student notifies the institution of the student's withdrawal (official, voluntary withdrawal).
2. The institution terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the institution, absences over the maximum set forth by the institution, and/or failure to meet financial obligations to the school (official, involuntary withdrawal).
3. The student has failed to attend classes for 14 consecutive calendar days (unofficial, involuntary withdrawal).
4. The student fails to return from a leave of absence (unofficial, involuntary withdrawal).

To determine the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. To determine when the refund must be paid, the student's date of determination will be no later than 14 consecutive days from the student's LDA.

For programs beyond the current "payment period," if a student withdraws before the next payment period, all charges collected for the next period will be refunded.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party, or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund over the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has

received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds.

The College participates in federal financial aid. For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation (described below) will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the College. If a balance is owed to the College, you will have to make arrangements to pay it.

Federal Return to Title IV (R2T4) Policy

A recipient of Federal Title IV financial aid who withdraws from school during a payment period or period in which the student began attendance will have the amount of Title IV funds he or she did not earn 35 calculated according to federal regulations (34 CFR 668.22). Any student who withdraws will have his/her Pell Grant recalculated based on the number of credits the student attempted.

A determination of the percentage of the payment period the student has completed, which is used to calculate the amount of Title IV financial aid the student has earned, will be based on the number of days the student completed up to the last date of attendance, divided by the total days in the payment period. Any break of 5 days or more is not counted as part of the days in the term.

The percentage is multiplied by the amount of Title IV financial aid for the payment period for which the Title IV financial aid was awarded to determine the amount of Title IV financial aid earned. The calculated amount of aid earned is rounded to the one-hundredth decimal. The amount of Title IV financial aid earned and the amount of Title IV financial aid not earned will be calculated based on the amount of Title IV financial aid that was disbursed or could have been disbursed for the payment period upon which the calculation was based. After the 60 percent point in the payment period, the student will have earned 100 percent of the federal financial aid funds already disbursed to him/her.

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the school return a portion of the unearned funds equal to the lesser of the institutional charges multiplied by the unearned percentage of funds or the entire amount of unearned funds in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal PLUS Loans
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grants (FSEOG)
6. Other Title IV Programs
7. Student

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, the student (or parent, if a Federal PLUS Loan) must return or repay, as appropriate, the remaining amount. Any loan funds that must be returned by the student (or parent for a PLUS Loan) are repaid per the terms and conditions of the promissory note. If the student is required to return unearned grant funds, the student is required to return the amount of the unearned grant funds that exceeds 50 percent of the grant funds received. If the amount disbursed to the student is less than the amount the student earned, he or she is eligible to receive a post-withdrawal disbursement (PWD) of the earned aid that was not received. The school will notify the student and/or parent of post-withdrawal disbursement once an amount can be determined (calculation is performed within 30 days from the date of the institution's determination that the student withdrew). The school will offer any post-withdrawal disbursement that is due within 180 days of the date that the school determined that the student withdrew. The school must get the student's permission before it can disburse PWD loan funds (written notification provided to the student). The student may choose to decline some or all of the PWD loan funds. No PWD of loan funds will be made if the student does not respond within 30 days of the written notification date.

To determine when the refund must be paid, the date of the institution's determination that the student withdrew should be no later than 14 days after the student's last day of attendance, as determined from the College's attendance records. Unearned funds will be returned within 45 days from the date of determination.

Academic Transcripts

To request an official transcript of all courses previously registered at ATI College, students must complete and sign the Academic Transcript Request Form and submit it to:

ATI College
Attn: Student Services Department – Transcripts
15141 Whittier Blvd., Suite 420
Whittier, CA 90603

- If paying by credit card, the completed request form may be faxed to (562) 864-7806.
- If paying by check or money order, payment should be made payable to ATI College and submitted with the request form.

Please allow 5 to 10 business days for transcript processing.

Important Rules and Policies

1. Professional Conduct of Students

Professionalism is a core element of ATI College training, preparing students to meet the highest expectations of employers. Students are expected to conduct themselves in a socially acceptable and professional manner at all times.

Misconduct subject to immediate dismissal includes, but is not limited to:

- Dishonesty of any kind, including cheating, plagiarism, furnishing false information, forgery, or misuse of institutional documents.
- Disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings, or other school activities.
- Physical or verbal abuse of any person on school premises or during school-related functions.
- Theft of, or damage to, school property or the property of a member of the school community.
- Failure to comply with the directions of school officials acting in the performance of their duties.
- Use, possession, or distribution of alcohol, controlled substances, firearms, weapons, explosives, or dangerous chemicals on campus.
- Violation of federal, state, or local law on ATI premises or at school-sponsored functions.
- Excessive tardiness, considered a violation of the professional conduct philosophy.

ATI College reserves the right to review each case individually and make final administrative and educational determinations regarding violations of conduct.

2. Disciplinary Policy

All ATI College students are expected to comply with applicable laws, regulations, institutional policies, and standards of acceptable behavior.

- In general, students will receive three formal warnings prior to dismissal, with dismissal occurring on the fourth offense.
- Certain serious offenses may result in immediate dismissal without warning.
- Each case will be evaluated individually, with disciplinary actions determined based on the specific circumstances.

3. Professional Dress Standards

ATI College emphasizes the importance of professional presentation as part of workplace readiness. Students are required to:

- Wear the official ATI College uniform during all on-campus classes.
- Wear the ATI College uniform during off-campus externship training, unless specifically instructed otherwise.

This dress code reflects ATI's commitment to preparing students to meet employer expectations for professionalism.

4. Student Information Updates

Students are responsible for promptly notifying the College of any changes to personal information (e.g., address, phone number, or email). While no special form is required, use of the Student Information Update Form is recommended.

5. Special Instructional Assistance

Students experiencing academic difficulty are encouraged to seek help from instructors. Additional tutoring is available outside regular class hours. For more information, contact the Student Services Department.

6. Reinstatement Policy

Students who have been terminated, dismissed, or withdrawn for personal reasons may apply for reinstatement:

- Students must remain out of school for at least six (6) months before applying.
- Students must demonstrate resolution of the academic, personal, or other issues that led to withdrawal, and provide documentation of their ability to meet SAP standards.
- A Reinstatement Request must be submitted in person or via fax to the Admissions Department.

Once reinstated, financial aid eligibility may also be reinstated, provided the student meets SAP requirements.

7. Vaccination Policy

ATI College does not require universal vaccinations for all students. However, the Centers for Disease Control and Prevention (CDC) recommends that all adults comply with standard adult vaccination schedules. For details, visit: www.cdc.gov/vaccines/adults/rec-vac/index.html.

8. Health and Safety Exemption Requirement

ATI College complies with all regulations regarding the protection of student information under FERPA. In limited cases, ATI may disclose education records or personally identifiable information without consent in the event of a health or safety emergency that presents imminent danger to the student, other students, or members of the school community. Such disclosures are made only when necessary and with great caution.

9. Misrepresentation Policy

ATI College is committed to transparency in representing its educational programs. All information regarding programs, tuition, financial aid, and policies is provided in this Catalog and on the official College website. Academic programs are reviewed annually through the Program Advisory Committee Review process to ensure accuracy and integrity.

10. Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution who:

- Is, or was, a California resident while enrolled (or was enrolled in a residency program);
- Enrolled in the institution;
- Prepaid tuition; and
- Suffered an economic loss.

Unless specifically exempt, students must pay the state-imposed STRF assessment (or have it paid on their behalf) if they are enrolled in an educational program, are California residents (or enrolled in a residency program), and prepay all or part of their tuition. Students who are not California residents and are not enrolled in a residency program are not required to pay the STRF assessment and are not eligible for protection under STRF.

It is the student's responsibility to retain copies of enrollment agreements, financial aid documents, receipts, and any other records showing the amounts paid to the school.

Questions regarding STRF may be directed to:

Bureau for Private Postsecondary Education
1747 North Market, Suite 225
Sacramento, CA 95834
Phone: (916) 431-6959 or (888) 370-7589

Eligibility for STRF Reimbursement

To be eligible for STRF reimbursement, a student must:

- Be a California resident or enrolled in a residency program;
- Have prepaid tuition;
- Have paid (or be deemed to have paid) the STRF assessment; and
- Have suffered an economic loss as a result of one or more of the following circumstances:
 - The institution, a location of the institution, or an educational program was closed or discontinued, and the student did not complete, or declined to participate in, a Bureau-approved teach-out plan.
 - The student was enrolled at the institution (or a location) within 120 days prior to its closure or the discontinuation of the program.

- The student was enrolled more than 120 days before closure in a program that the Bureau determined had experienced a significant decline in quality or value more than 120 days prior to closure.
- The institution was ordered by the Bureau to pay a refund but failed to do so.
- The institution failed to pay or return loan proceeds as required by law, or retained federal loan funds in excess of tuition and other institutional costs.
- The student was awarded restitution, a refund, or another monetary judgment by an arbitrator or court based on a violation by the institution, but was unable to collect the award.
- The student obtained legal counsel that resulted in the cancellation of one or more student loans and has an invoice for those services, along with documentation of the loan cancellation.

Filing Deadlines

- Applications for STRF reimbursement must be received within four (4) years of the action or event that made the student eligible for recovery.
- If a loan is later revived by a loan holder or debt collector, the student may submit an application for recovery at that time, provided the original claim would have been eligible.
- If more than four (4) years have passed since the event, the student must have filed the application within the original four-year period, unless extended by law.

Note: No claim can be paid to any student without a valid Social Security Number (SSN) or Taxpayer Identification Number (TIN).

FINANCIAL AID

Financial Aid—Consumer Information

To assist the students in making a more educated decision about enrolling, the institution provides the following disclosures on its website and in this Catalog. The student is welcome to request disclosures in person at the Financial Aid Office.

California State:

- Institutional Performance Fact Sheet

Federal Disclosures:

- Right- to- know Act. How are our students doing?
- Gainful Employment Disclosure
- Crime statistics report and procedures
- Constitution & Citizenship Day (Sept 17th): This holiday marks the anniversary of the signing of the United States Constitution, which took place in September 1787. For more information about the U.S. Constitution, visit:
 - <http://constitutioncenter.org/constitution-day>
 - <http://www.constitutionfacts.com>
 - <http://constitutioncenter.org/timeline>
- Drug and alcohol abuse policy
- FERPA
- Textbook disclosure
- GED Classes availability
- Copyright protection policy
- Admissions disclosure
- Voting Information

Financial Aid Mechanism

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low interest rates that a student must repay under the individual loan program terms. Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student's termination from the program, or if a student's attendance falls below half-time. Financial aid is awarded to students who have "need". Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

Compliance Statement

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state, or private programs.

The U.S. Department of Education Title IV Student Financial Aid Programs

The college is approved for, and does participate in, the following USDE Title IV programs intended to defray the costs of attending for those students eligible for financial aid considerations:

- **GRANT (FREE) AID - (This aid does not have to be repaid)**
 - Federal PELL Grant Program (FPELL) **\$6895 maximum annual limit**
 - Federal Supplemental Educational Opportunity Grant Program (FSEOG)*
- **LOANS TO STUDENT AND/OR PARENT**
 - Direct Federal Stafford LOANS
 - Subsidized loans (Interest earned while in school and during the grace period is covered by the USDE).**

- Unsubsidized loans (Interest earned while in school and during the grace period may be delayed until the repayment period and will be added to the loan balance).**
- Parent loans (PLUS) (Interest due from parents as the last disbursement on a loan is made)

STUDENTS ARE ENCOURAGED TO KEEP THEIR LOAN DEBT AS LOW AS POSSIBLE. THESE LOANS ARE AGGRESSIVELY COLLECTED BY THE USDE AND ITS CONTRACTORS. INTEREST LIABILITY ON LATE PAYMENTS IS VERY EXPENSIVE. LACK OF PAYMENT IS VERY DAMAGING TO CREDIT HISTORY AND FUTURE BORROWING POWER.

(*) Funds are limited in nature; therefore, awards are based on the availability of funds at the school.

(**) Annual loan limits and based on educational levels within the course of enrollment.

Loan levels are specifically designated for the course of study at this institution. For example, if the student attended two years at a community college, but enrolls in a course that is one academic year long without any transfer hours, the correct student level will be 1 and not 3rd loan level.

For more specific information on each program, please refer to www.studentaid.gov website.

Student Eligibility Requirements

To be eligible for financial aid, a student must:

- Be admitted as a regular student;
- Be enrolled or accepted for enrollment in an eligible program;
- Be a citizen or an eligible non-citizen;
- Not owe a refund on a FPELL Grant or FSEOG at any school;
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- Have financial need;
- Be making satisfactory progress (as defined by the school's policy) in the course of study;
- Have signed a statement of educational purpose;
- Have a High School Diploma (or its equivalent) or GED;
- Agree to use any federal student aid received solely for educational purposes.

Application for Aid, Procedures, and Forms

Financial aid applications for this institution consist of the following:

Free Application for Federal Student Aid (FAFSA). This form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and the student's family circumstances.

Federal Pell Grant Program: Funds received under this program are not subject to repayment from the student.

Deadline: FAFSA applications must be received by June 30 in the year for which the application is intended. SAR or ISIR must be submitted to the financial aid office by September 29 of the award year from which aid is requested, or your last day of enrollment in **2024-2025**, whichever comes first. A valid ISIR requires signatures of the student, spouse, and/or parents when the ISIR has been corrected.

Renewal Process: A FPELL Grant award is received for one award year (July 1 to June 30 of the following year), and **is not** automatically renewed for the next award year. Students must reapply for the FPELL Grant and submit a copy of the **new** SAR or ISIR to the financial aid office for each award year.

Maximum Annual Award: \$6,895

Disbursement: They are made based on a per payment period via a direct credit to the student's tuition account.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Funds received under this program are not subject to repayment from the student.

Deadline: You may apply during the enrollment process, using the FAFSA form. The school will provide you with a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award.

Maximum Annual Award: \$200

Disbursement: Made based on per payment period via a direct credit to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grants. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that will be available to students enrolling throughout the entire year. If SEOG funds are still available, a second priority will be given to non-Pell recipient students with the lowest Expected Family contributions enrolled during the last three months.

Federal William D. Ford Direct Loan Program

Funds received from either of the loan programs are subject to repayment by the student.

Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of failing to meet the repayment obligations.

Federal Direct Subsidized Loan

Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need-based. Students may borrow up to the amount of the student's cost of attendance, less other expected financial assistance (not to exceed annual loan limits).

The Federal Government pays interest subsidies while the student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee of a variable percentage, but not to exceed 3%, directly to the U.S. Department of Education. Students may receive both subsidized and Unsubsidized loans provided the combined amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized Federal Stafford Loan is determined before determining eligibility for the Unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

Federal Direct Stafford Unsubsidized Loan

These loans expand the ability of the U.S. Department of Education to make "Unsubsidized" Federal Stafford Loans to students. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans, with the following two exceptions:

(1) Unsubsidized loans are not need-based. Students may borrow up to the amount of the student's cost of attendance, less other expected financial assistance (not to exceed annual loan limits).

(2) The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

Deadlines: Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested.

Disbursement: Checks are issued to the school and credited to the student's tuition account. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement. **For additional information, go to www.studentaid.gov website.**

Determining Need

The information you report on the FAFSA form when you apply for aid is used in a formula established by U.S. Congress that calculates your Expected Family Contribution (EFC).

ATI College utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the EFC.

Cost of Attendance

This institution uses the annual budgets published by the CALIFORNIA STUDENT AID COMMISSION. The estimated amount it will cost a student to go to school during an academic year of approximately 9 months is stated below.

Elements included in the budget:	Tuition	Actual Cost
	Registration Fee	Actual Cost
	Books and Supplies	Actual Cost
Living cost allowance (monthly figures):	Student living with parents	Student living off campus
Room and Board:	\$10,125	\$19,431
Transportation:	\$1,611	\$1,764
Personal/Misc.	\$3,609	\$4,428
(The cost of uniforms is included in the personal allowance or included in the school charges.)		

Award Concept, Selection of Recipients, and Packaging Criteria

This institution does not receive enough Campus-Based funds to satisfy all the student financial needs. Therefore, the school emphasizes the **SELF-HELP CONCEPT** of student financial assistance. The **SELF-HELP CONCEPT** is on a first-come, first-served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school. **ALL LOANS MUST BE REPAYED.**

The **SELF-HELP CONCEPT** lists types of financial assistance in the following order:

1. Family contributions
2. Other resources
3. Federal PELL Grant
4. Self-Help (Stafford and/or PLUS Loans)

The school awards from the Federal Supplemental Educational Opportunity Grants in accordance with the following policy: The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year (July 1 to June 30).

Due to the **limited** amount of funds available to the institution, it is impossible to award FSEOG to all students applying for aid. Therefore, the institutional policy to select FSEOG recipients is as follows: To ensure a fair distribution of funds through the entire award year, the institution will make SEOG awards using data from the year preceding the current year, by using student enrollment, EFC, and Pell Grant data to determine how to distribute the SEOG funds available.

Based on the previous year's data, the institution expects an enrollment of **114 new students meeting the "exceptional need" criteria to be enrolled during the 7/1/24 to 6/30/25 period**. Therefore, the awards to those students will be \$200 for the entire period. At the beginning of the award year, the first selection of SEOG recipients will be made from students with "exceptional need". Students with "exceptional need" are defined by this institution as students that have an expected family contribution (EFC) of zero (00000) that will otherwise be eligible for the FPELL Grant Program during the same award year. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students ineligible for the FPELL Grant Program with the lowest expected family contribution who enrolled during the last quarter of the award year (March to June).

Both selections will be made from students whose files have been completed, with no issues pending regarding the students' eligibility for Federal Aid. Incomplete files will not be considered in the selection criteria due to a possible lack of documentation. Awards will be made as long as funds are available throughout the award year.

Definitions related to Financial Aid

The following definitions correspond to some common terms used within the financial aid terminology:

- **ACADEMIC YEAR:** Not less than 26/30 weeks of instructional time with a minimum of 900 clock hours/24 Semester credit hours/36 Quarter credit hours of instruction for a full-time student. The midpoint of the academic year shall be a minimum of 13/15 weeks and at least 450 clock hours/12 semester credit hours/36 quarter credit hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 26/30 weeks, regardless of the number of clock hours/Semester credit hours/Quarter Credit Hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study concerning the academic year.
- **CLOCK HOUR:** A period of 50 to 60 minutes of supervised instruction during a 60-minute time period.
- **COST OF ATTENDANCE:** Institutional charges for tuition, fees, books, and supplies, in addition to an estimated cost to the student for living allowances as room, board, transportation, and personal expenses combined, compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.
- **CREDIT BALANCE:** A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their funds and for ensuring that the funds are used for education-related expenses.
- **PARENT(S):** For the purposes of the financial aid programs, "a parent" is the biological mother and/or father or adoptive parents, and stepparent. Grandparents, foster parents, legal guardians, older brothers or sisters, and aunts and uncles are not considered parents unless they have legally adopted you.
- **PAYMENT PERIOD:** 450 clock hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.
- **PROFESSIONAL JUDGMENT:** Professional judgment is applied on a case-by-case basis after individual review of the student's situation. Generally, professional judgments are limited to financial or personal situations that arise beyond the student's control. The student is required to submit a written statement explaining in detail the student's current situation and supporting documentation to substantiate a change in status, household size, or income. The information is then analyzed and documented in the student's file, and the Financial Aid Officer (FAO) then makes the necessary adjustments to reflect the student's current situation.

- **Dependency Overrides:** Financial aid administrators have the authority, through Section 480(d)(7) of the Higher Education Act, to change a student's status from dependent to independent in cases involving unusual circumstances. When a student informs the Financial Aid Office of such circumstances the financial aid office will request proof from the student to document the file and will analyze all proof to make the determination, the FAO will request written statement explaining the unusual circumstances in detail from the student, one from an adult relative, and one from a third party e.g., teacher, counselor, church pastor. We have identified circumstances that do merit a dependency override. These can include the following:
 1. An abusive family environment (e.g., sexual, physical, or mental abuse or other forms of domestic violence)
 2. Abandonment by parents
 3. Incarceration or institutionalization of both parents
 4. Parents lacking the physical or mental capacity to raise the child
 5. Parents' whereabouts are unknown, or parents cannot be located
 6. Parents hospitalized for an extended period
 7. An unsuitable household (e.g., child removed from the household and placed in foster care)
 8. A married student's spouse dies or the student gets divorced
 9. Violence, including physical abuse against the children or the spouse.
 10. Sexual abuse.
 11. Emotional abuse.
 12. Use of abusive language, including name-calling.
 13. Failure to properly clothe or feed the family.
 14. Attempts to commit suicide by one or more family members.
- **NEED:** Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.
- **WITHDRAWALS:** Students are officially withdrawn on the date of notification, date terminated by the institution, date of three consecutive weeks of absences, or date when the student failed to return from an approved leave of absence.

Recoveries

Recoveries resulting from unearned Title IV funds are due from the student and must be paid in accordance with the terms stated in the promissory note of the student loans. If funds from the grant programs are still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student's withdrawal date. Students may make repayment arrangements with the U.S. Department of Education within 45 days and present proof of such arrangements to the institution. If no repayment is received or arrangements are not made, the institution will refer the debt to the U.S. Department of Education. The student will no longer be eligible for aid until informed by the U.S. Department of Education.

Refunds

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

Transfer Student

A student who attended a postsecondary institution before enrolling at ATI College is required to provide academic transcript(s) from each of the institutions attended before enrolling at this institution.

Verification Process

Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986, April 29, 1994, November 29, 1994 - executing legislation 20 U.S.C. 1094 governing the Title IV programs require schools to ensure certain applicant-reported data.

These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process.

To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs.

Under the regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of the verification process.

- **WHO MUST BE VERIFIED:** The policy of this school shall be to verify those students selected by the need analysis (ISIR) system for verification.
- **VERIFICATION EXCLUSIONS:** Applicants excluded from verification include:
 - Death- Applicant dies during the award year or before the deadline for completing the verification.
 - Incarceration- Applicant is incarcerated at the time the verification is to be performed.
 - Certain immigration status- Applicant arrived in the U.S. during calendar years 2017-2018.
 - Certain spouse/parent status: - Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or cannot be located because the address is unknown and cannot be obtained by the applicant.
 - Completed verification- If the student completed the verification at another institution before transferring to this school, and if all the following documents are provided from that school:
 - ✓ A letter stating that the verification process was completed.
 - ✓ Copy of the application data that was verified.
 - ✓ If the student was awarded the FPELL Grant, a copy of the signed SAR/ISIR.
 - ✓ A completed Financial Aid transcript.
 - Pacific Island residency status- Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa, and the Commonwealth of the Northern Mariana Islands. To qualify for this exclusion, the parents of a dependent student must also be legal residents of one of these territories. Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau. To qualify for this exclusion, the parents of a dependent student must also be citizens of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address
 - No funds disbursed- The applicant will not receive federal aid funds.
- **REQUIRED VERIFICATION ITEMS:** Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used.
Data items include:
 - Total number of persons in the household.
 - The number of members of a household enrolled at least half-time in postsecondary educational institutions.
 - High School completion status
 - Identity/Statement of Educational Purpose
 - Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year (2020 and 2021).
 - U.S. income tax paid for the base year (2021 and 2022).
 - Certain untaxed income and benefits for the base year, if certain conditions apply, include:
 - Social Security benefits
 - Child support
 - Untaxed payments to IRA or Keogh
 - Foreign income
 - Earned income credit
 - Education Credit
 - Interest on tax-free bonds
 - Supplemental Nutrition Assistance Program (SNAP, formerly food stamps)

The school shall resolve inconsistent application information for all applicants, in agreement with the requirements of 34 C.F.R. Part 688.16(f).

- **DOCUMENTATION REQUIRED:** Student, spouse, and/or parents (as applicable) are encouraged to use the IRS Data Retrieval tool when completing the FAFSA. For those selected for verification who were not able to use this tool, they are required to submit a copy of the IRS Income Tax Transcript. Signed income tax forms (IRS 1040, 1040A, or 1040EZ, 1040Telefile, and W-2 forms) are only allowed under special circumstances as determined by Financial Aid. Applicants shall complete the appropriate sections of the **Verification Worksheet 2023-2024 and 2024-2025**. There are two different worksheets: One for dependent students and one for independent students. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school's financial aid officer may require/provide other appropriate forms.
- **TIME PERIOD FOR PROVIDING DOCUMENTATION:**
Applicants must provide the required documentation within 30 days of the start date.
- **APPLICANT RESPONSIBILITIES:** To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data

items are correct as listed on the original application, or, if not correct, must update the data items, as of the date of verification:

- Number of family members in the household
- Number of family members in the household now enrolled as at least half-time students at postsecondary institutions.
- Change in dependency status.

Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage.

Campus-based applicants whose dependency status changes during the Award Year must have their EFC recalculated. This process does not apply if the change occurs due to marriage. The applicant must repay any over-award, or any award, discovered during verification, for which he/she was not eligible.

- **CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTATION WITHIN THE SPECIFIED TIME PERIOD(S):** If the student cannot provide all required documentation, the school cannot complete the verification process within 30 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:
 - The student may continue training on a cash payment basis.
 - The student may withdraw and re-enroll at no additional charge. There will be no loss of credit earned when the student provides all proof, and verification is complete.
 - The applicant must repay any over-award or any award for which he/she was not eligible, discovered during verification.
- **INTERIM DISBURSEMENTS:** The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.
- **NOTIFICATION OF RESULTS OF VERIFICATION:** The school shall notify the applicant of the results of the verification process within 30 days of the student's submission.
- **REFERRAL PROCEDURE:** The school shall forward to the Secretary of Education, referral of fraud cases.

ACADEMIC PROGRAMS

Institution ID:	03740400	
Program Name:	Bachelor of Science in Diagnostic Sonography with Concentration in Healthcare Administration	
Program Length in Months:	30	
Clock Hours:	3195.00	
Semester Credit:	133.00	
Program Level:	Bachelor Degree	
Related Occupation:	29-2034: Radiologic technologists and technicians 29-2032: Diagnostic Medical Sonographers 29-2071: Medical Records and Health Information Technicians 31-9094: Medical Transcriptionists 11-9110: Medical and Health Services Managers 43-9199: Office and Administrative Support Workers, All Other 43-4199: Information and Record Clerks, All Other 43-4161: Human Resources Assistants	
Vocational Objective:	The Bachelor of Science in Diagnostic Sonography with Concentration in Healthcare Administration is designed to broaden the leadership skills of Sonographers who have a healthcare administration background. The program builds on clinical and administrative skills learned in health-care related programs offered at ATI College. For students coming from outside the diagnostic medical sonography and healthcare administration field, the program provides an introduction to the dynamic industry and a chance to build connections with fellow students in the local healthcare community.	
Industry Occupations:	Most graduates from the Bachelor of Science in Diagnostic Sonography with Concentration in Healthcare Administration hold job titles such as diagnostic medical sonographers, medical and health services administrators, also called healthcare managers or healthcare administrators, who will plan, direct, and coordinate medical and health services. They might manage an entire facility, a specific clinical area or department, or a medical practice for a group of physicians. Medical and health services administrators must direct changes that conform to changes in healthcare laws, regulations, and technology. In addition to holding a job title such as a medical and health services administrator, graduates will perform his/her duties as a general sonographer for the radiology department within the hospital or clinical setting (https://www.bls.gov/ooh/management/medical-and-health-services-managers.htm & https://www.bls.gov/ooh/healthcare/diagnostic-medical-sonographers.htm).	
Tuition for the entire program:	US Resident:	\$450/Credit Unit
	International Student:	\$640/Credit Unit
TOTAL CHARGES FOR A PERIOD OF ATTENDANCE:	133 Semester Credits (approximately 30 months)	
Books and Uniforms charge for the entire program:	\$4,150.00	
Registration:	US Resident:	\$75.00
	International Student:	\$150.00
TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:	US Resident:	\$64,075.00
	International Student:	\$89,420.00
Total room and board charges for living on campus:	N/A	
No. of housing on campus:	NONE	
School website:	http://www.ati.edu	

TECHNICAL COURSES:

Course Code	Course Title	Didactic	Supervised Lab	Externship	Semester Credit Hours
VAS 301D	Vascular Technology 1Didactic	90.00	0.00	0.00	4.00
VAS 301L	Vascular Technology 1Lab	0.00	90.00	0.00	3.00
VAS 302D	Vascular Technology 2Didactic	90.00	0.00	0.00	4.00
VAS 302L	Vascular Technology 2Lab	0.00	90.00	0.00	3.00
PHY 301D	Physics and Instrumentation 1Didactic	90.00	0.00	0.00	4.00
PHY 301L	Physics and Instrumentation 1Lab	0.00	90.00	0.00	3.00
PHY 302D	Physics and Instrumentation 2Didactic	90.00	0.00	0.00	4.00
PHY 302L	Physics and Instrumentation 2Lab	0.00	90.00	0.00	3.00
ABD 301D	Abdomen and Small Parts Sonography 1Didactic	90.00	0.00	0.00	4.00
ABD 301L	Abdomen and Small Parts Sonography 1Lab	0.00	90.00	0.00	3.00
ABD 302D	Abdomen and Small Parts Sonography 2Didactic	90.00	0.00	0.00	4.00
ABD 302L	Abdomen and Small Parts Sonography 2Lab	0.00	90.00	0.00	3.00
OBG 301D	Obstetrics and Gynecology Sonography 1Didactic	90.00	0.00	0.00	4.00
OBG 301L	Obstetrics and Gynecology Sonography 1Lab	0.00	90.00	0.00	3.00
OBG 302D	Obstetrics and Gynecology Sonography 2Didactic	90.00	0.00	0.00	4.00
OBG 302L	Obstetrics and Gynecology Sonography 2Lab	0.00	90.00	0.00	3.00
ANA 201	Medical Term, Anatomy, Physiology	180.00	0.00	0.00	8.00
EXT 400	Clinical Externship	0.00	0.00	540.00	12.00
CATEGORY SUBTOTAL HOURS		900.00	720.00	540.00	76.00

CONCENTRATION COURSES:

Course Code	Course Title	Didactic	Supervised Lab	Externship	Added Outside Work Clock Hours	Semester Credit Hours
HEA 310	Healthcare Administration	45.00	0.00	0.00	45.00	2.00
COP 201	Computerized Administration	45.00	0.00	0.00	45.00	2.00
HEA 320	Human Resources and Risk Management	90.00	0.00	0.00	45.00	4.00
ACC 200	Essential Accounting	45.00	0.00	0.00	45.00	2.00
MME 300	Insurance Coding, Claims, and Collections	90.00	0.00	0.00	45.00	4.00
BUS 330	Business of Healthcare Systems	45.00	0.00	0.00	45.00	2.00
BUS 340	Business Process in Healthcare Organization	45.00	0.00	0.00	45.00	2.00
PHA 300	Pharmacy Essentials	45.00	0.00	0.00	45.00	2.00
PRO 400	Professional Development	90.00	0.00	0.00	45.00	4.00
CATEGORY SUBTOTAL HOURS		540.00	0.00	0.00	405.00	24.00

GENERAL EDUCATION COURSES:

Course Code	Course Title	Didactic	Supervised Lab	Added Outside Work Clock Hours	Semester Credit Hours
COM 101	Oral Communication	45.00	0.00	45.00	3.00
ENG 101	English Composition	45.00	0.00	45.00	3.00
CRT 101	Critical Thinking	45.00	0.00	45.00	3.00
MAT 101	College Algebra	45.00	0.00	45.00	3.00
ONF 101	Introduction to Humanities	90.00	0.00	45.00	6.00
COP 101	Computer Fundamentals	45.00	0.00	45.00	3.00
COP 200	Computerized Accounting	45.00	0.00	45.00	3.00

SOC 201	Organizational Ethics	45.00	0.00	45.00	3.00
ENG 201	Advanced Composition	45.00	0.00	45.00	3.00
PHY 101	Introduction to Physics	45.00	0.00	45.00	3.00
CATEGORY SUBTOTAL HOURS		495.00	0.00	450.00	33.00

COURSE DESCRIPTION:**ENG 101 – English Composition**

The English Composition course is designed for student who wants to prepare for the writing required in college classes. The course emphasizes practice in the writing of thesis-based essays and the critical analysis of selected prose works dealing with important contemporary ideas.

CRT 101 – Critical Thinking

This introductory-level course is designed to help learners define and identify critical thinking and reasoning skills and develop those skills. Critical thinking is an intellectual model for reasoning through issues to reach well-founded conclusions. It may be the single most valuable skill that one can bring to any job, profession, or life challenge. Being able to ask the right questions, critique an argument, and logically dissect an issue occurs constantly in the workplace and our lives.

COM 101 – Oral Communication

This course is an introduction to the history, theory, and practice of communication, including language and literacy, representation and semiotics, mediated technologies and institutional formations, and social interaction. This course integrates the study of communication with a range of media production (for example, writing, electronic media, film, performance).

MAT 101 - College Algebra

The course is designed to familiarize learners with fundamental mathematical concepts such as inequalities, polynomials, linear and quadratic equations, and logarithmic and exponential functions.

ONF 101 - Introduction to Humanities

Students will discover the importance of the arts and humanities in shaping and reflecting various cultures, as well as their importance in enriching one's individual life. Students will be exposed to many primary works of visual art, literature, music, and film that they will find wondrous, perplexing, hideous, unsettling—maybe even offensive. They will work on how to evaluate and appreciate these works, all in the interest of sharpening their aesthetic perception. Students will practice expressing themselves regarding the humanities clearly and effectively in informal and formal writing.

COP 101 - Computer Fundamentals

In this course, you will identify PC components, work with files and folders, and conduct basic software installations. This course will provide students with the fundamental skills and concepts required to maintain, support, and work efficiently with personal and work computers.

PHY 101 – Introduction to Physics

This course provides a conceptually based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe.

COP 200 – Computerized Accounting

This course is an introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package.

ANA 201 – Medical Term, Anatomy, Physiology

Comprehensive knowledge of Anatomy and Physiology is a fundamental prerequisite to medical sciences. Upon completion of this subject, the student will have practical knowledge about the structural levels of organization, anatomical components, and physiology. The student will also learn about medical terminology and relationships related to various body organs and anatomical directions, planes, and body cavities. The student will have a clear understanding of the anatomy and physiology of a typical cell, tissues, organs, systems of the human body, homeostasis, and its importance in the human body.

ENG 201 - Advanced Composition

This course is designed to help students develop sophisticated written texts. The course emphasizes critical reading, analysis, and writing while incorporating advanced research methods.

SOC 201 - Organizational Ethics

This course is designed to raise students' awareness and interest in the importance of creating and maintaining a solid ethical framework within all types of organizations. The core focus of the course is on defining, discussing, and addressing the unique regulatory, cultural, and personal ethical dilemmas that organization leaders confront in today's global economy. Nuances and realities of formal (regulatory), cultural, and personal ethical risks are presented for discussion.

COP 201 – Computerized Administration

In this course, students will learn computer skills that are increasingly important in today's administrative support and clerical positions. Most of these positions require that you be proficient in the latest computerized office software. Computerized Administration course curriculum includes word processing, spreadsheet, accounting, and presentation software. Students will also learn basic administrative and office support skills.

ACC 200- Essential Accounting

This course is an introduction to the basic concepts and standards underlying financial accounting systems. Several important concepts will be studied in detail, including revenue recognition, inventory, long-lived assets, present value, and long-term liabilities. The course emphasizes the construction of the basic financial accounting statements - the income statement, balance sheet, and cash flow statement - as well as their interpretation.

BUS 330 – Business of Healthcare Systems

By completing this course, students will have a strong foundational understanding of the American health care system, along with the basic financial and management skills to make better, well-informed decisions that improve the cost and quality of the health care the American healthcare system provides. Students will acquire knowledge to successfully navigate the intersection of business and health care.

BUS 340 – Business Process in Healthcare Organization

This course provides an overview of healthcare organization business processes. The course curriculum includes topics such as business process management, electronic patient/customer records business processes, healthcare organization business process management improvement, and innovation.

HEA 310 - Healthcare Administration

This course provides an overview of health delivery systems, organizational theory, and the conceptual basis of traditional managerial and administrative leadership roles in health care facilities. Emphasis will be placed on the application of theory and best practice standards to the demands of the healthcare environment. Special emphasis will be placed on the development of leadership competencies and skills through the selection of a broad range of specialty topics, including health systems, strategic planning, organizational structure, organizational performance, organizational change, motivation, problem-solving, organizational communication, and leadership development.

HEA 320- Human Resources and Risk Management

This course examines the role of the human resource professional as a strategic partner in managing today's organizations. Key functions such as recruitment, selection, development, appraisal, retention, compensation, and labor relations are examined.

PHA 300- Pharmacy Essentials

Students will study disease mechanisms, pharmaceutical formulation, immunology, medicinal chemistry, introduction to the professional issues relevant to the practice of pharmacy, and pharmacology, along with topics related to the introductory level of pharmacy practice settings.

MME 300 – Insurance Coding, Claims, and Collections

The practical application of coding and classification for billing and insurance reimbursement is the focus of this course. Lessons cover codes and classifications for medical procedures and medical diagnoses, and guidelines for use in medical records. Students also learn HIPAA (Health Insurance Portability and Accountability Act) guidelines and how they relate to the preparation of medical records. Students are also introduced to common health insurance company requirements for handling claims and typical office billing procedures. Students practice processing Medicare, Medicaid, and workers' compensation claims for outpatient and inpatient treatment.

PRO 400- Professional Development

The Professional Development course is designed to improve the ability of students to describe their accomplishments and sell their ideas in situations like professional networking, company meetings, response to proposals for services, and interviews. It teaches writing skills and workplace integration for new jobs. Particular emphasis is put on verbal communication and preparation

for verbal communication. Students will learn to create career plans that require them to research career options and potential employers, and prepare a developmental roadmap that will lead them to success within the chosen profession.

VAS 301DL- Vascular Technology 1DL

This course is designed to prepare students for the successful acquisition of the Registered Vascular Technologist (RVT) credential. This course contains separate modules leading the students through topics including human anatomy, physiology, pathophysiology of many disease processes, as well as methods of investigating and diagnosing vascular disease.

VAS 302DL- Vascular Technology 2DL

This course is a continuation of VAS 301 and is designed to prepare the applicant for the successful acquisition of the Registered Vascular Technologist (RVT) credential. Students will gain knowledge, skills, and abilities in the areas of anatomy and hemodynamics (blood flow) of cerebrovascular, venous, peripheral, and abdominal blood vessels.

PHY 301DL- Physics and Instrumentation 1DL

This course is designed to prepare students for the successful acquisition of the Sonography Principles & Instrumentation examination. Students will learn the skills and abilities in the areas of clinical safety, physical principles, pulsed echo instrumentation, and quality assurance. The SPI exam meets the fundamental physical principles and instrumentation requirements for the RDMS, RDCS, RVT, and RMSKS credentials.

PHY 302DL- Physics and Instrumentation 2DL

This course is a continuation of PHY 301 and is designed to further prepare students for the successful acquisition of the Sonography Principles & Instrumentation examination. Students will learn the skills and abilities in the areas of clinical safety, physical principles, pulsed echo instrumentation, and quality assurance.

ABD 301DL- Abdomen and Small Parts Sonography 1DL

This course is designed to prepare students for the successful acquisition of the AB examination. Students will gain knowledge, skills, and abilities in the areas of soft tissues, blood vessels, and organs of the abdominal cavity.

ABD 302DL- Abdomen and Small Parts Sonography 2DL

This course is a continuation of ABD 301 and is designed to further prepare students for the successful acquisition of the AB examination. Students will continue to gain knowledge, skills, and abilities in the areas of soft tissues, blood vessels, and organs of the abdominal cavities.

OBG 301DL- Obstetrics and Gynecology Sonography 1DL

This course is designed to teach students the basic obstetrics and gynecology knowledge and skills essential to Sonography Professionals. Students will be prepared for the successful acquisition of the OB/GYN examination, which assesses knowledge, skills, and abilities in the areas of the female reproductive system, as well as the fetus during the first, second, and third trimesters of pregnancy.

OBG 302DL- Obstetrics and Gynecology Sonography 2DL

This course is a continuation of OBG 301 and is designed to further prepare students for the successful acquisition of the OB/GYN examination. Students will continue to gain knowledge, skills, and abilities in the areas of the female reproductive system as well as the fetus in the first, second, and third trimesters of pregnancy.

EXT 400- Clinical Externship

The Clinical Externship experience provides the student with the opportunity to practice the skills they have been taught in school. It is a real-world scenario in which the student will work with patients, doctors, and other members of the healthcare delivery team. The Externship Site Supervisor will complete weekly evaluations tracking the student's progress, as well as a final evaluation at the completion of the student's hours. The Director of Education will monitor the student's progress, along with the Externship Site Supervisor, at the time of onsite visits.

TEXTBOOKS & LEARNING MATERIALS:

Course Code	Course Title	Assigned Textbook	Additional learning materials, supplies, equipment, and audio/visual aids
LAB	Lab-Reference	Sonography by Reva Arnez Curry, PhD, RDMS, RTR, FSDMS (Author), Marilyn Prince (Author)	ProQuest E-Library, 2/3D ultrasound
LAB	Lab-Reference	Workbook and Lab Manual for Sonography by Reva Arnez Curry, PhD, RDMS, RTR, FSDMS (Author), Marilyn Prince (Author)	ProQuest E-Library, 2/3D ultrasound
LAB	Lab-Reference	Sonography Scanning by M. Robert de Jong, RDMS, RDCS, RVT, FSDMS (Author)	ProQuest E-Library, 2/3D ultrasound
VAS 301DL	Vascular Technology 1DL	- Ann Marie Kupinski, Introduction to Vascular Ultrasonography - Reva Curry/Betty Bates Tempkin, Sonography, Introduction to Normal Structure and Function - Reva Curry/Betty Bates Tempkin, Workbook and Lab Manual for Sonography: Introduction to Normal Structure and Function - Betty Bates Tempkin, Ultrasound Scanning Principles and Protocols	ProQuest E-Library, 2/3D ultrasound, ARDMS Vascular Technology (VT) Practice Test.
VAS 302DL	Vascular Technology 2DL		
PHY 301DL	Physics and Instrumentation 1DL	- Sidney K. Edelman, Understanding Ultrasound Physics - Reva Curry/Betty Bates Tempkin, Sonography, Introduction to Normal Structure and Function - Reva Curry/Betty Bates Tempkin, Workbook and Lab Manual for Sonography: Introduction to Normal Structure and Function - Betty Bates Tempkin, Ultrasound Scanning Principles and Protocols	ProQuest E-Library, 2/3D ultrasound, ARDMS online versions of the SPI Practice Test — SPIa and SPIb.
PHY 302DL	Physics and Instrumentation 2DL		
ABD 301DL	Abdomen and Small Parts Sonography 1DL	- Diane M. Kawamura & Bridgett M. Lunsford, Abdomen and Superficial Structures - Reva Curry/Betty Bates Tempkin, Sonography, Introduction to Normal Structure and Function - Reva Curry/Betty Bates Tempkin, Workbook and Lab Manual for Sonography: Introduction to Normal Structure and Function - Betty Bates Tempkin, Ultrasound Scanning Principles and Protocols	ProQuest E-Library, 2/3D ultrasound, ARDMS Abdomen (AB) Practice Test.
ABD 302DL	Abdomen and Small Parts Sonography 2DL		
OBG 301DL	Obstetrics and Gynecology Sonography 1DL	- Susan Raatz Stephenson, Obstetrics and Gynecology - Reva Curry/Betty Bates Tempkin, Sonography, Introduction to Normal Structure and Function - Reva Curry/Betty Bates Tempkin, Workbook and Lab Manual for Sonography: Introduction to Normal Structure and Function - Betty Bates Tempkin, Ultrasound Scanning Principles and Protocols	ProQuest E-Library, 2/3D ultrasound, ARDMS Obstetrics and Gynecology (OB/GYN) Practice Test.
OBG 302DL	Obstetrics and Gynecology Sonography 2DL		

ANA 201	Medical Terminology	- Ehrlich/Schroeder, Medical Terminology for Health Professions - Ehrlich/Schroeder, Medical Terminology for Health Professions	ProQuest E-Library, laptop.
ENG 101	English Composition	- English: Composition and Literature (Classic Reprint) Paperback – by William Franklin Webster (Author) - The Blue Book of Grammar and Punctuation: An Easy-to-Use Guide with Clear Rules, Real-World Examples, and Reproducible Quizzes by Jane Straus (Author), Lester Kaufman (Author), Tom Stern (Author)	ProQuest E-Library, laptop.
MAT 101	College Algebra	College Algebra by Margaret L. Lial (Author), John Hornsby (Author), David I. Schneider (Author), Callie Daniels (Author)	ProQuest E-Library, laptop.
ONF 101	Introduction to Humanities	Arts and Culture: An Introduction to the Humanities, Combined by Janetta Rebold Benton (Author), Robert J. DiYanni (Author)	ProQuest E-Library, laptop.
COP 101	Computer Fundamentals	Fundamentals of Computers Paperback – by Manaullah Abid (Author), Mohammad Amjad (Author)	ProQuest E-Library, laptop.
PHY 101	Introduction to Physics	Fundamentals of Physics by David Halliday, Robert Resnick, and Jearl Walker	ProQuest E-Library, laptop.
SOC 201	Organizational Ethics	Organizational Ethics: A Practical Approach by Craig E. Johnson (Author)	ProQuest E-Library, laptop.
COM 101	Oral Communication	Introduction to Communication Studies by John Fiske (Author)	ProQuest E-Library, laptop.
COP 201	Computerized Administration	Health Information Technology and Management by Richard Gartee (Author)	ProQuest E-Library, laptop.
ACC 200	Essential Accounting	- Fundamental Accounting Principles by John J Wild (Author), Ken Shaw (Author), Barbara Chiappetta (Author) - Connect Access Card for Fundamental Accounting Principles by Ken Shaw (Author)	ProQuest E-Library, laptop.
ANA 201	Anatomy and Physiology	- Ehrlich/Schroeder, Medical Terminology for Health Professions Text - Ehrlich/Schroeder, Medical Terminology for Health Professions Workbook	ProQuest E-Library, laptop.
MME 300	Insurance Coding, Claims, and Collections	Electronic Health Records: Understanding and Using Computerized Medical Records Plus NEW MyHealthProfessions Lab with Pearson eText-- Access Card Package by Richard Gartee (Author)	ProQuest E-Library, laptop.
HEA 310	Healthcare Administration	- Getzen, Thomas (Author), Health Care Economics: Wiley Publishing - Feldstein, Paul J. (Author), Health Policy Issues, An Economic Perspective, Health Administration Press - Conover, Christopher J. (Author), American Health Economy Illustrated, American Enterprise Institute	ProQuest E-Library, laptop.
HEA 320	Human Resources and Risk Management	Human Resource Management by Robert L. Mathis (Author), John H. Jackson (Author), Sean R. Valentine (Author), Patricia Meglich (Author)	ProQuest E-Library, laptop.
EXT 400	Clinical Externship	ATI College - Clinical Externship Handbook	ProQuest E-Library, laptop.

Institution ID:	03740400	
Program Name:	Echocardiography	
Program Length in Months:	18 (F/T) 27 (P/T)	
Clock Hours:	2170	
Semester Credit:	82	
Program Level:	Certificate	
Related Occupation:	29-2034: Cardiovascular Technologists and Technicians 29-2033: Radiologic technologists and technicians 29-2032: Diagnostic Medical Sonographers 31-9094: Medical Transcriptionists 43-9199: Office and Administrative Support Workers, All Other 43-4199: Information and Record Clerks, All Other 43-4161: Human Resources Assistants	
Vocational Objective:	The Echocardiography program offers exceptional clinical didactic education and hands-on practical experiences needed to create a well-rounded, fully competent cardiac sonographer for an entry-level position in the occupations and job titles to which the program is represented to lead. Upon successful completion of this program, the graduate is awarded a completion certificate. Students will have the opportunity to train and observe in the field of adult echocardiography, including patient management and clinical medicine, ultrasound physics and instrumentation, pathophysiology of cardiovascular diseases and therapeutic measures, 2D & M mode echocardiography, cardiac doppler and color flow echocardiography, advanced techniques in echocardiography, and stress echocardiography.	
Industry Occupations:	Most graduates from the Echocardiography program hold job titles such as cardiac sonographer, echocardiographer, vascular technician, and diagnostic medical sonographers. Cardiac sonographers and technicians create images and conduct tests involving the heart and lungs, work closely with physicians and surgeons, who view the images and test results to assess and diagnose medical conditions. https://www.bls.gov/ooh/healthcare/diagnostic-medical-sonographers.htm#tab-2 .	
Total tuition for the entire program:	US Resident:	\$39,500.00
	International Student:	\$52,480.00
TOTAL CHARGES FOR A PERIOD OF ATTENDANCE:	82 Semester Credits (approximately 18 months)	
Book charges for the entire program:	\$1,060.00	
Uniforms:	\$60.00	
Registration:	US Resident:	\$75.00
	International Student:	\$150.00
TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:	US Resident:	\$40,695.00
	International Student:	\$53,750.00
Total room and board charges for living on campus:	N/A	
No of housing on campus:	NONE	
School website:	http://www.ati.edu	

TECHNICAL COURSES:

Course Code	Course Title	Didactic	Supervised Lab	Externship	Total Out-of-Class Work Clock Hours for Academic Credit	Semester Credit Hours
ANA 201	Medical Term, Anatomy, Physiology	180.00	0.00	0.00	45.00	8.50
VAS 301D	Vascular Technology 1Didactic	90.00	0.00	0.00	45.00	4.50
VAS 301L	Vascular Technology 1Lab	0.00	90.00	0.00		3.00
VAS 302D	Vascular Technology 2Didactic	90.00	0.00	0.00	45.00	4.50
VAS 302L	Vascular Technology 2Lab	0.00	90.00	0.00		3.00
PHY 301D	Physics and Instrumentation 1Didactic	90.00	0.00	0.00	45.00	4.50
PHY 301L	Physics and Instrumentation 1Lab	0.00	90.00	0.00		3.00
PHY 302D	Physics and Instrumentation 2Didactic	90.00	0.00	0.00	45.00	4.50
PHY 302L	Physics and Instrumentation 2Lab	0.00	90.00	0.00		3.00
ECHO1AD	Echocardiography 1A Didactic	90.00	0.00	0.00	45.00	4.50
ECHO1AL	Echocardiography 1A Lab	0.00	90.00	0.00		3.00
ECHO1BD	Echocardiography 1B Didactic	90.00	0.00	0.00	45.00	4.50
ECHO2BL	Echocardiography 1B Lab	0.00	90.00	0.00		3.00
ECHO2AD	Echocardiography 2A Didactic	90.00	0.00	0.00	45.00	4.50
ECHO2AL	Echocardiography 2A Lab	0.00	90.00	0.00		3.00
ECHO2BD	Echocardiography 2B Didactic	90.00	0.00	0.00	45.00	4.50
ECHO2BL	Echocardiography 2B Lab	0.00	90.00	0.00		3.00
EXT 400	Clinical Externship	0.00	0.00	550.00	150.00	13.50
TOTAL HOURS:		900.00	720.00	550.00		82.00

COURSE DESCRIPTION:**ANA 201 – Medical Term, Anatomy, Physiology**

Comprehensive knowledge of Anatomy and Physiology is a fundamental prerequisite to medical sciences. Upon completion of this subject, the student will have practical knowledge about the structural levels of organization, anatomical components, and physiology. The student will also learn about medical terminology and relationships related to various body organs and anatomical directions, planes, and body cavities. The student will have a clear understanding of the anatomy and physiology of a typical cell, tissues, organs, systems of the human body, homeostasis, and its importance in the human body.

VAS 301DL- Vascular Technology 1DL

This course is designed to prepare students for the successful acquisition of the Registered Vascular Technologist (RVT) credential. This course contains separate modules leading the students through topics including human anatomy, physiology, pathophysiology of many disease processes, as well as methods of investigating and diagnosing vascular disease.

VAS 302DL- Vascular Technology 2DL

This course is a continuation of VAS 301 and is designed to prepare the applicant for the successful acquisition of the Registered Vascular Technologist (RVT) credential. Students will gain knowledge, skills, and abilities in the areas of anatomy and hemodynamics (blood flow) of cerebrovascular, venous, peripheral, and abdominal blood vessels.

PHY 301DL- Physics and Instrumentation 1DL

This course is designed to prepare students for the successful acquisition of the Sonography Principles & Instrumentation examination. Students will learn the skills and abilities in the areas of clinical safety, physical principles, pulsed echo instrumentation, and quality assurance. The SPI exam meets the fundamental physical principles and instrumentation requirements for the RDMS, RDCS, RVT, and RMSKS credentials.

PHY 302DL- Physics and Instrumentation 2DL

This course is a continuation of PHY 301 and is designed to further prepare students for the successful acquisition of the Sonography Principles & Instrumentation examination. Students will learn the skills and abilities in the areas of clinical safety, physical principles, pulsed echo instrumentation, and quality assurance.

ECHO 1AB- Echocardiography 1A&B-DL

This course prepares students with an introduction to cardiac sonography. Cardiac anatomy, hemodynamics, special analysis, obtaining echocardiographic imaging, measurements, and pathological conditions are introduced. These pathological conditions are Coronary Artery Disease, Complications of MI, and Pericardial Diseases. The course will further provide training in ultrasound of the vascular system, including carotid arteries, arterial ultrasound of the extremities, and venous studies of the lower extremities. The students will learn how to do Doppler ultrasound, including color flow imaging and analysis, and how to evaluate waveforms.

ECHO 2AB- Echocardiography 2A&B-DL

This course prepares students to understand the advanced level of study of adult echocardiography. This module prepares students to recognize and interpret the conditions and symptoms of cardiac valvular diseases and their hemodynamics, and Congenital Heart Diseases and their presentations.

EXT 400- Clinical Externship

The Clinical Externship experience provides the student with the opportunity to practice the skills they have been taught in school. It is a real-world scenario in which the student will work with patients, doctors, and other members of the healthcare delivery team. The Externship Site Supervisor will complete weekly evaluations tracking the student's progress, as well as a final evaluation at the completion of the student's hours. The Program Director will monitor the student's progress, along with the Externship Site Supervisor, at the time of onsite visits.

TEXTBOOKS & LEARNING MATERIALS:

Course Code	Course Title	Assigned Textbook	Additional learning materials, supplies, equipment, and audio/visual aids
LAB	Lab-Reference	Sonography by Reva Arnez Curry, PhD, RDMS, RTR, FSDMS (Author), Marilyn Prince (Author)	ProQuest E-Library, 2/3D ultrasound
LAB	Lab-Reference	Workbook and Lab Manual for Sonography by Reva Arnez Curry, PhD, RDMS, RTR, FSDMS (Author), Marilyn Prince (Author)	ProQuest E-Library, 2/3D ultrasound
LAB	Lab-Reference	Sonography Scanning by M. Robert de Jong, RDMS, RDCS, RVT, FSDMS (Author)	ProQuest E-Library, 2/3D ultrasound
VAS 301DL	Vascular Technology 1DL	- Ann Marie Kupinski, Introduction to Vascular Ultrasonography - Reva Curry/Betty Bates Tempkin, Sonography, Introduction to Normal Structure and Function - Reva Curry/Betty Bates Tempkin, Workbook and Lab Manual for Sonography: Introduction to Normal Structure and Function - Betty Bates Tempkin, Ultrasound Scanning Principles and Protocols	ProQuest E-Library, 2/3D ultrasound, ARDMS Vascular Technology (VT) Practice Test.
VAS 302DL	Vascular Technology 2DL		
PHY 301DL	Physics and Instrumentation 1DL	- Sidney K. Edelman, Understanding Ultrasound Physics - Reva Curry/Betty Bates Tempkin, Sonography, Introduction to Normal Structure and Function - Reva Curry/Betty Bates Tempkin, Workbook and Lab Manual for Sonography: Introduction to Normal Structure and Function - Betty Bates Tempkin, Ultrasound Scanning Principles and Protocols	ProQuest E-Library, 2/3D ultrasound, ARDMS online versions of the SPI Practice Test — SPIa and SPIb.
PHY 302DL	Physics and Instrumentation 2DL		
ECHO1ABDL	Echocardiography 1ABDL	Textbook of Clinical Echocardiography	ProQuest E-Library, 2/3D ultrasound, ARDMS

		(Endocardiography) by Catherine M. Otto, MD (Author)	online versions of the Adult Echo Practice Test.
ECHO2ABDL	Echocardiography 2ABDL	The Echocardiographer's Pocket Reference Spiral-bound by Terry Reynolds (Author), Pamela Kidd (Contributor)	ProQuest E-Library, 2/3D ultrasound, ARDMS online versions of the Adult Echo Practice Test.
MED 101	Medical Terminology	- Ehrlich/Schroeder, Medical Terminology for Health Professions - Ehrlich/Schroeder, Medical Terminology for Health Professions	ProQuest E-Library, laptop.

Institution ID:	03740400	
Program Name:	Ultrasound Technology	
Program Length in Months:	18 (F/T) 27 (P/T)	
Clock Hours:	2140	
Semester Credit:	81.5	
Program Level:	Certificate	
Related Occupation:	29-2033: Radiologic technologists and technicians 29-2032: Diagnostic Medical Sonographers 31-9094: Medical Transcriptionists 43-9199: Office and Administrative Support Workers, All Other 43-4199: Information and Record Clerks, All Other 43-4161: Human Resources Assistants	
Vocational Objective:	The objective of the Ultrasound Technology program is to prepare students with the knowledge, technical skills, and work habits required for an entry-level position in the occupations and job titles to which the program is represented to lead. Upon successful completion of this program, the graduate is awarded a completion certificate. Graduates of this program may assume a responsible position as a member of the health team in a hospital, imaging center, doctor's office, or clinic. Positions may also be available in private practice, industry, or government entities. Duties may include performing ultrasound scans of the upper abdomen, pelvic area, Vascular studies, and Obstetric and Gynecologic scans.	
Industry Occupations:	Most graduates from the Ultrasound Technology program hold job titles such as diagnostic medical sonographer, vascular technician, and imaging technician. Diagnostic medical sonographers and cardiovascular technologists/technicians work in healthcare settings, such as hospitals and offices of physicians. They work closely with physicians and surgeons, who view the images and test results to assess and diagnose medical conditions. https://www.bls.gov/ooh/healthcare/diagnostic-medical-sonographers.htm#tab-2 .	
Tuition for the entire program:	US Resident:	\$34,900.00
	International Student:	\$52,160.00
TOTAL CHARGES FOR A PERIOD OF ATTENDANCE:	81.5 Semester Credits (approximately 18 months)	
Books for the entire program:	\$1,200.00	
Uniforms:	\$60.00	
Registration:	US Resident:	\$75.00
	International Student:	\$150.00
TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:	US Resident:	\$36,235.00
	International Student:	\$53,570.00
Total room and board charges for living on campus:	N/A	
No of housing on campus:	NONE	
School website:	http://www.ati.edu	

TECHNICAL COURSES:

Course Code	Course Title	Didactic	Supervised Lab	Externship	Total Out-of-Class Work Clock Hours for Academic Credit	Semester Credit Hours
ANA 201	Medical Term, Anatomy, Physiology	180.00	0.00	0.00	45.00	8.50
VAS 301D	Vascular Technology 1Didactic	90.00	0.00	0.00	45.00	4.50
VAS 301L	Vascular Technology 1Lab	0.00	90.00	0.00		3.00
VAS 302D	Vascular Technology 2Didactic	90.00	0.00	0.00	45.00	4.50
VAS 302L	Vascular Technology 2Lab	0.00	90.00	0.00		3.00
PHY 301D	Physics and Instrumentation 1Didactic	90.00	0.00	0.00	45.00	4.50
PHY 301L	Physics and Instrumentation 1Lab	0.00	90.00	0.00		3.00
PHY 302D	Physics and Instrumentation 2Didactic	90.00	0.00	0.00	45.00	4.50
PHY 302L	Physics and Instrumentation 2Lab	0.00	90.00	0.00		3.00
ABD 301D	Abdomen and Small Parts Sonography 1Didactic	90.00	0.00	0.00	45.00	4.50
ABD 301L	Abdomen and Small Parts Sonography 1Lab	0.00	90.00	0.00		3.00
ABD 302D	Abdomen and Small Parts Sonography 2Didactic	90.00	0.00	0.00	45.00	4.50
ABD 302L	Abdomen and Small Parts Sonography 2Lab	0.00	90.00	0.00		3.00
OBG 301D	Obstetrics and Gynecology Sonography 1Didactic	90.00	0.00	0.00	45.00	4.50
OBG 301L	Obstetrics and Gynecology Sonography 1Lab	0.00	90.00	0.00		3.00
OBG 302D	Obstetrics and Gynecology Sonography 2Didactic	90.00	0.00	0.00	45.00	4.50
OBG 302L	Obstetrics and Gynecology Sonography 2Lab	0.00	90.00	0.00		3.00
EXT 400	Clinical Externship	0.00	0.00	520.00	150.00	13.00
TOTAL HOURS:		900.00	720.00	520.00	555.00	81.50

COURSE DESCRIPTION:**ANA 201- Medical Term, Anatomy, and Physiology**

This course is designed to provide students with the basic fundamental knowledge of human anatomy and medical terminology, including body organization, cell tissue membranes, special senses, endocrine, musculoskeletal, nervous, cardiovascular, urinary, reproductive, and related pathology. Students will gain knowledge of cross-sectional views of the human body and the fundamental knowledge to succeed in the General ultrasound and Echocardiography technology programs.

VAS 301DL- Vascular Technology 1DL

This course is designed to prepare students for the successful acquisition of the Registered Vascular Technologist (RVT) credential. This course contains separate modules leading the students through topics including human anatomy, physiology, pathophysiology of many disease processes, as well as methods of investigating and diagnosing vascular disease.

VAS 302DL- Vascular Technology 2DL

This course is a continuation of VAS 301 and is designed to prepare the applicant for the successful acquisition of the Registered Vascular Technologist (RVT) credential. Students will gain knowledge, skills, and abilities in the areas of anatomy and hemodynamics (blood flow) of cerebrovascular, venous, peripheral, and abdominal blood vessels.

PHY 301DL- Physics and Instrumentation 1DL

This course is designed to prepare students for the successful acquisition of the Sonography Principles & Instrumentation examination. Students will learn the skills and abilities in the areas of clinical safety, physical principles, pulsed echo instrumentation, and quality assurance. The SPI exam meets the fundamental physical principles and instrumentation requirements for the RDMS, RDCS, RVT, and RMSKS credentials.

PHY 302DL- Physics and Instrumentation 2DL

This course is a continuation of PHY 301 and is designed to further prepare students for the successful acquisition of the Sonography Principles & Instrumentation examination. Students will learn the skills and abilities in the areas of clinical safety, physical principles, pulsed echo instrumentation, and quality assurance.

ABD 301DL- Abdomen and Small Parts Sonography 1DL

This course is designed to prepare students for the successful acquisition of the AB examination. Students will gain knowledge, skills, and abilities in the areas of soft tissues, blood vessels, and organs of the abdominal cavity.

ABD 302DL- Abdomen and Small Parts Sonography 2DL

This course is a continuation of ABD 301 and is designed to further prepare students for the successful acquisition of the AB examination. Students will continue to gain knowledge, skills, and abilities in the areas of soft tissues, blood vessels, and organs of the abdominal cavities.

OBG 301DL- Obstetrics and Gynecology Sonography 1DL

This course is designed to teach students the basic obstetrics and gynecology knowledge and skills essential to Sonography Professionals. Students will be prepared for the successful acquisition of the OB/GYN examination, which assesses knowledge, skills, and abilities in the areas of the female reproductive system, as well as the fetus during the first, second, and third trimesters of pregnancy.

OBG 302DL- Obstetrics and Gynecology Sonography 2DL

This course is a continuation of OBG 301 and is designed to further prepare students for the successful acquisition of the OB/GYN examination. Students will continue to gain knowledge, skills, and abilities in the areas of the female reproductive system as well as the fetus in the first, second, and third trimesters of pregnancy.

EXT 400- Clinical Externship

The Clinical Externship experience provides the student with the opportunity to practice the skills they have been taught in school. It is a real-world scenario in which the student will work with patients, doctors, and other members of the healthcare delivery team. The Externship Site Supervisor will complete weekly evaluations tracking the student's progress, as well as a final evaluation at the completion of the student's hours. The Director of Education will monitor the student's progress, along with the Externship Site Supervisor, at the time of onsite visits.

TEXTBOOKS & LEARNING MATERIALS:

Course Code	Course Title	Assigned Textbook	Additional learning materials, supplies, equipment, and audio/visual aids
LAB	Lab-Reference	Sonography by Reva Arnez Curry, PhD, RDMS, RTR, FSDMS (Author), Marilyn Prince (Author)	ProQuest E-Library, 2/3D ultrasound
LAB	Lab-Reference	Workbook and Lab Manual for Sonography by Reva Arnez Curry, PhD, RDMS, RTR, FSDMS (Author), Marilyn Prince (Author)	ProQuest E-Library, 2/3D ultrasound
LAB	Lab-Reference	Sonography Scanning by M. Robert de Jong, RDMS, RDCS, RVT, FSDMS (Author)	ProQuest E-Library, 2/3D ultrasound
VAS 301DL	Vascular Technology 1DL	- Ann Marie Kupinski, Introduction to Vascular Ultrasonography - Reva Curry/Betty Bates Tempkin, Sonography, Introduction to Normal Structure and Function - Reva Curry/Betty Bates Tempkin, Workbook and Lab Manual for Sonography: Introduction to Normal Structure and Function - Betty Bates Tempkin, Ultrasound Scanning Principles and Protocols	ProQuest E-Library, 2/3D ultrasound, ARDMS Vascular Technology (VT) Practice Test.
VAS 302DL	Vascular Technology 2DL		
PHY 301DL	Physics and Instrumentation 1DL	- Sidney K. Edelman, Understanding Ultrasound Physics - Reva Curry/Betty Bates Tempkin, Sonography, Introduction to Normal Structure and Function	ProQuest E-Library, 2/3D ultrasound, ARDMS online versions of the SPI Practice Test — SPIa and SPIb.
PHY 302DL	Physics and Instrumentation 2DL		

		• Reva Curry/Betty Bates Tempkin, Workbook and Lab Manual for Sonography: Introduction to Normal Structure and Function • Betty Bates Tempkin, Ultrasound Scanning Principles and Protocols	
ABD 301DL	Abdomen and Small Parts Sonography 1DL	• Diane M. Kawamura & Bridgett M. Lunsford, Abdomen and Superficial Structures • Reva Curry/Betty Bates Tempkin, Sonography, Introduction to Normal Structure and Function • Reva Curry/Betty Bates Tempkin, Workbook and Lab Manual for Sonography: Introduction to Normal Structure and Function • Betty Bates Tempkin, Ultrasound Scanning Principles and Protocols	ProQuest E-Library, 2/3D ultrasound, ARDMS Abdomen (AB) Practice Test.
ABD 302DL	Abdomen and Small Parts Sonography 2DL		
OBG 301DL	Obstetrics and Gynecology Sonography 1DL	• Susan Raatz Stephenson, Obstetrics and Gynecology • Reva Curry/Betty Bates Tempkin, Sonography, Introduction to Normal Structure and Function • Reva Curry/Betty Bates Tempkin, Workbook and Lab Manual for Sonography: Introduction to Normal Structure and Function • Betty Bates Tempkin, Ultrasound Scanning Principles and Protocols	ProQuest E-Library, 2/3D ultrasound, ARDMS Obstetrics and Gynecology (OB/GYN) Practice Test.
OBG 302DL	Obstetrics and Gynecology Sonography 2DL		
ANA 201	Medical Terminology	• Ehrlich/Schroeder, Medical Terminology for Health Professions • Ehrlich/Schroeder, Medical Terminology for Health Professions	ProQuest E-Library, laptop.

Institution ID:	03740400	
Course Name:	Vocational English as a Second Language (VESL)	
Program Length in Weeks:	40 weeks	
Clock Hours:	740	
Study Level:	Certificate of Course Completion	
Total tuition for the entire ESL learning:	\$9,800.00	
Book charges for the entire learning:	\$200.00	
Registration:	US Resident:	\$75.00
	International Student:	\$150.00
TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL LEARNING:	US Resident:	\$10,075.00
	International Student:	\$10,150.00
Total room and board charges for living on campus:	N/A	
No. housing on campus:	NONE	
School website:	http://www.ati.edu	

Content and Approach

Courses within the Vocational English as a Second Language study are avocational and do not lead to initial employment. Vocational ESL courses are front-loaded courses in which the students complete these courses, determined on a need basis, before entering the career-oriented vocational programs at this College. These courses are not prerequisites nor provide credits toward any vocational programs offered at this College.

Courses focus on the development of communication and job search skills necessary for employment in the healthcare field in the United States. Topics include health professions in the US, career pathways, communication with patients and co-workers, US healthcare systems, current critical healthcare matters and issues, and intercultural communication skills.

Participants will practice the skills of speaking, listening, reading, and writing. Instructors use activities based on day-to-day healthcare situations, readings related to healthcare, and case studies from different health professions. The communicative approach of the courses is based on individual pairs, group tasks, and projects. Each class session will include problem-solving and critical thinking activities in which you will work both individually and in collaboration with peers.

Goals

Vocational English as a Second Language study is a 40-week study made up of several courses in English for foreign healthcare professionals. Participants will make progress toward the overall goal of learning the English language used in healthcare settings. At the end of the 40-week study, participants will have improved communication skills in English based on ones increased ability to:

- Communicate effectively and appropriately with patients and families in health care settings.
- Communicate effectively and appropriately with other healthcare professionals in healthcare settings.
- Understand systems, requirements, and issues in healthcare in the United States and California.
- Understand how cross-cultural beliefs, traditions, and behaviors impact everyday communication in healthcare settings.
- Use strategies and skills for exploring your ongoing professional development beyond the current course.
- Use strategies and skills for pursuing career goals in healthcare and making informed career choices.

Assessment of Progress

Participants will work together with instructors to self-evaluate their level at the end of each course based on these components:

- Attendance
- Class Participation
- Homework
- Quizzes
- Midterms
- Finals

Grading Scale

Participants are evaluated regularly on subject matter. The evaluations are measured on a standard percentile basis, and the percentage is converted to a letter grade and a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a “C” (70%) average to maintain satisfactory status. The grading system detailed below is the system utilized in the school.

Percentage	Letter Grade	Letter Grade Definitions	Grade Points
90 to 100%	A	Excellent	4.00
80 to 89%	B	Above average	3.00
70 to 79%	C	Average	2.00
60 to 69%	D	Below average (Repeat Course)	1.00
<59%	F	Failed (Repeat Course)	0.00
N/A	T/C	Transfer Credit	0.00

A below average (“D”) and failed (“F”) course must be repeated for the student to complete the VESL study. A grade “T/C” is not calculated in a student’s cumulative grade point average (GPA). The changes in completion date as a result of earning below average grades, course failure, and Leave of Absence will be notified in writing by the Student Services Office.

A Transfer Credit (T/C) will appear on a student’s transcript to indicate those courses for which the student has received college credit from another institution. For more information about Transfer Credits, please refer to the *Credit Evaluation & Transfer Policy* in this catalog. ATI College does not award credit for prior experiential learning.

Completion Requirements

When a student has completed the requirements of the courses of study with a GPA (Grade Point Average) of 2.0 or better, the student shall receive a Completion Certificate that confirms completion of the Vocational English as a Second Language study.

Overview

The VESL curriculum consists of 740 clock hours organized into five courses:

- **Course 1** – Exploring Critical Issues in the Healthcare System
- **Course 2** - Communicating with Patients, Families, and other Healthcare Professionals
- **Course 3** - Intercultural Communication in Healthcare Settings
- **Course 4** - Exploring Career Goals in the Healthcare Field

Objective

Courses within the Vocational English as a Second Language study are avocational and do not lead to initial employment. Vocational ESL courses are front-loaded courses in which the students complete these courses, determined on a need basis, before entering the career-oriented vocational programs at this College. These courses are not prerequisites nor provide credits toward any vocational programs offered at this College.

Overall Goal

To provide non-native-speaking health care workers with the English skills needed to communicate and function effectively in the workplace and to help them achieve their professional goals in the U.S.

Target Audience

1. Immigrants seeking to enter an allied health program,
2. Foreign-trained healthcare professionals seeking to enter a healthcare-related program,
3. Incumbent healthcare workers with limited English proficiency seeking to enter a healthcare-related program.

COURSE 1 - Exploring Critical Issues in the Healthcare System (185 clock hours)

WEEK 1	UNIT 1: Understanding Healthcare Systems
WEEK 2	UNIT 2: Understanding Healthcare Cultures and Sub-Cultures
WEEK 3	UNIT 3: Critical Healthcare Issues in the U.S.
WEEK 4	UNIT 4: Healthy Lifestyles and Behaviors
WEEK 5	UNIT 5: Alternative Health Perspectives
WEEK 6	UNIT 6: Healthcare for an Aging Population
WEEK 7	UNIT 7: Legal & Ethical Issues in Healthcare
WEEK 8	UNIT 8: Future Directions for Health and Healthcare Professionals 1
WEEK 9	UNIT 9: Future Directions for Health and Healthcare Professionals 2
WEEK 10	UNIT 10: Future Directions for Health and Healthcare Professionals 3

COURSE 2 - Communicating with Patients, Families, and other Healthcare Professionals (185 clock hours)

WEEK 1	UNIT 1: Patient-Health Professional Relationship
WEEK 2	UNIT 2: Gathering Patient Information
WEEK 3	UNIT 3: Examining and Monitoring Patients
WEEK 4	UNIT 4: Medical Charting and Reporting
WEEK 5	UNIT 5: Handling Challenging Situations with Patients
WEEK 6	UNIT 6: Interaction among Healthcare Professionals
WEEK 7	UNIT 7: Assertive Communication with Co-Workers
WEEK 8	UNIT 8: Working Effectively on a Team
WEEK 9	UNIT 9: Telephone and Electronic Communications
WEEK 10	UNIT 10: Handling Challenging Situations with Co-Workers

COURSE 3 - Intercultural Communication in Healthcare Settings (185 clock hours)

WEEK 1	UNIT 1: Effective Communication Strategies
WEEK 2	UNIT 2: Addressing Language Barriers
WEEK 3	UNIT 3: Culture and Communication in Healthcare
WEEK 4	UNIT 4: Beliefs and Traditions about Health and Illness
WEEK 5	UNIT 5: Cultural Diversity in Healthcare
WEEK 6	UNIT 6: Serving Multicultural Patients
WEEK 7	UNIT 7: Working with Multicultural Healthcare Professionals
WEEK 8	UNIT 8: Ethnic and Racial Disparities in Healthcare
WEEK 9	UNIT 9: Analyzing the Needs of Diverse Communities
WEEK 10	UNIT 10: Serving Underserved Communities

COURSE 4 - Exploring Career Goals in the Healthcare Field (185 clock hours)

WEEK 1	UNIT 1: Healthcare Professionals and Career Paths
WEEK 2	UNIT 2: Requirements for Entry in the Health Field
WEEK 3	UNIT 3: Exploring Career Goals in the Healthcare Field
WEEK 4	UNIT 4: Job Search Skills
WEEK 5	UNIT 5: Job Application Process
WEEK 6	UNIT 6: Job Interview Skills
WEEK 7	UNIT 7: Professional Behavior and Workplace Expectations
WEEK 8	UNIT 8: Work & Safety Issues for Health Professionals
WEEK 9	UNIT 9: Professional Development in Healthcare 1
WEEK 10	UNIT 10: Professional Development in Healthcare 2

Tuition and Fees

Programs	Clock Hours (Sem. Credits)	Tuition		Registration (US)	Registration (Intl)	Registration (Veteran)	Graduation Fee	Textbooks	Uniforms
Bachelor of Science in Diagnostic Sonography with Concentration in Healthcare Administration	3195 (133)	US Residents:	\$450/Credit Unit	\$75	\$150	\$10	\$100	\$4,150	Included
		International:	\$640/Credit Unit						
Echocardiography	2170 (82)	US Residents:	\$39,500.00	\$75	\$150	\$10	\$100	\$1,060	\$60
		International:	\$52,480.00						
Ultrasound Technology	2140 (81.5)	US Residents:	\$34,900.00	\$75	\$150	\$10	\$100	\$1,200	\$60
		International:	\$52,160.00						
Vocational English as a Second Language	740	US Residents:	\$9,800.00	\$75	\$150	\$10	\$100	\$200	N/A
		International:	\$9,800.00						

Course materials are not included in the tuition. Students are required to purchase notebooks, pens, pencils, etc. separately. Purchased books and other supportive materials are non-returnable/non-refundable. Tuition and fees do not include testing fees for certifications, licensures, and/or credential examinations. Above tuition and other charges apply to students enrolled on or after September 1, 2021.

Courses within the Vocational English as a Second Language study are avocational and do not lead to initial employment. Vocational ESL courses are front-loaded courses in which the students complete these courses, determined on a need basis, before entering the career-oriented vocational programs at this College. These courses are not prerequisites nor provide credits toward any vocational programs offered at this College.

As of 08/01/2020 institutional charges for the tuition charges are posted to the student tuition account on the basis of payment period by payment period. However, registration fees, books, and supplies for the entire course, will be assessed and posted in the student tuition account ledger within the first payment period. Subsequent charges will be posted as necessary.

Other Charges

Description	Charges
Academic Transcript (official copy) – Current Student	\$10
Academic Transcript (official copy) – Former Student	\$20
Completion Certificate Duplicate Copy Fee	\$50
Dishonored Check Charge (Charged to your account if your bank cannot honor any check you write to ATI COLLEGE)	\$50
Disputed Credit Card Fee	\$30
Registration Fee (US Resident) (Non-refundable)	\$75
Registration Fee (International Student) (Non-refundable)	\$150
International Student Application Fee (Non-refundable)	\$150
International Student Zoom Interview Fee (Non-refundable)	\$150
International Student Form I-20 Service Fee (F1/M1) (Non-refundable)	\$150
International Student Dependent Service Fee (F2) (Non-refundable)	\$150
Professional Liability Insurance for Students	\$35/Year
Comprehensive Examination Fee	\$200/Exam
Graduation Fee	\$100
Student Identification Card (ID)	\$20
Parking Card Replacement	\$25
STRF (as of Y2024)	\$0
Uniform (top&bottom)	\$30/Set
Parking Fee	TBD
Domestic Express Mail (Form I-20, Government Forms, Agency Forms) (Non-refundable)	\$80
International Express Mail (Form I-20, Government Forms, Agency Forms) (Non-refundable)	\$150
Re-issue of Form I-20 Processing Fee	\$150
Airport Pickup Service	\$200
Housing Service	\$250
Official Document Fee (Enrollment Verification Letter, Completion Verification Letter)	\$100
Academic and/or Financial Aid File Copy (Entire file)	\$30/file
Last modified on 07/09/2024	

ADMINISTRATOR	EDUCATIONAL & PROFESSIONAL QUALIFICATION
<u>Katherine Cho</u> CEO/President	- University of TCM, Shenyang, China, Ph.D. in Traditional Chinese Medicine - Royal University, Los Angeles, CA, MS in Acupuncture & Oriental Medicine
<u>Brian H. Kim</u> Acting President	- University of TCM, Shenyang, China, Ph.D. in Traditional Chinese Medicine - Royal University, Los Angeles, CA, MS in Acupuncture & Oriental Medicine - University of California, Irvine, CA, Diploma in Anatomy and Neurobiology
<u>Lisa Jee</u> Executive Director	- University of California, Los Angeles, Graduate School of Education & Information Studies, Ph.D. in Educational Psychology - California State University, Long Beach, College of Education, MA in Educational Psychology - California State University, Long Beach, College of Education, BA in Liberal Studies
<u>Tareq Nabulsi</u> Program Director	- Medical University of the Americas, Devens, MA, Doctor of Medicine - Northeast College of Health Sciences, Master of Science in Human Anatomy & Physiology Instruction (MSHAPI) - University of California, Riverside, BA in Philosophy with Minor in Biology
<u>Silvia J. Ramirez</u> Financial Aid Director	Systems Programming and Development Institute, Los Angeles, CA, Computer Programming
<u>Jazmin Cuarenta</u> Learning Resource System Supervisor	- Louisiana State University, Master of Library and Information Science - University of California, Los Angeles, Bachelor of Arts, Gender & African American Studies
<u>Nicole Estrada</u> Student Advisor	- Azusa Pacific University, Master of Arts in Education, Educational Counseling - California State University, Fullerton, Bachelor of Arts Degree, Sociology - Pupil Personnel Services Credential (K-12)
<u>Sungmin Paul Kim</u> Academic & Technical Advisor	- University of Utah, Salt Lake City, School of Medicine, MS in Public Health - Yonsei University, Seoul, South Korea, School of Medicine, BS in Occupational Therapy
<u>Susana Espinoza</u> Clinical Externship Coordinator & Career Advisor	- ATI College, BS in Diagnostic Medical Sonography with Concentration in Healthcare Administration - Rio Hondo Community College, General Studies
<u>Francisco Valle</u> Admissions Advisor	University of Phoenix, BA in Business Administration
<u>Julie Yang</u> <u>Accounting</u>	- ATI College, BS in Diagnostic Medical Sonography with Concentration in Healthcare Administration - Fashion Institute of Design & Merchandising, Los Angeles, CA, Fashion Design
<u>Savanah Rodriguez</u> Office Administrator	Whittier High School, Whittier, CA, Diploma

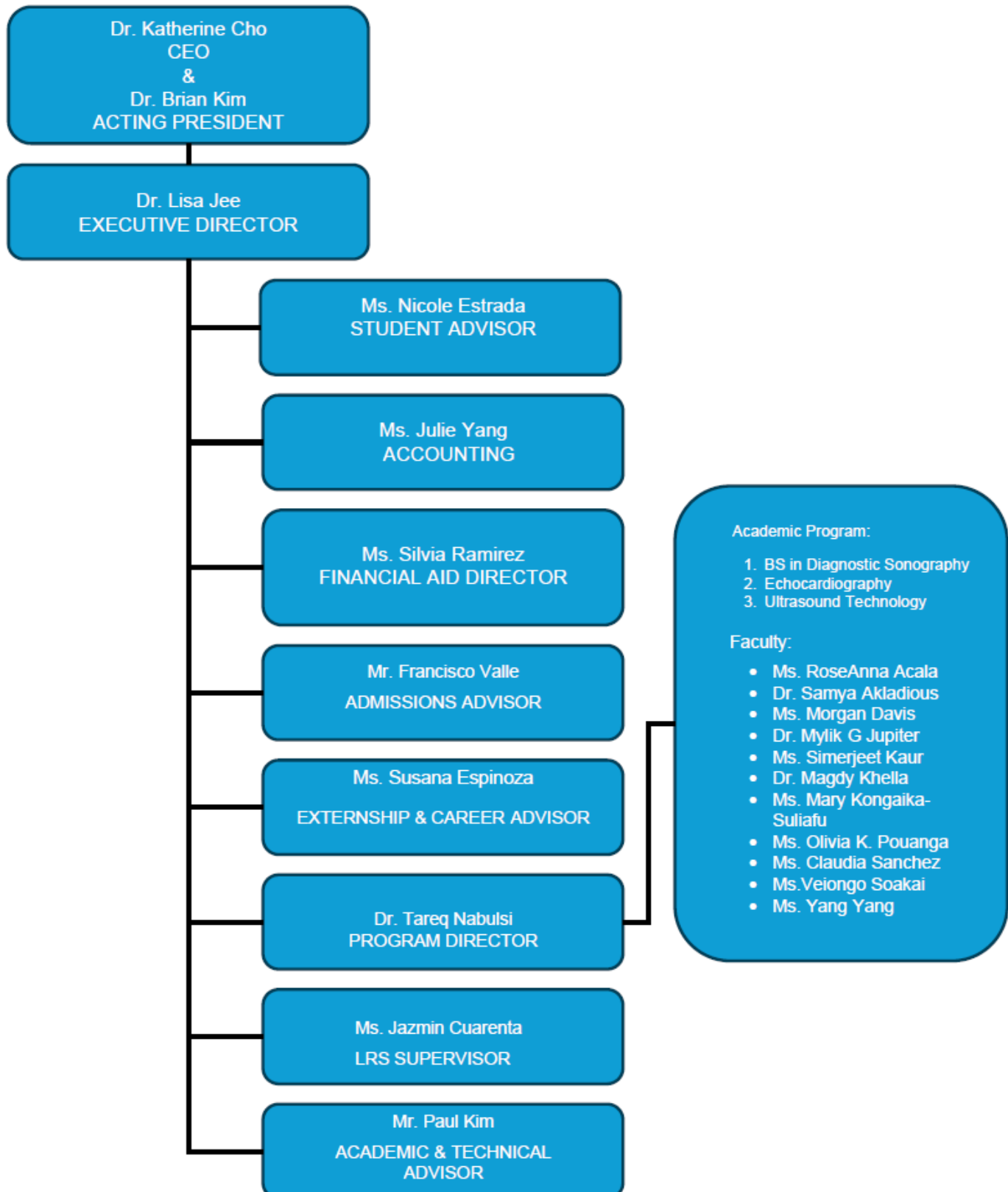
FACULTY	EDUCATIONAL & PROFESSIONAL QUALIFICATION
<u>RoseAnna Alcalá</u>	- National University, San Diego, California, MS in Forensic Science Specializing in Investigations - California State University, Fullerton, BS in Child Development - California State University, Fullerton, BS in Human Services - State of California Career and Technical Education Teaching Credential - Nova Institute of Health Technology, Certificate in Medical Billing and Coding
<u>Mary Agaiby</u>	- University of Assuit Medical School, Egypt, MD - Completion Certificate of General Diagnostic Sonography program, University of Assuit Medical School, Egypt

	• Qena General Hospital, Qena, Egypt, General Medicine • Sham El Sheilch Hospital, Sharm El Sheilch, Egypt, General Medicine • Assuit General Hospital, Assuit, Egypt, General Medicine
<u>Samya Akladious</u>	• Alexandria University, Alexandria, Egypt, DMD in Dentistry • Norwalk-La Mirada Unified School District, Dental Assistant Teacher
<u>Hazem Armanyos</u>	• Medical Council of Canada, MCCEE, Medicine • Faculty of Medicine, Ain-Shams University, Cairo, Egypt, MBBCh • Faculty of Medicine, Cairo University, Cairo, Egypt, MD • Medical Practice License, Egypt, License to practice Medical Profession • Member of the Egyptian Medical Syndicate • Member of the Kuwait Medical Association • RDCS, AE (2012), PE (2015), RVT, VT (2014)
<u>Blake M. Bancroft</u>	• Austin Peay State University, Tennessee, MA in Corporate Communications • Argosy University, Tennessee, MS in Health Services Management • State University of New York, BA in History and Speech Communications
<u>Melissa Berg</u>	• University of Wyoming, Laramie, Wyoming, BS in Physiology • University of Wyoming, Laramie, Wyoming, BA in English Literature • Casper College, Casper, Wyoming, AS
<u>Morgan Davis</u>	• Quincy College, Massachusetts, BA in Literature • Eastern Nazarene College, Massachusetts, BA in Spanish Literature
<u>Kevin Gemme</u>	• California State University, Los Angeles, BS in Business Administration with a minor in Management and Operations • ATI College, Norwalk, CA, Ultrasound Technology Program
<u>Mylik G. Jupiter</u>	• Virginia University of Lynchburg, Doctor of Healthcare Administration • Harrisburg University of Science & Technology, Harrisburg, PA, MS in Medical Biotechnology • Harrisburg University of Science & Technology, Harrisburg, PA, BS, cum laude, Biotechnology
<u>Simerjeet Kaur</u>	• La Sierra University, Riverside, CA, MA in English Literature • La Sierra University, Riverside, CA, BA in English Writing/Pre-Law
<u>Magdy Khella</u>	• Alexandria University, Alexandria, Egypt, DMD in Dentistry • American Dental Association, National Board Dental Exam
<u>Mary Kongaika-Suliafu</u>	• Ball Imaging, Anaheim, CA, Sonographer • Prenatal Ultrasound of California, Monterey Park, CA, Sonographer • ATI College, Norwalk, CA, Ultrasound Technology Program
<u>Daniel Lilly</u>	• Stony Brook University, Stony Brook, NY, MS in Accounting • Stony Brook University, Stony Brook, NY, BS in Business Management
<u>Roger Lucas</u>	• University of Phoenix, MBA in Business Administration • University of South Carolina, BS in Electrical Engineering
<u>Olivia K. Pouanga</u>	• ATI College, Santa Ana, Diagnostic Medical Sonography, Certificate • Mt. San Antonio College, General Education • RDMS, OB
<u>April D. Riedy</u>	• Eastern Michigan University, MA in Literature • Eastern Michigan University, BA in English Language and Literature
<u>Claudia Sanchez</u>	• Memorial Hospital of Gardena, California, Sonographer • Cardio Beat Imaging Inc., Cypress, California, Sonographer • ATI College, Norwalk, CA, Ultrasound Technology Program • RDMS, AB (2013), BR (2020), OB/GYN (2013) • RVT, VT (2012)

- | | |
|----------------------------|---|
| <u>Veiongo Soakai</u> | <ul style="list-style-type: none">• ATI College, BS in Diagnostic Medical Sonography with Concentration in Healthcare Administration• ATI College, Diagnostic Medical Sonography, General• ATI College, Adult Echocardiography |
| <u>Taliko Tuladhar</u> | <ul style="list-style-type: none">• Memorial Hospital, Gardena, California: Lead Ultrasound Technician• California School of Medicine, Ultrasound Technology Program, Certificate• Riga Medical Academy, Latvia, MD, General Medicine• RDMS, AB (2003), BR (2012), OB/GYN (2004), RVT, VT (2009) |
| <u>Jennifer L. Wiesman</u> | <ul style="list-style-type: none">• Northern Illinois University, MA in English• Northern Illinois University, BA in English |
| <u>Yang Yang</u> | <ul style="list-style-type: none">• Shenyang Medical College, Liaoning, Shenyang, Yuhong District, China, BMD in General Medicine• RDMS, OB/GYN (2019), RDCS, AE (2019), RVT, VT (2018) |

Organization Chart

[Updated 09/2025]



Copyright Infringement Policy

Copyright Infringement - Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see title 17, United States Code, Sections 504 and 505.

Willful copyright infringement can also result in criminal penalties including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Peer-to-Peer File Sharing

Peer-to-peer (P2P) file sharing is a general term that describes software programs that allow computer users, utilizing compatible P2P software, to connect with each other and directly access digital files from one another’s hard drives. Many copyrighted works may be stored in digital form, such as software, movies, videos, photographs, etc. Through P2P file sharing, it has become increasingly easy to store and transfer these copyrighted works to others, thus increasing the risk that users of P2P software and file-sharing technology will infringe the copyright protections of content owners.

If P2P file-sharing applications are installed on your computer, you may be sharing someone else’s copyrighted materials without realizing you are doing so. As a user of the college network, recognizing the legal requirements of the files that you may be sharing with others is important. You should be careful not to download and share copyrighted works with others. The transfer and distribution of these works without authorization from the copyright holder is illegal and prohibited.

Voter Registration

To vote in a California election, you must complete a Voter Registration Form. To register to vote in California, you must be:

- A United States citizen
- A resident of California
- 18 years of age or older on Election Day

Students may refer to the following website to download voter registration forms. <https://www.sos.ca.gov/nvrc/fedform/>

Availability of Administrators for Information Dissemination Purposes

ATI College is required to designate an employee or group of employees to assist enrolled or prospective students in obtaining all of the information specified below. If the College has designated one person for an area of responsibility, that person shall be available, upon reasonable notice, to any enrolled or prospective student throughout the normal administrative working hours listed. If more than one person, often an entire office, is designated, their combined work schedules have been arranged so that at least one of them is available, upon reasonable notice, throughout the normal administrative working hours listed.

Availability of Employees for Information Dissemination Purposes:

Subject Matter	Telephone No.	Office	Office Hour	Email
Institutional and federal financial aid information	(562) 864-0506	Financial Aid	MON-FRI 8:30 am – 5:30 pm	fadirector@ati.edu
Employment Information	(562) 864-0506	Executive Director	MON-FRI 10 am - 7 pm	lisa@ati.edu
Accreditation, Approval, Licensure of Institution and Programs, VA Benefits	(562) 864-0506	Executive Director	MON-FRI 8 am - 4 pm	lisa@ati.edu
Students with Disability	(562) 864-0506	Student Services	MON-FRI 8:30 am – 5:30 pm	studentadvisor@ati.edu
Gainful Employment Information	(562) 864-0506	Career Advising	MON-FRI 8:30 am – 5:30 pm	susana@ati.edu
Emergency Preparedness Information, Campus Safety and Security Information	(562) 864-0506	Executive Director	MON-FRI 10 am - 7 pm	lisa@ati.edu
Admissions/Readmissions	(562) 864-0506	Student Services Admissions	MON-FRI 8:30 am – 5:30 pm	Francisco@ati.edu
Graduation/Retention Rates	(562) 864-0506	Career Advising, Executive Director	MON-FRI 8:30 am – 5:30 pm	studentadvisor@ati.edu
International Students & Accounting	(562) 864-0506	Accounting	MON-FRI 8:30 am – 5:30 pm	julie@ati.edu

Entire offices, as listed above, are designated for each Subject Matter as listed. Combined work schedules have been arranged so that at least one person is available, upon reasonable notice, throughout the normal administrative working hours listed.

Otherwise, inquiries should be directed to:

Dr. Lisa Jee

Executive Director

(562) 864-0506

Establishing, Maintaining, and Safeguarding ATI College's Information Security Program

Students have a right to know that their information is being kept in a secure environment that meets State and Federal standards.

ATI College carefully protects all nonpublic personal information in our possession regarding students and their families. The College will not release nonpublic, private, personal, or financial information about our students or applicants to any third party, except as specifically provided in this policy. The school will release certain nonpublic personal information to federal and state agencies, government contractors, student loan providers/servicers, and other parties as necessary for the administration of the federal student aid programs, for enforcement purposes, for litigation, and for use in connection with audits or other investigations. Disclosure is permitted to law enforcement or emergency services agencies in the performance of their duties or when student safety or health may be in jeopardy. The College will not sell or otherwise make available personal information for marketing purposes to any third party at any time.

The College employs office procedures and password-protected computer systems to ensure the security of paper and electronic records. The College does not disclose specifics of its internal security procedures to students or the general public to protect the effectiveness of those procedures. Access to social security numbers and other Personally Identifiable Information (PII) is strictly limited to those School Officials with a need-to-know. Each personnel member is responsible for the enforcement of this policy with regard to the information within his/her office. The Executive Director will be responsible for overall control of information release and will resolve any disagreements and make final decisions as necessary in accordance with this Policy.

ATI College's information is an important asset that is critical to providing an effective and comprehensive learning environment, openly communicating ideas, providing outstanding community service, and supporting the college's operations. This information includes sensitive and personal student, faculty, and staff data as well as the college's operational data. To maintain effectiveness and protect individuals, the college's information assets must be protected from misuse, unavailability, destruction, and unauthorized disclosure or modification.

The executive leadership of ATI College is committed to protecting the value of the college's information assets. The Executive Director is charged with establishing and maintaining a program that preserves the confidentiality, integrity, and availability of information and information systems. This responsibility is addressed by:

- Continually assessing risks and defining appropriate protection strategies
- Complying with applicable legal and regulatory requirements
- Protecting the reputation, image, and competitive advantage of the college
- Supporting the College's strategic mission and goals
- Maintaining partnership with administrative units, faculty, and staff to ensure a collaborative approach to information security

The members of ATI College in its entirety are responsible for the safeguarding of its information assets. Any suspected information security breach or issue should be reported immediately to the Executive Director's attention.

FORMS

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

TRANSFER CREDIT EVALUATION FORM

Submit in person to: ATI College, Attention: Admissions Department c/c: Program Director 15141 Whittier Blvd., Suite 420 Whittier, CA 90603 Monday – Friday, 9 am to 4 pm	Mail, Fax, or Email to: ATI College, Attention: Program Director 15141 Whittier Blvd., Suite 420 Whittier, CA 90603 Fax. (562) 864-7806 Email: info@ati.edu
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Credit Evaluation & Transfer

ATI College has not entered into an articulation or transfer agreement with any other college or university. ATI College does not award credit for prior experiential learning. Credit for courses taken at an accredited postsecondary institution may be accepted at ATI College if the following conditions are met:

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

I. The Process for Evaluation of Transfer Credit

Transfer credit must meet the expectations of the faculty and directors and must be appropriate to the program sought. Academic credit earned within ten (10) years before admission to ATI College will be reviewed as to applicability to the present course of study. ATI College reserves the right to require examinations or other proof of competence regardless of transfer credits listed on the student's academic records. It is not the policy of ATI College to impose redundant programs or requirements on any student. All transfer credits must be reviewed before the student's matriculation. Credits will not be accepted after the student has enrolled at the school. As much as fifty percent (50%) of the credits required for graduation from ATI College may be satisfied through transfer credit. Academic credits earned before admission to ATI College are evaluated on a case-by-case basis.

II. The Process for Establishing Equivalency of Transfer Credit

Transfer credit is accepted from postsecondary institutions authorized by appropriate legal authorities. Corporate or specialized training programs may be recognized as transfer credits, as recommended by generally accepted national educational standards. Not all prior credit applies to credits earned at ATI College. Transfer credit must support the program. The designated school official will evaluate all transcripts and requests for credit to determine transfer credits acceptable to the school as meeting partial requirements for the program. Academic credits earned before admission to ATI College are evaluated on a case-by-case basis.

III. Administrative Position Responsible for Transfer Evaluation

The Program Director is the administrator ultimately responsible for the transfer evaluation, though the Program Director may delegate individual evaluations to faculty members or other staff. Academic credits earned before admission to ATI College are evaluated on a case-by-case basis.

STUDENT INFORMATION
NAME:
SOCIAL SECURITY NO:
DATE OF BIRTH:
EMAIL:
PROGRAM:
EXPECTED START DATE:
EXTERNAL INSTITUTION INFORMATION
NAME:
CAMPUS LOCATION (CITY, STATE):
TERM OF ATTENDANCE (EX: FALL 2014):
I have read the information and understand my responsibilities concerning transferring credit to the ATI College: Student Signature: _____ Date: _____

EXTERNAL COURSES				ATI COLLEGE EQUIVALENT COURSES			
Course # (Ex: ART105)	Course Title	Credits	Online?	Course # (Ex: ART105)	Course Title	Credits	Director's Approval

Attach paper as needed.

Program Director's Signature: _____ Date: _____

NOTICE OF INTENT TO TRANSFER

Date this form is prepared & submitted for consideration

Student

Home Address

City

Zip

Home Phone

Work Phone (if any)

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

Current Course
Name/Number

Current Program Name

Request to Transfer to Course Name/Number

Effective Date (mm/dd/yyyy)

Transferring To (school/campus name & office address)

School Contact Person (name & phone number)

Student Signature

Date

NOTICE: The school will contact you if we are unable to process your request due to your failure to comply with one or more of the school policies & or procedures as listed in the school catalog. A written decision will be sent to your above address within 10 business days. You may contact the Student Services Office at (562) 864-0506 with any questions. Please mail (15141 Whittier Blvd., Suite 420, Whittier, CA 90603, fax (562-864-7806), or email (julie@ati.edu) the completed form.

FOR OFFICE USE ONLY

Request APPROVED, Correction Posted Date

School Official's Signature

Request DENIED

School Official's Signature

Notes

NOTICE OF INTENT TO REPEAT A COURSE

Date this form is prepared & submitted for a consideration

Student

Home Address

City

Zip

Home Phone

Work Phone (if any)

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

Course Name/Number requesting to Repeat/Retake

Course Completion Date

Program Name

Grade Earned

Repeat Effective Date (mm/dd/yyyy)

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

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

Student Signature

Date

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Request APPROVED, Correction Posted Date

School Official's Signature

Request DENIED

School Official's Signature

Notes

LEAVE OF ABSENCE (LOA) REQUEST

Occasionally, students may experience extended personal, medical, or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in writing by the student and must be approved by the student service personnel. Written request must include the start and end date of the leave of absence. Leaves of Absence may be granted for up to 180 days. Do not request a Leave of Absence unless you absolutely need to be off from school for more than 14 days but less than 180 days. Students will not be assessed additional tuition charges while on Leave of Absence. Students returning from LOA will not retain credit for clock hours and work projects finished in that specific module/course within the LOA duration. Students who fail to return from a LOA will be considered dismissed as of the last day of attendance.

Date this form is prepared & submitted

Student (first & last name)

Date of Birth (mm/dd/yyyy)

Home Address

City

Zip

Home Phone

Work Phone and/or Email

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

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

Returning Date from LOA (mm/dd/yyyy):

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

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

Current Course

Current SAP Status

Number of credit hrs completed at the time the student took LOA

Number of clock hrs completed at the time the student took LOA

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

Student Signature

Date

NOTICE: The school will contact you if we are unable to process your request due to your failure to comply with one or more of the school policies and procedures as listed in the school catalog. A written decision will be sent to you at the address listed in this form within 10 business days. You may contact the Student Services Office at (562) 864-0506 with any questions. Please mail (15141 Whittier Blvd., Suite 420, Whittier, CA 90603, fax (562-864-7806), or email (julie@ati.edu) the completed form.

LEAVE OF ABSENCE (LOA) REQUEST

Determination of Withdrawal from School: The date the student failed to return as scheduled from an approved leave of absence. If you do not return on the specified return date written on this Leave of Absence form, you will be dropped from the program.

At an institution required to take attendance, the withdrawal date for a student who does not return from a leave of absence is the student's last day of attendance. ATI College will determine that a student withdrew no later than 14 days from when the student was supposed to return from a leave of absence, but did not. For example, if a student's last date of attendance is January 30th but then takes a leave of absence until March 30th, but then does not return from the leave of absence, ATI College would determine that the student withdrew no later than April 14th, and the withdrawal date would be January 30th.

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

Funding Source:

Request APPROVED, Date correction posted in RW/RGM:

Director of Student Services Signature of Approval:

Request DENIED, state reasons for this decision:

Director of Student Services Signature of Denial:

Date Student Returned:

Director of Student Services Signature upon Student Return:

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

Student Dropped Date (mm/dd/yyyy):

ACADEMIC TRANSCRIPT REQUEST

Select one: ☐ Official Transcript
☐ Unofficial Transcript

NOTICE: The school will contact you if we cannot process your request due to your failure to comply with one or more of the school policies & or procedures as listed in the school catalog. A transcript will be sent to the last known address within 10 business days. You may contact the Student Services Office at (562) 864-0506 with any questions. Please mail (15141 Whittier Blvd., Suite 420, Whittier, CA 90603, fax (562-864-7806), or email (julie@ati.edu) the completed form. There is no charge for an unofficial transcript. The cost for each official transcript is \$10.00 for current students and \$20 for graduates, canceled, terminated, dropped, and/or transferred students. The cost for each official transcript is \$250 for all international students.

Note: Most colleges and universities prefer the original official transcript to be mailed directly to them. Please include a contact name or department when requesting transcripts to be sent directly to an educational institution. If you would like the transcript sent directly to you, please indicate below. Please allow 5 to 10 working days to process your transcript. The fee for rush and priority mail express (domestic) is \$100.

Student Information

Last name:	First name:	Middle name:
Home Address:		
Home City, State, Zip:		
Home Phone with Area Code:		Date of Birth (mm/dd/yyyy):
Requesting to receive the transcript at home?	Yes	No (please complete the Institutional Information section)

Academic Program Information

Program Name:
Transcript Period (mm/dd/yyyy – mm/dd/yyyy):

Receiving Institution Information

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

Payment Information

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

For Office Use Only

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

COMPLETION CERTIFICATE (COPY) REQUEST FORM

NOTICE: The school will contact you if we are unable to process your request due to your failure to comply with one or more of the school policies & or procedures as listed in the school catalog. A copy of the completion certificate will be sent to your above address within 10 business days. You may contact the Student Services Office at (562) 864-0506 with any questions. Please mail (15141 Whittier Blvd., Suite 420, Whittier, CA 90603, fax (562-864-7806), or email (julie@ati.edu) the completed form.

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

Student Information

Last name:	First name:	Middle name:
Home Address:		
Home City, State, Zip:		
Home Phone with Area Code:	Date of Birth (mm/dd/yyyy):	
Requesting to receive a copy of the completion certificate at home?	Yes	No (please complete the Institutional Information section)

Academic Program Information

Program Name:
Academic Period (mm/dd/yyyy to mm/dd/yyyy)

Alternate Mailing Address / Institutional Information

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

Payment Information

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

For Office Use Only

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

VERIFICATION OF ENROLLMENT

NOTICE: The school will contact you if we are unable to process your request due to your failure to comply with one or more of the school policies and procedures as listed in the school catalog. A verification of enrollment will be sent to your address within 10 business days. You may contact the Student Services Office at (562) 864-0506 with any questions. Please mail (15141 Whittier Blvd., Suite 420, Whittier, CA 90603, fax (562-864-7806), or email (julie@ati.edu) the completed form.

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

Student Information

Last name:	First name:	Middle name:
Home Address:		
Home City, State, Zip:		
Home Phone with Area Code:	Date of Birth (mm/dd/yyyy):	
SEVIS ID# (if any):		
Student's Signature:		
Requesting to receive a verification of enrollment letter at home?	Yes	No (please complete the Institutional Information Section)

Academic Program Information

Program Name:
Academic Period (mm/dd/yyyy to mm/dd/yyyy):

Alternate Mailing Address / Institutional Information

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

For Office Use Only

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

STUDENT INFORMATION UPDATE FORM

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

NOTICE: Please mail (15141 Whittier Blvd., Suite 420, Whittier, CA 90603, fax (562-864-7806), or email (julie@ati.edu) the completed form.

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

Student NEW Information (Complete applicable sections)

Last name:

First name:

Middle name:

International Student SEVIS ID No (if any):

NEW Home Address:

NEW Home City, State, Zip:

NEW Home Phone with Area Code:

NEW Work Phone with Area Code:

NEW Mobile Number:

NEW E-mail Address:

ANY OTHER NEW INFORMATION:

Student's Signature:

NEW Alternate Mailing Address

NEW Address:

NEW City, State, Zip:

For Office Use Only

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

Date request received (mm/dd/yyyy):

Date request filled (mm/dd/yyyy):

REINSTATMENT REQUEST

Whether due to probation, suspension, or personal reasons, students who have been in any one of these conditions may be reinstated upon approval of the school director. After a student has remained outside of school for at least 6 months and has taken steps to demonstrate improvement in academic, personal, or any other critical situation, the student may file a Reinstatement Request to the school. All conditions are determined on an individual basis. Please submit the request in person to the Student Services Office at **15141 Whittier Blvd., Suite 420, Whittier, CA 90603**.

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

Student Information

Last name:

First name:

Middle name:

International Student SEVIS ID No:

Home Address:

Home City, State, Zip:

Home Phone with Area Code:

Work Phone with Area Code:

Mobile Number:

E-mail Address:

Student's Signature:

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

For Office Use Only

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

Date request received (mm/dd/yyyy):

Date request filled (mm/dd/yyyy):

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

Name: _____ Admissions Advisor: _____

Start Date: _____ Program: _____

STUDENT BACKGROUND

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

We expect honest answers from all applicants at all times. Providing inaccurate or incomplete information on this form may result in the cancellation of student enrollment.

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

What kind of violation(s) have you had?

☐ Speeding – how many?

Date of last infraction:

☐ DUI/DWAI – how many?

Date of last infraction:

☐ Driver's License Suspension

Date of reinstatement:

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

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

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

4. Have you ever served probation? ☐ Yes ☐ No

Dates served:

☐ Misdemeanor ☐ Felony for crime convicted on date:

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

6. Have you served a term of incarceration?

☐ Yes ☐ No

Dates served:

Description of sentence:

MILITARY

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

If Yes, state type of discharge:

MEDICAL

8. Do you have hepatitis? ☐ Yes ☐ No

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

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

11. Have you tested positive for HIV? ☐ Yes ☐ No

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

If yes, please briefly explain the condition of disability(ies): _____

DISCLAIMER OF EMPLOYMENT GUARANTEE

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

You are required to read and then initial the following statement:

I understand that, based on my background and medical information as provided above, ATI College may be limited in its ability to assist me with the clinical externship and/or employment during and after completion of my studies. Applicants who have been convicted of a felony, misdemeanor, and/or drug-related crime and adverse medical history are strongly discouraged from enrolling in the allied health programs offered by ATI College (Programs including but not limited to: Ultrasound Technology, Echocardiography, BS in Diagnostic Sonography).

(Student initial: _____)

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

Print Name: _____ Signature: _____ Date: _____