

PHYSICAL FACILITY DESCRIPTION

Each Utah Career College campus is handicapped accessible and has facilities and equipment that comply with federal, state, and local ordinances and regulations, including those required for safety, building safety and health. Based on the programs offered, a variety of equipment and technologies provide students with training that is current with existing professional practices.

The West Jordan campus consists of three buildings:

- Building 100 is at the west end of the block at 1902 West 7800 South. It is 17,500 square feet and contains the Education Department, instructor offices, IT, Student Services, the library, the book room, a conference room, and classrooms 101-118, including the computer labs, Health Fitness Specialist multipurpose room, Medical lab, and Pharmacy lab.
- Building 200 is at the northeast end of the block at 1746 West 7800 South. It is 6,000 square feet and houses the Veterinary Technology Program and classrooms 200-210.
- Building 300 is in the middle of the block at 1842 West 7800 South. It is 10,500 square feet and contains Admissions, Financial Aid, Career Services, and classrooms 300-305, including the Massage Therapy, Medical, and Nursing labs.

The Layton campus consists of one 30,000 square foot building with two floors located at 869 West Hill Field Road.

- The first floor contains administrative offices, Financial Aid, the Education Department, Career Services, Student Services, classrooms 100-105, a student lounge with vending machines, the book room, and the Veterinary Technology program.
- The second floor contains classrooms 200-211, the library, medical labs, and computer labs.

The Orem Campus consists of one 30,000 square foot building with two floors located at 898 North 1200 West, Orem.

- The first floor contains administrative offices, Financial Aid, the Education Department, Career Services, Student Services, classrooms 100-105, a student lounge with vending machines, the book room, and the Veterinary Technology program.
- The second floor contains classrooms 200-211, the library, medical labs, and 4 computer labs, as well as the Massage lab.

ADMISSIONS INFORMATION

The schools offer equal opportunities in all academic programs and activities, without distinction or discrimination based on race, color, sex, religion, age, sexual orientation, national origin, ethnic origin, physical or mental disability or veteran status.

ADMISSIONS PROCEDURE

Inquiries regarding enrollment at Utah Career College should be addressed to the Admissions Office:

- **Utah Career College**, 1902 West 7800 South, West Jordan, Utah 84088; or
- **Utah Career College Layton**, 869 West Hill Field Road, Layton, Utah 84041; or
- **Utah Career College Orem**, 898 North 1200 West, Orem, Utah 84057-2835.

E-mail: admissions@utahcollege.edu

A prospective student should schedule a personal interview at a campus of the student's choice. The interview will provide the student with an opportunity to discuss his or her interests and to become fully acquainted with the facility and the courses offered. The prospective student will then complete an application form and return it with the registration fee before the selected starting date. Class start dates are listed in the calendar.

An orientation is scheduled prior to each quarter start date. During orientation, students receive their class schedules and make arrangements to pay for tuition, books and fees.

ADMISSIONS REQUIREMENTS

In order to be considered for admission, all applicants must:

- Submit documentation of a high school diploma or certificate or a recognized equivalent (GED).
- Complete an Enrollment Agreement and submit an application fee of \$50 at the time of application. This fee is refundable if the student cannot be enrolled because he or she does not achieve the required Accuplacer scores.
- Attend an orientation session; these are scheduled prior to each quarter's start date. An Admissions Representative will inform students of the date, time, and location.
- Demonstrate the ability to learn the course material at Utah Career College by achieving scores on each section of the Accuplacer exam as follows:

	All Programs except Nursing	Nursing Program
Reading Comprehension	35	80
Sentence Skills	35	60
Arithmetic	21	60

Applicants must pass all three sections, and may have two attempts at each section.

Math, for students accepted into any programs: A student who has not successfully completed a college level mathematics course at an approved institution and who scores lower than 65 on the arithmetic component of the Accuplacer, will be required to complete Foundations of Mathematics II; A student who scores lower than 38 on the arithmetic component of the Accuplacer will be required to complete Foundations of Mathematics I and Foundations of Mathematics II.

Writing, for students accepted into any programs: A student who has not successfully completed a college level composition course at an approved institution and who scores lower than 87 on the sentence skills component will be required to complete Fundamentals of Writing II. A student who scores lower than 54 on the sentence skills component will be required to complete Fundamentals of Writing I and Fundamentals of Writing II if accepted into any program.

Utah Career College does accept Accuplacer scores from other institutions in cases where students have already taken the required sections of Accuplacer. Scores must come directly from the administering institutions to Utah Career College.

Applicants to programs other than nursing may substitute one of the following for the Accuplacer exam as a demonstration of ability to succeed: documentation of an ACT score of 21, a two-part SAT score of 990, or a three-part SAT score of 1485, a Utah Career College diploma or degree, or a bachelor's degree from another accredited institution.

PROGRAM SPECIFIC REQUIREMENTS

MESSAGE THERAPY

A student must have a signed Program Disclosure form on file.

The technical instruction of the Massage Therapy Diploma and Associate of Applied Science (A.A.S.) in Massage Therapy programs at UCC requires that students meet or exceed the following qualifications of study specific to massage therapy technique courses.

In order to obtain and develop technical skill and achieve satisfactory completion of either massage therapy program, students must be able to fully perform and receive massage and adjunctive applications without posing health or safety risks to themselves, their classmates or clients. A student must have the ability to use both hands, single digits, forearms and elbows to apply massage techniques and adjunctive therapies, including kneading, gliding, compressing, grasping, pushing, pulling, shaking, lifting, rubbing, holding, stretching, tapping and twisting tissues at various frequencies and pressure over the full range of the body. The student must also be able to maintain proper body mechanics, including foot placement, leaning, leveraging body weight, supported digits and safety practices, for up to one hour without interruption. It is advisable for massage therapy applicants and students to regularly review their health histories and massage criteria with their primary health care providers to establish any risks in performing or receiving massage type applications.

MEDICAL ASSISTANT

Applicants to the Medical Assistant diploma or degree program must also submit proof of a Hepatitis B series or booster.

NURSING

An applicant to the nursing program must submit the following pre-application materials in addition to the other admission requirements. All materials must be submitted together for the application to be considered. The Nursing Admissions Representative will provide specific details.

- The Nursing Application Checklist
- The Nursing Admission Application
- Official transcripts from high school if graduated within last three years
- Official transcripts in sealed envelopes from all colleges attended
- Proof of related employment if the student would like this to be considered on the application
- Three professional references using the Nursing Program Reference form, submitted in sealed envelopes
- A typewritten, double-spaced personal essay of three to five pages discussing educational objectives, career goals, motivation for seeking a career in nursing, and ability to complete the program successfully
- Proof of current Certified Nurse Assistant (CNA) certification or Licensed Practical Nurse (LPN) licensure
- Proof of current Cardio Pulmonary Resuscitation (CPR) certification with BLS Proof of current immunization against measles, mumps, rubella (MMR), diphtheria and tetanus (DPT), and tuberculosis (TB), plus proof of a Hepatitis B series or booster
- Documentation of a criminal background check completed within one year prior to application from certifiedbackground.com

The Nursing Admissions Review Board is responsible for the student selection process based on nursing student admissions criteria. The Review Board reserves the right to select those with the best qualifications from applicants who meet the minimum requirements. Applicants will not be accepted to the Nursing Program without approval by the Review Board.

LATE ADMISSIONS

First-quarter students may register any time before the end of the third business day of the quarter. Applications received after the third day will be retained for the next class start date.

REFRESHER COURSES

Graduates of Utah Career College are eligible to return for refresher courses on a space-available basis. The course must have been in the graduate's original program and use the same curriculum and software versions as before. Refresher courses taken within six months of graduation have no fees other than textbook costs and lab fees. Refresher courses taken more than six months after graduation require an advance fee of \$50.00 per

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course plus textbook costs and lab fees. Utah Career College reserves the right to discontinue programs. When a program has been discontinued, refresher courses are no longer available. Students taking refresher courses will be given a grade of AD (Audit).

STUDENTS ENROLLED IN LESS THAN A FULL PROGRAM

Applicants who do not meet entrance requirements, or who are interested in taking individual courses only, may apply for admission to courses that will not lead to the awarding of a diploma or degree. Students enrolling under these circumstances are not eligible to participate in federal financial aid or placement assistance.

CANCELLATION POLICY

An applicant who has not started school may cancel enrollment by directing a written notice of cancellation to the Admissions Office. An applicant who did not visit the school prior to enrollment may withdraw without penalty within five business days after (1) the regularly scheduled orientation procedures; or (2) a tour of the school facilities and inspection of equipment where training and services are provided.

All monies paid by an applicant must be refunded if requested within three business days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, minus a registration fee of 15% of the contract price of the quarter. In no event may the school retain more than \$150.

TRANSFERABILITY OF UCC CREDITS

Decisions concerning the acceptance of credit by any institution other than Utah Career College are made at the sole discretion of the accepting institution. Utah Career College makes no representation whatsoever concerning transferability of credits to any institution.

Students hoping to continue their educations at other institutions must not assume that credits earned at UCC will be accepted for transfer credit by the other school. Utah Career College is an accredited institution; however, this accreditation does not guarantee that credits earned at UCC will be accepted for transfer by any other institution. Applicants are encouraged to contact the Registrar of the receiving institution prior to starting at Utah Career College to determine what credits, if any, that institution will accept from UCC.

CONSORTIUM AGREEMENT

Students enrolled at Utah Career College, Globe University, Minnesota School of Business, Duluth Business University, Institute of Production and Recording, and Minnesota School of Cosmetology have the option to earn credit for equitable courses taken at any of these institutions. The consortium agreements between these institutions meet the schools' programmatic, local, state, and national licensing and accreditation criteria. These institutions have common ownership, and a centralized support system of corporate division personnel provided by the Globe Education Network, which is largely comprised of Minnesota School of Business corporate division personnel.

The agreements provide students with the flexibility to take equitable courses from all campus locations, including online coursework, which is administered by a centralized, shared e-Education platform, Blackboard™, and delivered by Utah Career College, Minnesota School of Business, and Globe University online divisions. Student services, including satisfactory academic progress and financial aid records will be maintained and monitored by each campus where the students will receive their diploma or degree; this campus will be ultimately responsible for the delivery of its programs and the satisfaction of its students. Students who elect to attend a course at a location other than their home institution (primary attendance location) will have their total tuition and fees charged by their home

institution. All financial aid will be awarded and dispersed from the home institution. The home institution is required to deliver at least 35 percent of the overall program and award the appropriate credential to the student.

A copy of the consortium agreement is kept on file at each campus. Students have right to review and acknowledge agreement prior to taking courses at other campuses.

FINANCIAL INFORMATION

Utah Career College participates in the administration of most federal Title IV student financial aid programs, including Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Stafford Subsidized/Unsubsidized Student Loans, and Federal Parent Loans to Undergraduate Students.

Programs of study are approved by the state-approving agency for Veterans' Education Benefits.

Additional information and applications may be obtained by contacting the Student Financial Aid Office.

MINIMUM TERMS FOR TUITION PAYMENT

When a student is ineligible for or does not otherwise participate in any U.S. Department of Education financial aid program, he or she must pay tuition in advance or establish a payment plan with the Financial Aid department before the first day of each quarter.

Quarterly tuition is due and payable on or before the first day of each quarter.

Students whose financial aid is insufficient to cover the total cost of fees, tuition, and books must establish payment plans prior to the first day of each quarter.

Students whose accounts are more than thirty days past due may be suspended from class attendance until arrangements are made to bring their accounts to current status. A student who fails to adhere to the financial arrangements agreed upon may be suspended from school and may re-enter only after making full payment of the delinquent portion of the account.

All accounts must be paid in full prior to taking final exams each quarter.

Student accounts that are more than ninety days past due may be sent to a collection agency.

THE RETURN OF TITLE IV FUNDS

The Return to Title IV Funds Policy applies to any student who receives Title IV funding and withdraws. The withdrawal process is defined as occurring when a student notifies, in written or oral form, the education department of his or her intent to withdraw. Whether or not notification is given or whether or not the student begins the withdrawal process, the school will determine the date of withdrawal as the date the student ceased attendance. The Return to Title IV Funds formula determines the amount of Title IV funds a student has earned at the time the student ceases attendance and the amount of Title IV funds a student must return.

The amount of Title IV funds earned by a student is based on the amount of time the student spent in attendance for that term. The amount of Title IV funds a student earns is a proportional calculation based on the amount of time the student attends school through 60 percent of the quarter. If a student ceases to attend school after 60 percent in the quarter, the student earns 100 percent of the Title IV funds. If the amount of Title IV grant or loan funds disbursed is greater than the amount a student earned, unearned funds must be returned. If the amount the student was disbursed is less than the amount the student earned, the student is eligible to receive a post-withdrawal disbursement in the amount of the earned aid not received but otherwise eligible.

If it is determined that unearned Title IV funds must be returned, the responsibility is allocated between the school and the student. The responsibility as to who will return the unearned Title IV funds is determined according to the portion of the Title IV aid that could have been directly disbursed to the student once institutional charges were covered.

RETURN OF TITLE IV FUNDS DISTRIBUTION POLICY

Return of Title IV Funds will be distributed in the following order:

1. Unsubsidized Federal Stafford loans
2. Subsidized Federal Stafford loans
3. Unsubsidized Federal Direct Stafford loans
4. Subsidized Federal Direct Stafford loans
5. Federal PLUS loans
6. Federal Direct Plus loans
7. Federal Pell Grants
8. Federal SEOG Program
9. Other Title IV grants or loan assistance

POST WITHDRAWAL DISBURSEMENT (PWD)

A PWD is due when the amount of Title IV aid earned is greater than the amount of Title IV aid disbursed. The actual amount of the PWD is the difference between the amount of Title IV aid earned and the amount of Title IV aid disbursed.

If outstanding charges exist on the student's account, the college may credit the student's account with all or a portion of the PWD. However, if Title IV loan funds are used to credit the student's account the college must first notify the student/parent and provide the opportunity to cancel all or a portion of the loan.

Any amount of a PWD that is not credited to the student's account must be offered to the student within 30 days of the date that the college determined that the student withdrew. The offer must be made in writing and will also notify the student that no PWD will be made if the student does not respond within 14 days of the date that the college sent the notification. Students will be informed that they may accept or decline some or all of the PWD that is not credited to their accounts.

If the student responds within 14 days the PWD funds will be disbursed as soon as possible but no later than 120 days from the date that the college determined that the student withdrew.

If the student responds late (after 14 days have passed but prior to the 120 day deadline) the college may choose to make the PWD at its own discretion, depending on the circumstances. The student is reminded that the college has no obligation to make a PWD after the 14-day timeframe.

INSTITUTIONAL REFUND POLICY

When a student withdraws from or is terminated from school before completing 60% of the quarter, the amount charged for tuition and fees is prorated based on the percentage of the quarter completed by the student at the time of withdrawal or termination compared to the total length of the quarter. When a student withdraws from or is terminated from school at or after 60% completion of the quarter, the student will be charged 100% of the quarter's tuition and fees. The percentage of the quarter completed by the student is determined by the last date of attendance.

Refunds will be made within 30 days of the earlier of the student's written notification of withdrawal to the school or the date that the school determines that the student is no longer enrolled (after 14 consecutive calendar days of absence).