

APPROVALS, ACCREDITATION AND ASSOCIATIONS

APPROVALS

All programs listed in this catalog are approved by the Utah State Approving Agency for veterans' education. Utah Career College is approved for participation with the Workforce Investment Act.

The Nursing program has been probationally approved by the Utah State Board of Nursing, located at the Heber M. Wells Building, 160 East 300 South, P.O. Box 146741, Salt Lake City, UT 84114-6741. Telephone: (801) 530-6628 Web: www.dopl.utah.gov

The Associate of Applied Science in Nursing program at the West Jordan campus is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326. Telephone: (404) 975-5000.

The Utah Career College West Jordan holds ACCSCT approval to deliver the following degree programs fully online: Associate of Science in Accounting and Tax Specialist; Business Administration; and Information Technology; and Bachelor of Science in Business Administration; and Information Technology.

ACCREDITATIONS

Utah Career College, Utah Career College - Layton and Utah Career College - Orem are accredited by the Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201. Telephone: (703) 247-4212. Web: www.accsct.org.

Utah Career College's Medical Assistant Diploma programs at the Layton and West Jordan campuses are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, 727-210-2350.

The Veterinary Technology Associate of Applied Science Degree program at the West Jordan campus is accredited by the American Veterinary Medical Association (AVMA) as a program for educating veterinary technicians. Web: www.avma.org.

Certificates of accreditation are available for inspection at each campus.

MEMBERSHIPS AND PARTNERSHIPS

American Animal Hospital Association (AAHA)^{1,2}
American Association for Paralegal Education (AAfPE)⁴
American College of Sports Medicine (ACSM)⁴
American Council on Exercise (ACE)⁴
American Massage Therapy Association (AMTA)⁴
Association of Veterinary Technician Educators (AVTE)⁴
Better Business Bureau⁴
Certified Medical Assistant Testing Center^{1,2}
Certified VTNE Testing Center^{1,2}
Davis Chamber of Commerce²
Delta Epsilon Chi, a College Division of DECA⁴
Gold's Gym, Inc., West Jordan¹
IDEA Health and Fitness Association⁴
Legal Assistant Association of Utah (LAAU)^{1,2}
National Association for Legal Professionals (NALS)^{1,2}
National Association of Legal Assistants (NALA)^{1,2}
National Federation of Paralegal Associations (NFPA)⁴
National Organization for Associate Degree Nursing (N-OADN)¹
North American Veterinary Technician Association (NAVTA)⁴
Provo-Orem Chamber of Commerce³
Rocky Mountain Association of Student Financial Aid Administrators^{1,2}
South Salt Lake Animal Services¹
Utah Organization of Nurse Leaders (UONL)¹

utahcollege.edu

West Jordan Animal Services¹
West Jordan Chamber of Commerce¹

¹West Jordan campus

²Layton campus

³Orem campus

⁴All UCC campuses

PHILOSOPHY AND MISSION, OWNERSHIP AND GOVERNANCE

PHILOSOPHY AND MISSION

Our mission is to provide a high quality education that enables our graduates to reach their career and life goals through knowledge and skills training that meet the needs of business, industry, and government. Our commitment to our students and employers is accomplished through the following objectives:

- Provide career-oriented education and training leading to diplomas, associate degrees, and baccalaureate degrees.
- Provide knowledge and skills that support immediate employment goals and prepare students for future career advancement.
- Provide placement assistance and lifelong career seeking skills for our graduates.
- Offer general education courses to build awareness, abilities and interests so that students become empowered and knowledgeable citizens.
- Provide academic and support services that meet the needs of our students.
- Maintain relationships with industry leaders through Program Advisory Committees who review curricula and resources to ensure appropriate and current programs for our students.
- Attract and retain strong and experienced employees who have a commitment to professional development.

OWNERSHIP AND GOVERNANCE

Utah Career College is owned by Broadview Institute, Inc, a publicly-traded corporation. Terry Myhre is the Chairman of the Board and Jeff Myhre is the CEO of Broadview Institute.

POLICY STATEMENT

Utah Career College has established internal policies in accordance with standard educational practice and with state, federal and accrediting regulations to best serve our students. All internal policies are designed as guidelines to assist the institutions to continue to maintain high standards, remain compliant and to provide opportunities for excellent outcomes for all students. Campus directors or their designees may, at their discretion, make exceptions to policy. However, any exception to established internal policy may not violate local, state or federal rules, regulations or statutes, and must maintain compliance with accreditation standards.

HISTORY AND PHYSICAL DESCRIPTIONS

HISTORY

Utah Career College, formerly the Bryman School, founded its downtown Salt Lake City location in 1977. From its initial focus on medical assisting, the school has expanded and added new programs to reflect the changing job market and meet students' needs. In 1995, the school began awarding associate degrees, which are now offered in twelve different fields. Utah Career College moved to its current location in West Jordan in 2000, and expanded into a third building in 2005 to accommodate the school's continued growth. In 2006, the school began offering bachelor's degrees. In 2007, Utah Career College opened a branch campus in Layton. A third branch opened in Orem in fall 2008.

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.