

STUDENT PROGRAM HANDBOOK

Technology Programs

Advanced Training Associates

WELCOMES YOU

TECHNOLOGY TRAINING PROGRAMS REQUIREMENTS

The purpose of these requirements is to provide you with a clear understanding of professional standards required of a person entering the IT field. We at Advanced Training Associates strive to maintain the highest level of professionalism for your chosen career.

DRESS REQUIREMENTS

After the first day of class, you will be required to maintain personal cleanliness and present a neat, professional appearance. Your future employers will expect you to present a business-like appearance consistent with the nature of your job. Clothes should be business casual and no open toed shoes or sandals should be worn for safety reasons.

Please read carefully the following dress code requirements. The dress code policy of the school will be strictly enforced.

HEALTH RECOMMENDATIONS

In addition, it is **highly recommended** that all students receive the Hepatitis vaccine and a tuberculin screening. Many insurance policies now include this vaccine as an approved service. Medical Assistant students should ensure vaccines are up-to-date, as many employers will require multiple vaccination. For more information about health care worker required vaccines, visit the CDC website: <http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>

DRESS CODE

As a student in this program you will be required to maintain a professional appearance. Any violation noted by any instructor and/or administrator of the dress code described below will be documented in your student record and become a part of your permanent file. **Three violations will lead to suspension for a maximum three-day period.** The following is also part of what constitutes a professional dress code:

WOMEN

1. Hair
 - a. Hair must be close to a natural color.
 - b. Hair must be clean and professionally styled.
2. Nails
 - a. Nails must be ***neatly manicured***.
 - b. Nails and or cuticles cannot be bitten.
3. Makeup
 - a. Light, well applied is suggested.
 - b. Heavy, unnatural coloring is not permitted.
4. Jewelry
 - a. Wedding, engagement, class or religious rings are acceptable.
 - b. No facial jewelry allowed with the exception of earrings. Earrings must be small and unobtrusive. No more than two per ear. Hoops or dangling earrings are not acceptable.
 - c. No visible body piercing is allowed.

MEN

1. Hair
 - a. Hair must be clean and professionally styled.
2. Nails

- a. Nails must be short and neatly manicured.
 - b. Nails and or cuticles cannot be bitten.
3. Jewelry
- a. Wedding, class or religious rings are acceptable.
 - b. No facial jewelry allowed with the exception of earrings. Earrings must be small and unobtrusive. No more than two per ear. Hoops or dangling earrings are not acceptable.
 - c. No visible body piercing is allowed.

GROUP LEADERS/GROUPS

You will be assigned to a group on your first day of class. To maintain maximum learning potential and fairness, your instructor will form groups from a pool of inexperienced-and experienced students. Your group will also work together to maintain classroom cleanliness. Each group will be assigned an area of expertise at the beginning of every module. It is your responsibility to keep your classroom clean and neat, as you would your office.

ATTENDANCE

Consistent attendance is essential to the overall effectiveness of the training a student receives at Advanced Training Associates. This process is as important as learning, since future employers emphasize punctuality and attendance as top job requirements. A student is required to attend all scheduled classes regularly and punctually.

Advanced Training Associates recognizes that there are times when a student is unable to attend class, arrives late or leaves early. The school does not differentiate between an excused and non-excused absence. The attendance policy allows for these circumstances, while ensuring that each student attends class a sufficient amount of time to master the subject material.

To maintain satisfactory attendance and graduate, students in this program must meet the following attendance requirements by module:

1. When a student reaches the following absence hours ***the student will be counseled with regard to academic progress. A meeting will be scheduled with the Director to discuss possible repeat of the module:***
 - a. ***8 absence hours in any Module***
 - b. ***Four tardies will constitute one-day absence.***
2. Please notify office of extended absences.
3. If you must leave class early, be sure to notify your instructor.

GRADING POLICY

In order to receive your associate degree from Advanced Training Associates Technology training programs, a cumulative grade point average of 2.0 is required. If an F is received in a module it must be repeated. Unsatisfactory performance in two modules is grounds for dismissal from the program. Please refer to the college catalog for a detailed description of satisfactory progress. Objectives, criteria and evaluation sheets will be provided to assist the student with his/her progress. Tutoring is available by your instructor or program director after hours for the day student and before class for the evening student. **Any student placed on academic probation will be required to do mandatory tutoring. Non-compliance is subject to suspension.**

❖ Compliance with the Student Handbook is part of each modules final grade.

- ❖ A letter grade is issued for each module and averaged in the overall GPA.
- ❖ Violations of compliance will be noted on the student advisement record.

Any student, regardless of academic progress, may receive academic counseling at any time during the program. Students will receive a monthly progress report to show modular and overall academic performance.

PROFESSIONAL CONDUCT

In addition to the described acceptable student conduct, please note that the following behaviors are a major component of professional conduct for all professionals:

1. Accept assigned duties and responsibilities.
2. Demonstrate initiative and productivity.
3. Demonstrate sensitivity, compassion and a caring attitude towards your peers.
4. Demonstrate a cooperative, supportive team attitude toward your peers, instructor and supervisors.
5. Treat people, as you would like to be treated.
6. Maintain professional grooming and personal hygiene at all times.
7. Demonstrate an ethical and honest behavior towards all projects, peers and patients.

SCHOOL POLICIES

1. Smoking is prohibited in the building. Smoking will be permitted outside on the ground floor 20 feet from the building.
2. In order to be courteous to other tenants, do not block, stand or sit on stairwells or in front of other office suites.
3. ***Your instructor will provide you with information on times and length of breaks for each scheduled program session.***
4. Food and drinks are prohibited in the classrooms and hallways of the school. Water is acceptable and can be consumed in the classroom.
5. **Any student who violates the smoking, break, eating rules will be suspended for three days.**
6. Students must maintain a clean, organized, workstation at all times. When leaving the area, all electrical, computers, and lights must be turned off.
7. Students misusing the equipment and instrumental devices may be subject to dismissal.
8. Accidents and/or breakdowns must be reported immediately to the student's instructor. If students or faculty discover a matter that requires urgent attention, it is to be reported directly to the administration. Administration will follow up with needed actions to resolve the issue immediately.

GRADUATION

Success is dependent upon the student's individual efforts, abilities and application to the requirements of the school. Eligibility for graduation requires that the candidate complete the required attendance hour requirement (within 1.5 times that standard program length) with the required grade point average of 2.0 (and other module grade requirements). In addition, students must complete all designated requirements, such as tests, assignments, insurance projects, and keyboard at 35 words per minute with 2 errors etc. The academic transcript records are kept indefinitely. Any student who has not met all financial or other obligations to the institute will not be approved for graduation.

PARKING

Morning and day students cannot park in the parking lot next to the school. Students can park on Gillespie Way and walk up the driveway. Night students can park in the lot after 5pm, but cannot park under covered parking spots.