

evit

COLLEGE AND CAREER

Post-Secondary Catalog 2024-2025

Updated 2024.11.15

Contents

| | |
|--|----|
| Leadership..... | 7 |
| Board Members..... | 7 |
| Board Secretary..... | 7 |
| Executive Leadership..... | 7 |
| Campuses..... | 7 |
| Campus Support Contacts..... | 8 |
| EVIT Social Media..... | 8 |
| Academic Leadership..... | 9 |
| Mission, Vision, Philosophy..... | 10 |
| Institutional Mission Statement..... | 10 |
| District Vision..... | 10 |
| Institutional Philosophy..... | 10 |
| Accreditation..... | 10 |
| Admissions..... | 10 |
| Admission Requirements and Procedures..... | 10 |
| Application Process..... | 11 |
| Social Security Number..... | 11 |
| Fingerprinting..... | 11 |
| Student ID Cards..... | 11 |
| Readmission..... | 12 |
| Repeating a Course Due to a Disqualifying Grade and/or Audit Status..... | 12 |
| Policies & Procedures..... | 13 |
| Attendance..... | 13 |
| Attendance Policy..... | 13 |
| Leave of Absence (LOA)..... | 14 |
| Academic Requirements..... | 15 |
| Academic Load..... | 15 |
| Credits..... | 15 |
| Transcripts..... | 15 |
| Transferability of Credit..... | 16 |
| Policy for Transferring College Credits to EVIT..... | 16 |

| | |
|--|----|
| Prior Learning/Work Experience..... | 17 |
| Drop & Add..... | 17 |
| Grading | 18 |
| Grading Scale | 18 |
| Grading Scale Category Weighting..... | 18 |
| Grades..... | 19 |
| Audit Status..... | 19 |
| Late Work..... | 19 |
| Missed Exam Policy..... | 19 |
| Incomplete Grade | 19 |
| Satisfactory Academic Progress..... | 20 |
| Academic Probation | 20 |
| Evaluation Period | 20 |
| Eligibility for EVIT Certificate of Program Completion..... | 21 |
| Eligibility for Graduation from EVIT Degree Programs | 21 |
| General Information..... | 21 |
| Dress Code | 21 |
| Food and Drink in EVIT Buildings..... | 22 |
| Student Counseling | 23 |
| Visitors on Campus..... | 23 |
| Health & Safety..... | 23 |
| Immunizations..... | 23 |
| Possible Drug or Alcohol Impairment | 23 |
| Vehicles & Transportation..... | 24 |
| Driving and Parking on Campus..... | 24 |
| Public Transportation | 25 |
| Co-Curricular & Extra-Curricular Activity | 26 |
| Career and Technical Education Student Organizations (CTSO)..... | 26 |
| Field Trips..... | 26 |
| Personal Property | 26 |
| Lockers..... | 26 |
| Lost and Found..... | 26 |

| | |
|---|----|
| Nuisance Items | 26 |
| Cell Phones..... | 27 |
| School/Public Safety..... | 27 |
| Emergency/Fire Drills..... | 27 |
| Lock-Down..... | 27 |
| Search and Seizure | 27 |
| Non-Permissible Activity..... | 27 |
| Dangerous Instruments/Deadly Weapons | 27 |
| Gang Activity/Secret Societies..... | 28 |
| Harassment/Bullying/Cyberstalking | 28 |
| Consequences | 28 |
| Procedure for Reporting | 29 |
| Timelines | 29 |
| Tobacco, E-Cigarettes, and Vape Devices | 29 |
| Tuition, Fees, & Refunds | 29 |
| Tuition Refunds..... | 29 |
| Withdrawals | 30 |
| Program, Class Fees, Refunds or Transfers | 30 |
| Hardships..... | 30 |
| Non-Sufficient Funds (NSF)..... | 31 |
| Students with Delayed Disbursement Funding from VA..... | 31 |
| Payment Plans | 31 |
| Technology Requirements & Usage..... | 32 |
| Minimum Computer Requirements..... | 32 |
| Educational Purpose..... | 32 |
| Electronic Library | 32 |
| Student Electronic Access..... | 32 |
| Student Email | 32 |
| Unacceptable Uses | 32 |
| Disciplinary Information..... | 35 |
| Student Support Leadership | 35 |
| Student Success Plan (SSP) | 35 |

| | |
|---|----|
| Grievances..... | 36 |
| Informal Grievance | 36 |
| Formal Grievance..... | 36 |
| Probation, Satisfactory Academic Progress Termination, Reinstatement..... | 37 |
| Academic Dismissal Appeals..... | 38 |
| Legal Notices | 38 |
| Accommodations for Disabled Students..... | 38 |
| Anti-Discrimination Policy | 38 |
| Licensure Disclaimer..... | 39 |
| EVIT Course Catalog..... | 39 |
| Service Animals | 39 |
| Tuition and Fees | 39 |
| Finger Print Clearance Card Requirements..... | 40 |
| Student Rights and Responsibilities..... | 40 |
| Due Process..... | 40 |
| Notice of Confidentiality of Records | 41 |
| Program-Specific Expectations..... | 41 |
| Program Information..... | 42 |
| Program Types | 42 |
| Adult Basic Education Program..... | 42 |
| High School Diploma Options | 42 |
| Arizona High School Equivalency (HSE) Diploma | 42 |
| General Education Diploma (GED®) | 43 |
| WIOA Title II Adult Education Grant Admissions Requirements..... | 44 |
| Program Offerings..... | 45 |
| Associate Degree Programs | 46 |
| Associate of Applied Science in Nursing..... | 46 |
| Associate of Applied Science in Surgical Technology | 49 |
| Associate of Applied Science Course Descriptions | 52 |
| Post-Secondary Certificate Programs | 59 |
| Aesthetics | 59 |
| Collision Repair..... | 61 |

| | |
|---|----|
| Cosmetology..... | 63 |
| Electrical and Power Transmission..... | 65 |
| Electrical Apprenticeship | 67 |
| Emergency Medical Technician..... | 69 |
| High School Equivalency (HSE) | 71 |
| HVAC-R..... | 72 |
| HVACR Apprenticeship | 74 |
| Massage Therapy..... | 76 |
| Plumbing | 78 |
| Plumbing Apprenticeship..... | 80 |
| Practical Nursing..... | 82 |
| Sterile Processing Technician | 84 |
| Structural Metal Fabricator Apprenticeship..... | 86 |
| Welding..... | 88 |
| Program Faculty..... | 90 |

Leadership

Board Members

| | |
|--------------------------------|------------|
| Peter Boyle | District 1 |
| William R. Hobson | District 2 |
| Robert T. Covington- President | District 3 |
| Shane Ellison | District 4 |
| Dr. Laura Metcalfe | District 5 |
| David Lane | District 6 |
| Amber McAfee- Clerk | District 7 |
| LaMar Watkins | District 8 |
| Shelli Boggs | District 9 |

Board Secretary

| | | |
|--------------|--------------|--|
| Tammy Norris | 480-461-4150 | tnorris@evit.edu |
|--------------|--------------|--|

Executive Leadership

| | | |
|--|--------------|--|
| Dr. Chad Wilson, Superintendent | 480-461-4102 | cwilson@evit.edu |
| Dr. Ronda Doolen, Chief Academic Officer | 480-461-4040 | rdoolen@evit.edu |
| Dr. Tracy Schreiner, Chief Operations Officer | 480-461-4059 | tschreiner@evit.edu |
| Edith Perez, Chief Financial Officer | 480-461-4104 | edperez@evit.edu |
| CeCe Todd, Public Information Officer | 480-461-4032 | ctodd@evit.edu |
| Dr. Stephaine Frimer, Associate Chief Academic Officer | 480-461-4175 | sfrimer@evit.edu |
| John Corsaro, Associate Chief Operations Officer | 480-461-4605 | jcorsaro@evit.edu |
| Kevin Koelbel, Director of Legal Services | 480-461-4106 | kkoelbel@evit.edu |

Campuses

Dr. A. Keith Crandell (Main) Campus

1601 West Main Street
Mesa, Arizona 85201
480-461-4000

Power Campus

6625 South Power Road
Mesa, Arizona 85212
480-308-4600

Campus Support Contacts

Main Campus

480-461-4002

Attendance

480-461-4026

attendance@evit.edu

Cosmetology Building, Main Campus

480-461-4033

Health Building, Main Campus

480-461-4001

Emergencies/Issues after 3:00 PM:

480-612-5787

Tech Support (Help Desk line)

480-461-4074

support@evit.edu

Enrollment Advisors

Program information, enrollment contracts & resources

480-461-4110

adulted@evit.edu

Financial Aid Advisors

Financial services, VA benefits, FAFSA, grants & scholarships

480-461-4025

480-461-4027

adultfinancialaid@evit.edu

Registration/Registrar

General advisement & student records

480-461-4108

registration@evit.edu

registrar@evit.edu

EVIT Social Media

Facebook

<https://www.facebook.com/EVITnews>

X, Formerly Twitter

<https://twitter.com/EVITNews>

Linked In

<https://www.linkedin.com/school/east-valleyinstitute-of-technology>

Pinterest

<https://www.pinterest.com/evitnews/>

Instagram

<http://instagram.com/evitnews>

YouTube

<http://www.youtube.com/user/EVITNews>

Tik Tok

https://tiktok.com/@evitnews_

Podcast

<https://anchor.fm/evitnews>

Academic Leadership

| | | |
|--|--------------|--|
| Lisa French , Dean of Cosmetology Arts | 480-461-4075 | lfrench@evit.edu |
| Brian Bannon , Counselor | 480-461-4159 | bbannon@evit.edu |
| Victoria Tonemaker , Instructional Specialist | 480-461-4099 | ytonemaker@evit.edu |
| <u>Programs</u> : Aesthetics, Cosmetology | | |

| | | |
|--|--------------|--|
| Jon Howell , Dean of Culinary & Industrial Trades | 480-461-4030 | jhowell@evit.edu |
| Monica Benson , Counselor | 480-461-6710 | mbenson@evit.edu |
| Nikki Micale , Instructional Specialist | 480-461-4030 | nmicale@evit.edu |
| <u>Programs</u> : Collision Repair, Electrical and Power Transmission, HVACR, Plumbing, Welding, and Apprenticeship programs | | |

| | | |
|--|--------------|--|
| Jennifer Schwartz , Dean of Health Sciences | 480-461-4610 | jschwartz@evit.edu |
| Lorna Jones , Counselor | 480-461-4607 | ljones@evit.edu |
| Sharon Black , Instructional Specialist | 480-461-4058 | sblack@evit.edu |
| <u>Programs</u> : Massage Therapy | | |

| | | |
|---|--------------|--|
| Audree Lawrence , Dean of Health and Public Services | 480-461-4015 | alawrence@evit.edu |
| Lorna Jones , Counselor | 480-461-4607 | ljones@evit.edu |
| Kelsey Rowe , Instructional Specialist | 480-461-4187 | krowe@evit.edu |
| <u>Programs</u> : AAS General Education, AAS Nursing, AAS Surgical Technology, Emergency Medical Technician, Practical Nursing, Sterile Processing Technology | | |

Mission, Vision, Philosophy

Institutional Mission Statement

To change lives by loving our students and serving our communities with a career and college preparatory training experience that produces a qualified workforce, meeting the market-driven needs of business and industry.

District Vision

Students successfully complete their EVIT experience with industry credentials, college credit and hands-on training, allowing them to become competitive in the global workforce.

Institutional Philosophy

East Valley Institute of Technology (EVIT) exists to create a better workforce for the future. The EVIT faculty and staff take great pride in educating this workforce.

EVIT is a community of active learners working in concert for the development of individual success and self-esteem. It employs comprehensive curricula, which seek to develop individuals intellectually, physically, socially, aesthetically, and emotionally. Creative and critical thinking, intellectual curiosity, and a love for learning are major objectives. EVIT values and encourages a sense of responsibility, respect for diversity, service to others, moral integrity, environmental awareness, and sensitivity to issues of global significance.

An EVIT education is an active partnership of learning among parents, students, faculty, the community, and businesses. The faculty and staff serve as positive role models with their commitment to continuing growth and development. They are dedicated to encouraging, supporting, and nurturing students in pursuit of excellence.

Accreditation

East Valley Institute of Technology Adult Education Center is Accredited by the Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325 Atlanta, GA 30350, Telephone: 770-396-3898 / FAX: 770-396-3790, www.council.org.

Admissions

Admission Requirements and Procedures

Admission decisions are based on the applicant's fulfillment of the following requirements, a review of the applicant's previous educational records, and a review of the applicant's career interests. It is the responsibility of the applicant to ensure that EVIT Registration receives all required documentation. All records received become property of EVIT.

Each applicant for admission must work with an Enrollment Advisor who guides the applicant through the steps of the admissions process, provides information on curriculum, policies, procedures, and services, and assists the applicant in setting necessary appointments and interviews.

Please see individual program description for any additional requirements.

Application Process

1. Complete an enrollment application packet that includes:
 - a. Student Information Form
 - b. Provide copies (if applicable) of driver's license, social security card, high school diploma or GED and unofficial college, university, and any military transcripts.
 - i. For veteran students, previous transcripts from all prior institutions, including DD214, JST or CCAF transcripts, traditional college coursework, and vocational training will be evaluated and credit will be granted as appropriate. This is a requirement per 38 CFR§ 21.4253 (d)(3).
2. Meet with the Financial Aid Representative to determine financial assistance options, including federal grants, Veterans benefits, and scholarships.

Social Security Number

Disclosure of the social security number is voluntary. However, students must use social security numbers for reporting information pertaining to potential educational tax credits, processing federal financial aid applications, and Veteran Administration benefits. A student's Social Security number is also required for some programs such as health career programs with the Arizona State Board of Nursing. Contact an Enrollment Advisor if you have a specific question regarding the use of a social security number.

Fingerprinting

All Adult students over the age of 22 enrolled in a secondary or post-secondary program must obtain a DPS Fingerprint Clearance Card to attend classes per Arizona House bill 2646, Section 15-782.02, Subparagraph A. Students should speak with an Enrollment Advisor for instructions on how to acquire the card. Please note this process can take up to two months to complete, so plan accordingly.

Student ID Cards

Once the student completes the entire registration and enrollment process, a student ID will be issued. The initial student ID will be issued to students at no cost. Students are required to wear photo identification at all times while on campus. Each student must properly identify themselves when asked to do so by school personnel. Failure to do so may result in disciplinary action. Replacement IDs are available in admissions office for an additional fee. Fee payments are as follows:

- First Replacement ID cost is \$5.00
- Second Replacement ID cost is \$10.00
- Third Replacement ID cost is \$15.00
- Any additional replacements will need Dean approval and will cost \$25.00

Readmission

A former student who withdrew in good standing may apply for readmission to his or her program of study. Generally, a student will not be considered for readmission more than once for the same program unless there are exceptional extenuating circumstances, such as military deployment. The application for readmission must satisfactorily demonstrate the barriers that prevented successful completion of the program during the previous enrollment. The applicant must demonstrate that the barriers have been resolved, and that there is a reasonable probability that they will not reoccur. A former student who wishes to be considered for admission to a different program of study should contact the admissions office.

A former student seeking readmission in the same program must submit an Application to an Enrollment Advisor. The applicant must meet with the Dean of the Program to discuss and document the circumstances that led to the prior withdrawal. The Dean will determine which course content previously completed and earned will be counted toward program completion and which of the courses/modules/blocks need to be repeated. Prior to approval for readmission, the applicant must meet with the Enrollment Advisor and complete all necessary applications and documents. Additionally, if the applicant is applying for readmission to a post-secondary program, the applicant must meet with Financial Aid Office to ensure that his or her past and future tuition and fees obligations will be satisfied in a timely manner. Approval of an application for readmission is subject to space availability and the applicant meeting all current admissions requirements for the program of study.

Any student who withdraws from a course prior to completing all course requirements and/or achieving a passing grade in the course must retake and successfully complete the entire course. If the curriculum and/or program requirements have been revised, the student is required to meet all new requirements.

A readmitted student is required to sign a new enrollment agreement which lists the current tuition, current fees, revised graduation date, and to acknowledge receipt of these and other required disclosures. The student must be current with any unpaid balance from his or her prior enrollment unless payment arrangements have been established by the Financial Aid Office. With assistance from the Enrollment Advisor and Dean, a course schedule for program completion will be established.

Repeating a Course Due to a Disqualifying Grade and/or Audit Status

Students who receive a disqualifying grade and/or are placed on audit status having no student conduct issues may have the option of repeating the course when space allows. Only one course specific to the major may be repeated and re-entry is on a space available basis only. Any General Education courses may be repeated to accommodate a total of two failures and/or withdrawals. A third failure or withdrawal of any General Education course will necessitate that the student be withdrawn from any degree program for one year to assist the student with rectifying their barrier to success. The student must meet with the program Dean at the time of disqualification in order to identify ways to improve attendance and/or academic performance and areas where further study is needed. Re-admission to the program, whether immediate or future, is not guaranteed nor is it automatic. The student must contact the Enrollment Advisor

and fill out required forms in order to be considered for re-entry. At that time a meeting will be set up with the Dean to determine the student's suitability for re-entry.

Policies & Procedures

Attendance

Attendance Policy

Attendance is taken daily by clocking in and clocking out for ALL programs. Attendance records are maintained by the admissions office as part of the student's permanent academic record. Faculty do not have the ability to edit recorded classroom time.

- Military commitments: absences for periods of up to one week will not be counted against the number of absences allowed per semester or session. Students are required to provide appropriate documentation of the specific orders, length of assignment and location. Prior notification must be initiated with each faculty to discuss make-up work. If the length of the absence is longer than one week, the faculty and the student will determine whether there is sufficient opportunity for the student to make up the work. If it is determined that the length of absence for the military commitment provides an undue hardship on students' ability to make up assignments, the affected student(s) will be provided an opportunity to request an incomplete grade or drop the class.

Details regarding post-secondary program attendance

- Only persons who are registered for a class may attend classes.
- Students are expected to attend one hundred percent (100%) of their class time.
- Students who fail to attend the first scheduled class meeting, or who fail to contact the faculty member and attendance office regarding the absence before the first scheduled class meeting, may be withdrawn from the program.
- At the beginning of every program/course, each faculty member will provide students with a course syllabus. Any additional attendance requirements specific to a particular type of program would be outlined in that Program-Specific Expectations' section of the catalog or in a supplemental program handbook. It is the student's responsibility to consult with the faculty member regarding absences. Absences begin to accumulate with the first scheduled class meeting.
- Students are responsible for notifying the faculty member and an enrollment advisor when they discontinue studies in a course.
- Classroom attendance is a critical component of student success in all hands-on training programs. If a student has recurring absences, the faculty member may initiate a Student Success Plan (SSP) for the student. The student will then meet with the faculty member, and the written Student Success plan will be reviewed as part of an overall progressive intervention process. Five or more absences may disqualify a student from being eligible for the internship/clinical portion of their program.

- If a student continues to have attendance issues, additional progressive intervention measures will be implemented.
- If a student's absences reach fifteen percent (15%) of the course, the student will have earned an "F" for the program/course and will be withdrawn. Program clock hours vary by program. Students need to be aware that the 15% threshold calculation is based on the number of clock-hours assigned for a particular session and program.
- If attendance becomes an issue, the student should be proactive and request a meeting with the faculty to resolve a potential withdrawal situation. Students should carefully review all additional attendance requirements as they relate to Financial Aid, Veterans Benefits, scholarships, or third-party funding guidelines.
- Students are expected to use their student ID badge to clock in/out each class period. A student who does not clock in and/or out using their ID badge will not be awarded clock-hour time for attendance, and a Student Success Plan may be put into place.

Many programs enforce a stricter attendance policy due to State, Federal or National accreditation and or certification requirements. Confer with your faculty member for details.

Leave of Absence (LOA)

For a leave of absence to be granted, the request must meet all of the following conditions:

- The student is enrolled in a post-secondary program.
- The Leave of Absence Request Form can be obtained from the Dean and must be submitted in advance, with appropriate supporting documentation, stating the exact period of the leave, with start and end dates.
- A LOA request must not exceed 90 days. A Medical LOA may be allowed for up to 180 days with proper documentation. A signed doctor's statement is required.
- EVIT may grant a student more than one leave of absence as long as the total number of days does not exceed 180 days within a 12-month period. This 12-month period begins the first day of the student's initial LOA.
- There must be a reasonable expectation that the student will return from the leave of absence, and that it will not adversely affect the student's ability to continue from where they left off in their program.
- Upon return from a LOA the student must first report to the Dean to receive an LOA Clearance Form to return to class. The student will not be permitted into the classroom without a signed LOA clearance form.
- If the student does not return after an approved LOA, the student is considered withdrawn from the program.
- LOA requests must have all required signatures and be submitted to your instructor and to the Dean for approval. Any LOA that does not meet the criteria is considered a withdrawal from the program.

Academic Requirements

Academic Load

The academic load for post-secondary programs at EVIT varies significantly depending on the specific program and the semester. Each program has a unique curriculum designed to meet the professional standards and requirements of its respective field, resulting in differing credit hours and course intensities. Some programs may demand a more rigorous schedule with a higher number of credits per semester, while others may have a more moderate academic load. Students should consult their Enrollment Advisors to understand the specific demands of their chosen field and to plan their schedules accordingly, ensuring a balanced approach to their studies and any additional commitments.

Credits

Credit is defined as an amount of work represented in course competencies and verified by evidence of student achievement through laboratory work, internships, clinical and studio work, or other academic work leading to the award of credit. Credit can be earned each session providing attendance requirements are met and a passing grade is achieved. Students must attend at least 85% of their course hours to master the course competencies necessary to earn a passing grade.

Courses may vary in length and begin and end throughout the year. Standards for the awarding of credit may be time based (contact hours) and/or competency based. To obtain credit a student must be properly registered and must pay tuition and fees for the course. The fall and spring semesters are typically between sixteen (16) and eighteen (18) weeks in length. Summer sessions vary in start dates and in length.

Passing a class and receiving credit does not guarantee the student to be a Program Completer; the student must successfully complete a required number of competencies or a combination of competencies and clock hours and meet a minimum grade to be a completer.

The term “credit” does not carry the same meaning as “college credit”. EVIT post-secondary program credit may not be transferable to colleges, universities or other training institutions.

Transcripts

Official transcripts are available to students. There is no charge for the first transcript. Subsequent official transcript requests can be purchased via FOCUS for \$5.00 each. The release of transcripts is governed by the guidance of the Family Education Rights and Privacy Act of 1974. There is no charge for unofficial transcripts. EVIT credits/courses are not automatically transferred to other schools. All schools have their own set of policies for accepting transfer credits.

Transferability of Credit

Policy for Transferring College Credits to EVIT

1. Purpose and Scope
 - a. This policy outlines the guidelines and procedures for transferring college credits from a previously attended school to EVIT. The objective is to establish a transparent and standardized process that ensures fair treatment of transferring students and the acceptance of earned credits, while maintaining the academic integrity and program requirements of EVIT programs.
2. Definitions
 - a. Transferring Institution: The college or educational institution from which the student is seeking to transfer college credits.
 - b. Receiving Institution: EVIT.
 - c. Credit Transfer: The process of evaluating and accepting previously earned college credits, and applying them to a current EVIT record.
 - d. Articulation Agreement: A formal agreement between the transferring institution and EVIT that outlines the terms and conditions for credit transfer.
3. Eligibility and Guidelines
 - a. Eligibility: Students seeking to transfer college credits to EVIT must meet the following criteria:
 - i. The credits must be earned from an accredited institution listed in the CHEA or USDOE database.
 - ii. The courses taken should be comparable in content and level to those offered at EVIT. This will be determined by the Office of the Registrar.
 - iii. Course credits taken at an outside institution that are required for the Core portion of any of the program majors are not eligible for transfer to EVIT. All Core courses must be taken at EVIT.
 - iv. Any math or science courses whose content is comparable to the content of those offered at EVIT, must have been completed within five years of the student's EVIT date of enrollment, and must have been graded at a "B" or greater.
 - v. Any other General Education course whose content is comparable to the content of those offered at EVIT, must have been completed within ten years of the student's EVIT date of enrollment, and must have been graded at a "C" or greater.
 - b. For any student new to EVIT, there is no maximum number of General Education credits that can be transferred.

- c. Once students have matriculated (been admitted and enrolled at EVIT), all General Education classes that did not transfer from another college previously attended must be taken at EVIT.
4. Evaluation and Approval Process
 - a. Submission of Transcripts: Students must provide official transcripts from the transferring institution detailing the courses taken, grades received, and credit hours earned, within six weeks of the start of their program. Transcripts should be mailed to the Registrar at EVIT.
 - b. Credit Evaluation: The Office of the Registrar will assess the transcripts to determine the eligibility of each credit for transfer. EVIT reserves the right to have the student collect the course catalog/handbook from the institution where the credits were awarded, from the year of enrollment to assist with credit evaluation
 - c. Credit Transfer Decision: EVIT will communicate the decision on credit transfer to the student in a timely manner. Accepted credits will be recorded on the student's academic record.
5. Appeal Process
 - a. Students dissatisfied with the credit transfer decision have the right to appeal. The appeal should be submitted in writing to the Chief Academic Officer, outlining the grounds for appeal and providing any additional supporting documentation.
6. Transparency and Communication
 - a. EVIT will inform students about the credit transfer policy through its official website, admission materials, and student handbooks. Enrollment advisors will be available to guide students through the credit transfer process.

Prior Learning/Work Experience

Some programs allow prior learning or work experience consideration towards a particular program of study. Skill levels are typically evaluated via performance, knowledge test, or both, by the faculty member of the selected program. Please consult with your Enrollment Advisor if you feel you may qualify for prior learning or work experience placement.

Drop & Add

Drop & Add is authorized only during the first five (5) days of class. Students should first consider the ramifications of a drop & add request if they are receiving financial aid, Veteran Services or outside agency funding.

A student is allowed to drop & add a program providing the request is approved by the Dean. The Dean is responsible for completing the drop & add form and notifying the student's Enrollment Advisor via email within 24 hours of the student's request. The email must provide the student's name, EVIT student ID #, the last date or first date of attendance, and a reason for

the drop & add request. The Enrollment Advisor in turn, will notify the Registrar, Financial Aid, and Veterans Services as applicable.

Grading

Grading Scale

All EVIT post-secondary classes adhere to the following grading scale*

| Grade | Percentage | Brief Description | GPA | Note(s) |
|-------|------------|-------------------|-----|--|
| A | 90-100 | Excellent | 4.0 | |
| B | 80-89 | Good | 3.0 | |
| C | 70-79 | Average | 2.0 | |
| D | 60-69 | Below Average | 1.0 | |
| F | 0-59 | Failing | 0.0 | |
| I | N/A | Incomplete | N/A | Not computed in grade point average An Incomplete (I) grade will turn to a Failing (F) grade if the incomplete work or project is not completed within 8 weeks of the last date of the class term. |
| P/Z | N/A | Pass/No Grade | N/A | P may be considered a Passing grade |
| W | N/A | Withdrawn | N/A | Passing, not computed in grade point average |
| Y | N/A | Withdrawn | 0.0 | Failing, computed in grade point average |
| AUD | N/A | Audit | N/A | The student will maintain course attendance but will not receive credit for the course. |

All grades are as earned. EVIT does not round grades.

Grading Scale Category Weighting

Grades will be weighted based on the following categories:

- Assignments: 20%
- Lab/Practical Applications: 20%
- Summative Assessments: 60%

***Additional Grading Requirements:** Many programs such as Emergency Medical Technician, Practical Nurse, and Surgical Technology enforce a stricter grading policy due to State, Federal

or National accreditation, and/or certification requirements. Confer with your faculty or Enrollment Advisor for details.

Grades

Hard copies of unofficial transcripts are available by request through FOCUS. Final grades are available online through FOCUS. Subjects are marked in five grades: “A” and “B” grades are above average; a grade of “C” is considered average, while a “D” is passing but below the average. Failure is marked with an “F”. Student grade cards may also reflect “I” an Incomplete, “AUD”, an Audit, or “W”, Withdrawal. An ‘I’ will turn to an ‘F’ if the incomplete work or project is not completed within eight (8) weeks. Any single assessment cannot count for more than **20%** of the student’s final grade. Reporting periods may differ based on the program. All student grades are available via FOCUS.

Audit Status

Voluntary audits (taking the class, but not receiving credit) must be approved through the program Dean.

Late Work

Students must make up any work that is missed. Late work is defined as any work completed and turned in after a designated due date. Students will have three (3) days to turn in the assignment with deductions. An absence need not necessitate late work, as assignments may be submitted via Canvas. If assignments are submitted late, whether in person or through Canvas, the penalties are as follows:

- **Day 1:** 10% points off the student’s achieved grade
- **Day 2:** 20% points off the student’s achieved grade
- **Day 3:** 30% points off the student’s achieved grade
- **Day 4:** Student receives a zero for assignment

Missed Exam Policy

If an absence makes it necessary to miss taking an exam with the class, the student must coordinate with the faculty to make arrangements to make up the exam, possibly as early as their first day back to class. All make up exams will be given as an alternate exam. Students will not take the same exam as was given on the originally scheduled test date. Faculty reserve the right to administer an exam in a format different than the original exam. All make up exams must be completed before the next scheduled exam in that course.

Incomplete Grade

Students who are performing acceptable work may request an incomplete grade "I" if they are unable to complete the course requirements by the end of the term because of illness or other extenuating circumstances. If the Dean approves the request, the Dean shall define, in a written/electronic contract, how the course will be completed. Students must be passing the course in order to qualify for an incomplete.

Students must complete the requirements within the contracted time period. The maximum time allowed is eight (8) weeks from the last date of class in which the grade of incomplete was assigned. Students who do not complete the requirements within eight (8) weeks will have their grade recorded in accordance with the written contract. Students should NOT re-register for the course to complete the contract.

Satisfactory Academic Progress

Federal regulations require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied differently than Scholastic Standards.

Federal regulations state that Standards of Satisfactory Academic Progress must include a review of all periods of enrollment, regardless of whether or not aid was received. Students will be evaluated using the standards described below. Failure to meet any of these minimum standards will result in loss of Title IV, Higher Education Act (HEA) program (Federal Financial Aid) eligibility.

A student dismissed for failure to meet Satisfactory Academic Progress (SAP) requirements may apply for re-admission if there is reasonable probability that the student can achieve the grades necessary to raise the Cumulative Grade Point Average to comply with the SAP policy. If approved for readmission, the student will re-enter the program in a status of Academic Probation. A student may remain in a status of Academic Probation for only one course/semester. A student who fails to meet SAP after the first course/semester will be dismissed. In addition, a student readmitted in a status of Academic Probation for the purpose of regaining SAP status is not eligible for any form of federal grant, loan, or work study funding until the student corrects the condition that caused the loss of SAP standing. If a readmitted student does not qualify for financial aid, the student is responsible for the payment of all new tuition and fees from his or her own resources until such time as the student may prequalify for student financial assistance.

Academic Probation

Academic probation at EVIT serves as a formal warning to post-secondary students whose academic performance falls below the institution's required standards. This status is typically assigned when a student's grades or attendance do not meet the minimum criteria necessary for successful progression in their program. While on academic probation, students must demonstrate significant improvement by achieving satisfactory grades and meeting attendance requirements within a specified period. Failure to do so may result in further consequences, such as continued probation, involuntary audit status, or dismissal from the program. Academic probation is intended to motivate students to seek additional support and resources, such as tutoring or academic advising, to regain good standing and continue their educational journey successfully.

Evaluation Period

Standards of Satisfactory Academic Progress is evaluated for all programs. The evaluation periods for Title IV clock hour programs are 90/300/350/450. The associate degree programs

will be at the end of each semester. For the trade programs, attendance is checked monthly for VA purposes.

Eligibility for EVIT Certificate of Program Completion

EVIT student completers in good standing will be invited to participate in the annual Completion Ceremony and receive a Certificate of Program Completion. Good standing criteria will be based upon, but not limited to, the following:

- Students must have successfully completed an EVIT Certificate (see program information for description and length of program), including earning an approved industry certification.
- Students must have passed all EVIT course work in which they are enrolled, including an internship or clinical experience where applicable.
- Students must have paid all fees prior to program completion to be eligible for a Certificate of Program Completion.

Eligibility for Graduation from EVIT Degree Programs

EVIT students in good standing will be invited to participate in the EVIT Graduation Ceremony and receive their degree. Good standing criteria will be based upon, but not limited to, the following:

- Students must have successfully completed an EVIT A.A.S. Degree program (see program information for description and length of program), including earning an approved industry certification, where applicable.
- Students must have passed all EVIT course work in which they are enrolled, including an internship/clinical experience, where applicable.
- Students must have paid all fees prior to program completion to be eligible for graduation.

General Information

Dress Code

EVIT students must dress appropriately for their program industry standard and according to EVIT policy. Class and industry uniforms, safety shoes, or other professional dress are required for all courses. Students are not permitted to participate in lab or shop activities when out of uniform.

When on campus and not in uniform students should adhere to the following:

Students may not wear clothing that causes annoyance, disrupts, agitates, interrupts, or interferes with others who are on the school premises for the lawful purpose of pursuing or providing a public-school education. Therefore, the following are prohibited:

- shirts and tops exposing a bare midriff (no skin revealed between the bottom of the shirt or blouse and the top of pants, skirts, or shorts);
- bare shoulders, spaghetti straps, halter-tops, and tops deeply or narrowly cut in the front, back, or under the arms. Shoulder straps on shirts or tops must be a minimum of 1.5 inches wide;
- clothing not covering buttocks, genital area, or underwear (e.g., baggy or saggy pants, shorts, and short skirts);
- clothing, backpacks, binders, or other accessories, jewelry, or skin markings with symbols or messages regarding tobacco, alcohol, drugs, race, gambling, gang affiliation, obscenities, nudity, profanity, or sexual connotations;
- clothing identified by law enforcement agencies as being popular with gangs or negative student groups such as clothing with gang names, slang street names, eight ball markings (it suggests drug use or feelings of being discriminated against), or satanic markings;
- ribbed white tank top underwear;
- pajamas or slippers;
- hats not related to an EVIT Uniform;
- bare feet;
- anything that presents a hazard to the health or safety of the student or to others in the school;
- bandanas of any color, size, or shape may NOT be carried or displayed in any classroom or at any school activity; and,
- students may not wear items (shirts, hats, jackets, etc.) that identify themselves as Staff, Security, Police, SWAT, FBI, or any related law enforcement agencies (poses a safety concern in the event of an actual emergency).

Failure to follow the dress code is a coaching opportunity that may result in a Student Success Plan progressive intervention form being put into place. School administrators will make the final decision regarding the appropriateness of student appearance.

Food and Drink in EVIT Buildings

Food and drink may not be brought into EVIT classrooms or labs. Student lounges are provided for this purpose; the only exception is bottled water. Students are not permitted to use the student lounge or vending machines during class times unless they are on a state-mandated break. Students are not permitted to order food delivery services during class hours. If food is delivered, it will not be accepted or it will be disposed of. Disciplinary action will be imposed for violations.

Student Counseling

Counselors meet with students to assist in their career planning, class selection, testing, and assessment. The counselor may arrange to meet with students at key times during the year to discuss class progress, scheduling of classes, attendance, etc. Counselors are available to both daytime and evening programs.

Visitors on Campus

All visitors MUST report to the front desk and sign in. Visitor passes will be issued for school business only. Passes require valid ID. Social or “unstructured” visits are not allowed. Visitors may be restricted from lab areas for safety reasons.

Clients utilizing one of EVIT’s program services such as Auto Technology, Cosmetology, Massage, etc. may report to the front desk of the main building, or they may report directly to the specific program area when an appointment has already been made for a specific service to sign-in for that service.

Health & Safety

Immunizations

All students must be immunized against Measles, Mumps, and Rubella (MMR). Students enrolled in EVIT health programs will have additional immunization requirements, as well as drug screening instructions, as required by our community partners. Other programs may be added to this list as community partnerships grow. Please see your Program Dean for specific details. Immunization records must be kept on file with the Admissions Office.

Possible Drug or Alcohol Impairment

Being under the influence of drugs or alcohol can pose significant health or safety risks to students or those around them. If school administration has reasonable suspicion that a student is impaired, the student may need to be removed from the campus. Reasonable suspicion may be related to a student’s:

- Lack of coordination (such as loss of balance, stumbling, leaning on objects for support)
- Notable alteration in ability to speak (such as slurring of words)
- Physical changes (such as red or glassy eyes or pupillary changes)
- Odor of prohibited substance (alcohol or drugs)

If any staff or faculty, and an administrator, confirm a student's risk for impairment, local law enforcement may be contacted to assess the situation.

Vehicles & Transportation

Driving and Parking on Campus

Students who drive to school must have their vehicle registered with EVIT and obtain an annual parking permit. The requirements for annual parking permits include valid and unexpired forms of the following: driver's license, vehicle registration, and proof of insurance.

- All students must register their vehicles.
- The fee for a parking permit is \$60.00 per school year (July 1 to June 30).
- The fee may be waived in appropriate cases of need or economic hardship.
- Students who drive vehicles to school and park on District premises must follow all state laws and District guidelines.
- Parking on District premises is a privilege and may be revoked at any time for violations of District policy.
- Vehicles parked on District premises must display a current and valid student parking permit on the inside lower right-hand corner of the windshield and may only park in the assigned parking areas.
- If a student requires a Temporary Parking Pass for temporary use of another vehicle, the student must obtain a Temporary Parking Pass for the specific dates needed prior to parking. Students will need their student ID and a copy of the vehicle registration to obtain a Temporary Parking Pass, which may be obtained at the front desk in the District Office (Building 3). The Temporary Parking Pass must be displayed in the vehicle.
- Parking on District premises without a parking pass or visitor parking pass is prohibited.
 - First offense will be a written warning and the vehicles' license plate, make and model will be recorded.
 - Second offense will result in the vehicle being booted.
 - Third offense will result in the vehicle being towed at the owner's expense.
- Parking on District premises outside of your designated parking area, speeding, or driving recklessly will result in the following:
 - First offense will be a written warning.
 - Second offense will be a citation and a \$15 fine attached to the student account.
 - Third offense will result in a \$25 fine attached to the student account.
 - Fourth offense will result in a parking boot being placed on the vehicle.
 - A fine of \$50 will be imposed to remove the boot.
 - Booted vehicles left on District premises for more than 48 hours will be towed at the owner's expense.

- Additional violations will result in the suspension of driving privileges on District premises.
- Grades, transcripts, and certificates of completion can be withheld if parking fines are not paid
- All fines will be recorded as discipline.
- Violations may be appealed to the Director of Safety and Student Support whose decision is final.
- The District is not responsible for property damage or expenses caused by booting or towing or to vehicles left on campus overnight whether voluntarily or because of booting.
- The District may visually inspect the interiors of a student’s vehicle whenever a District official has reasonable basis to believe illegal or unauthorized material or evidence of conduct in violation of District policy or the law is inside the vehicle.
 - Visual inspections may be conducted without notice, without student consent, and without a search warrant.
 - If a visual inspection provides a reasonable basis to believe that the student is in possession of illegal or unauthorized material or has violated the law or District policy, the District may conduct a physical search of the vehicle without a search warrant. A student who fails to provide access to the interior of the car upon request by a District official will lose parking privileges and be subject to school disciplinary action.

Skates (Roller or In-Line), Skateboards, Scooters, and HoverBoards

EVIT prohibits the use of roller skates, roller blades, skateboards, scooters, and similar devices on school property. However, students may use these items as transportation to and from school. Students must stop riding skateboards/scooters once they reach school property. When using skates of any kind, students must stop at the first available seat/bench on campus and remove the skates.

Public Transportation

EVIT is fortunate to have various public transportation options to help students commute conveniently. Valley Metro provides bus and light rail services with routes that connect to EVIT's campuses. Several bus lines have stops near the Main Campus, making it accessible from different parts of the East Valley. Additionally, the light rail has nearby stations that can be used in conjunction with bus services for a seamless commute. For students who are unable to take their home school bus, students can use the Valley Metro website or app to plan their trips and find the most efficient routes to reach EVIT.

Co-Curricular & Extra-Curricular Activity

Career and Technical Education Student Organizations (CTSO)

Participation in a career and technical student organization is part of the curriculum. Secondary and post-secondary are welcome to participate. CTSOs are organized to promote leadership, personal development, and career exploration. The CTSOs on the EVIT campus include:

- FCCLA – Family Career and Community Leaders of America
- HOSA – Future Health Professionals
- SkillsUSA

Field Trips

EVIT supports class field trips as a means of providing students with curriculum-related experiences in the community. Field trips should supplement, extend, or enrich the instructional program in a manner not possible to achieve on campus.

Transportation shall be provided only by District approved conveyance, driven by authorized personnel. The District does not support trips designed primarily for recreation, reinforcement, or recruitment purposes.

Personal Property

Lockers

Some EVIT programs furnish lockers for safe storage of students' personal items. Lockers are district property and remain under district control. The district retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant. This may be accomplished whenever reasonable suspicion exists that a law or school rule has been violated, or that the health, safety, or welfare of students or staff may be in danger.

Lost and Found

Clothing and other articles found at school will be placed in an area at the Front Desk closest to where the articles were found. We encourage students to label all clothing, tools, and other personal items. EVIT employees will return all items labeled. All unclaimed inventory is donated to charity periodically throughout the year.

Nuisance Items

Use of electronic devices, headphones, cameras, musical instruments, or other distracting items is prohibited and should not be visible during instructional times. The district shall not assume responsibility for the loss or theft of, or damage to, personal property brought to EVIT, stored, installed, or used on school premises. This is included but is not limited to: skateboards, iPads, cell phones, PDAs, roller blades, and handheld game devices.

Cell Phones

Cell phones may NOT be used during class time unless approved by instructor.

School/Public Safety

Emergency/Fire Drills

In the event of a fire drill: follow staff directions who have been trained for such emergencies. Proceed to the assigned area as instructed. Not following staff instructions and fire drill procedures can endanger everyone's safety. Failure to comply with instructions and procedures may be cause for suspension. Pulling a fire alarm when an emergency does not exist is against the law. Students involved will be suspended from school.

Evacuation routes are posted in each room. These routes will indicate the primary and alternate exits and the evacuation area to which the student should proceed upon leaving the building. During the first week of the school year, rules for emergency evacuation will be discussed in each class.

Lock-Down

In the event of a lock-down, follow the directions of your faculty member who has been trained to provide you with the safest environment for your protection. Not following the instructions of your faculty and established lockdown procedures can endanger your safety and that of your classmates. Failure to comply with instructions and procedures can be cause for suspension.

Search and Seizure

Students possess Constitutional right to privacy and against unreasonable search and seizure of property. These individual rights, however, are balanced by the school's responsibility to protect the health, safety, and welfare of all students and staff. A search of a student's person, bag, or purse shall be undertaken only if there is reasonable suspicion that the search will reveal evidence that the student is violating the law or Board policy.

General searches of student property (including personal items found on school property) may be conducted at any time when there is reasonable suspicion for school employees to believe that something that violates a law or school rule is on school property.

The search of student property may be made without the student being present. School employees may seize illegal items or other possessions determined to be a threat to the safety and security of others, or might possibly interfere with school purposes. Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.

Non-Permissible Activity

Dangerous Instruments/Deadly Weapons

Any student in possession of a firearm or other weapon on school grounds is subject to an immediate one-year expulsion.

Gang Activity/Secret Societies

Gang activity of any kind is not tolerated at EVIT. This includes the verbal or visual advertising of gang affiliation.

Harassment/Bullying/Cyberstalking

EVIT is committed to providing an educational setting that is safe, secure, and free from harassment and bullying for all of its students. See Board Policy at www.evit.edu/about/governing_board. Conduct that constitutes bullying or harassment may also violate federal and state anti-discrimination statutes. The District does not tolerate unlawful bullying and harassment of any type. Bullying and harassment, as defined herein, is prohibited during any District program, activity, or provided service, including transportation.

Bullying is typically chronic and systematic. Its perpetrators can be adults or minors. Bullying can involve the physical, psychological, or emotional harm, abasement, dehumanization, or embarrassment of a student or employee. It includes repeated and unwanted written, oral, or physical behavior that threatens, insults, or dehumanizes and is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonable interference with the individual's school performance or participation. Bullying includes but is not limited to the following behaviors:

- Teasing
- Threats
- Intimidation
- Stalking
- Cyberstalking
- Cyberbullying
- Physical Violence
- Theft
- Public Humiliation
- Destruction of Property
- Sexual, religious, or racial harassment

Bullying also includes retaliation against a person who has asserted or alleged an act of bullying or harassment. A report of bullying or harassment that is not made in good faith is considered retaliation.

Cyberstalking is the use of the Internet, email, instant messages, phone calls, or other electronic means to stalk, harass, intimidate, or frighten an individual, group, or organization. It may include false accusations, defamation, posting derogatory statements, monitoring someone's online activity or physical location, identity theft, threats, solicitation, or gathering information that may be used to threaten, embarrass, or harass.

Consequences

Consequences and appropriate remedial action for students who commit acts of bullying or harassment or who are found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion.

Procedure for Reporting

Any person who feels they have been the victim of bullying or harassment or has witnessed bullying or harassment should file an incident report with the Dean. The student may also report concerns to faculty and other school staff who will be responsible for notifying the appropriate administrator. If the Dean is the respondent, the complaint shall be filed with the next higher administrator. The Superintendent is the compliance officer and ultimate decision maker, unless the Superintendent is the respondent, then the complaint shall be filed with the Board President.

False reports may be cause for discipline.

Timelines

The student complaint must be filed within 30 calendar days after the complainant knew or should have known that there were grounds for a grievance. Once the written grievance has been filed, the Dean will investigate and administer discipline according to EVIT policy.

If an investigation reveals no reasonable cause to believe that this regulation has been violated, the investigator shall inform the complaining party in writing. All decisions may be appealed in writing to the next higher administrative level within five (5) business days.

Tobacco, E-Cigarettes, and Vape Devices

The use of any tobacco, e-cigarette, or vape device on any campus is prohibited at all times. The prohibition applies to faculty, staff, students, and visitors. Violations are referred directly to Administration.

Tuition, Fees, & Refunds

Tuition Refunds

The District will automatically refund tuition to any tuition-paying student for the following reasons at the following rates:

One-hundred percent (100%) refund if:

- The course is cancelled.
- The student withdraws before the start of the course, or
- The student is called to active military duty.

Any course less than 8 weeks, no refund after the course starts.

| Time | 100% Refund | Prorated Refund Due to Hardship |
|------------------------|--|---------------------------------|
| 8 week course | Student withdraws within five (5) calendar days of start of course | Based on number of course days |
| Semester-length course | Student withdraws within ten (10) calendar days of start of course | |
| Hours-based course | Student withdraws prior to 10% of the course hours | Based on number of course hours |

Failing to attend class does not entitle a student to a refund.

Any amounts student may owe the District will be deducted from the refunded amount.

Withdrawals

To withdraw for any reason a student must complete a Withdrawal Request Form and submit it to their Dean with supporting documentation, if necessary. The Withdrawal Request Form is available from the Executive Assistant to the Deans, and from the Dean overseeing the student's program.

Program, Class Fees, Refunds or Transfers

The Financial Aid Office will automatically issue a refund within 45 days of the withdrawal request. Students do not need to request a refund.

Supply and Uniform fees, less \$100, will only be refunded for new and unused supplies and uniforms, if a student submits a Request to Withdraw Form before the 10th calendar days of the start of class.

Fees for consumable supplies and books will not be refunded once the student receives them. Registration, parking and student ID fees are non-refundable.

If a student has received Title IV Federal Financial Aid, the student may have to repay the funding received. The District is required to return unearned federal funding to the U.S. Department of Education. Students will be billed for the portion the District must return.

Hardships

Hardships include:

- a doctor verified serious illness
- serious illness or death in the family
- involuntary change in residence or job transfer
- divorce
- unexpected loss of income.

Non-Sufficient Funds (NSF)

EVIT accepts cash, cashier's check, money order, or personal check for the payment of tuition, class fees, books, supplies, or other related costs. A receipt is given for each transaction.

Students may also pay by MasterCard or VISA.

If a personal check is returned due to the fact of Non-Sufficient Funds (NSF) or a credit card charge is disputed inaccurately, then the following procedures shall apply:

1. The initial charge, including a \$25 NSF Fee, will be added to the account.
2. Repayments to EVIT will be made by money order, cashier's check or cash.
3. *Checks will not be accepted for any subsequent payment.*

Students with Delayed Disbursement Funding from VA

EVIT does not penalize or prohibit a GI Bill® student from attending or participating in courses while awaiting VA payment (for up to 90 days). This includes the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding. The Department of Veteran and Military Services partners with Student and Departmental Account Services to ensure this policy is implemented correctly. This includes Chapter 31, 33, 35, 1606, and Fry Scholars of the GI Bill®.

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

Payment Plans

Failure to make timely payments may result in withdrawal from the program after two consecutive late payments, regardless of the balance on the student's financial account. The last payment of an approved payment plan will be due prior to the last class day of the semester. Regardless of the date the initial deposit payment was made, the first monthly payment will always be due on the 5th of each month.

Example 1: Semester ends on the 20th of May; the last payment is due the 5th of May.

All students on a payment plan will have a monthly due date on the 5th of each month. If the 5th falls on a Saturday, Sunday, holiday or non-school day, payment is due on the next official school day. Late fees will be assessed at a rate of \$10 per day up to \$50 per month, beginning on the 6th of each month. Students may not advance to the next semester or block of instruction until the current semester or block of instruction tuition fees are paid in full.

Technology Requirements & Usage

Minimum Computer Requirements

Computer access with Windows OS, Adobe Reader, webcam, microphone, and anti-virus protection.

Educational Purpose

The term “educational purpose” includes classroom activities, career development, and limited high-quality personal research. The *Network* has been established for a limited educational purpose. The *Network* has not been established as a public access service or a public forum.

EVIT has the right to place reasonable restrictions on the materials students will access or post through the System. Students are also expected to follow the rules set forth in the District Student Code of Conduct rules and the law in their use of the *Network*.

Students shall not use the *Network* for commercial purposes. This means they shall not offer, provide, or purchase products or services through the *Network*.

Students shall not use the *Network* for political lobbying. But they may use the System to communicate with elected representatives and to express their opinion on political issues.

Electronic Library

EVIT provides to students, staff, and faculty a highly specialized database of full-text electronic information to support the needs of secondary and post-secondary education. Six (6) databases offer a comprehensive collection of full-text reference resources including books, journals, magazines, news publications and other sources covering topics relevant to all disciplines. Students and faculty can access the online library 24/7 through the intranet or Canvas.

Student Electronic Access

EVIT students will receive an EVIT-issued student email account and access to the Network when they enroll in an EVIT program. All students will follow the Governing Board policies and acceptable use guidelines while using electronic resources, including the internet.

Student Email

Students are required to check their EVIT issued email daily according to their regular school schedule.

Unacceptable Uses

Personal Safety

- Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
- Users will not use chat rooms or messaging communications, i.e., Instant Messaging, when it is not school related and not authorized by the faculty member.

- Users will promptly disclose to their Faculty or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

Illegal Activities

- Users will not attempt to gain unauthorized access to the *Network* or to any other computer system through the *Network*, or go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files, or engaging in "hacking". These actions are illegal, even if only for the purpose of "browsing".
- Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not use the *Network* to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of others, etc.

System Security

- Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
- Users will immediately notify the Information Systems Department (Support) if they have identified a possible security problem. However, users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Users will avoid the inadvertent spread of computer viruses by following the standard virus protection procedures established in Board Policy: Chapter 6- Instruction: Use of Technology in Instruction.
- Users will not download software into District computers without expressed permission from the Information Systems Director.

Inappropriate Language

- Restrictions against inappropriate language apply to public messages, private messages, and materials posted on web pages.
- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Users will not post information that, if acted upon, could cause damage or a dangerous situation.
- Users will not engage in personal attacks, including prejudicial or discriminatory attacks.

- Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
- Users will not knowingly or recklessly post false or defamatory information about a person or organization.

Respect for Privacy

- Users will not re-post a message that was sent to them privately without permission of the person who sent them the message.
- Users will not post private information about another person.

Respecting Resources Limits

- Users will use the *Network* only for educational and professional or career development activities (no time limit), and limited, high-quality program related personal research.
- Users will not download large files unless faculty approved. If necessary, users will download the file at a time when the System is not being heavily used. The file must be removed from the System at the earliest opportunity.
- Users will not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.

Plagiarism and Copyright Infringement

- Users will not plagiarize works that they find on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the users shall follow the expressed requirements. If the users are unsure whether or not they can use a work, they shall request permission from the copyright owner. If there are questions, ask your instructor.

Inappropriate Access to Material

- Users will not use the District System to access material that is profane or obscene (pornography) that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature).
- If users inadvertently access inappropriate materials information, they shall immediately disclose the inadvertent access following District procedures. This will protect users against allegations that the policy has been intentionally violated.

Disciplinary Information

Student Support Leadership

| | | |
|---|--------------|--|
| John Zuccato , Director of Safety and Student Support | 480-461-4090 | jzuccato@evit.edu |
| Tiffany Lawrence , Student Conduct and Support Coordinator | 480-461-4156 | tlawrence@evit.edu |
| Kenneth Peterson , Student Conduct and Support Coordinator | 480-461-4149 | kpeterson@evit.edu |

Student Success Plan (SSP)

Student Success – a progressive intervention opportunity

Academic and behavioral policy infractions lead to consequences across a continuum.

EVIT follows a progressive intervention process that progresses through four steps. Depending upon the circumstances, one or more steps may be omitted with approval of the program Dean and the Student Conduct and Success Coordinator. This process will be implemented when a student fails to meet the expectations of the school. Some of these behaviors include:

- Maintaining academic integrity
- Exhibiting professional behavior
- Prioritizing safety
- Meeting dress code requirements
- Following all technology mandates
- Demonstrating responsible social networking

There are up to four steps to the process:

Step One: Verbal Counseling or Coaching– A discussion will be held with a student if the student fails to meet school or program expectations. Proper expectations will be outlined and agreed upon by the student and faculty. This communication will be documented on the Student Success Plan and a copy of the success plan will be submitted to email addresses on file.

Step Two: First Written Warning– The student will be counseled in writing regarding an area already discussed in the coaching session or another area where the student fails to meet school or program expectations. A second Student Success Plan will be completed. Specific tasks or behaviors expected will be included, as well as a clear deadline for completion. This document will be signed by the student and faculty.

Step Three: Final Warning– This warning will be issued, discussed, documented, and signed when the student continues to fail to meet a challenge previously discussed or demonstrates another behavior that violates school or program expectations. Again, specific tasks or behaviors

expected will be included, as well as a clear deadline for completion. This document will be signed by the student and faculty.

Step Four: Final Action– Should a student continue to fail to meet school or program expectations, the student will meet with administration to discuss next steps. These might include course failure or program dismissal.

Dismissing a student from a program is a serious consequence and only considered if the student fails to demonstrate the desire, ability, or willingness to improve the behaviors expected of an EVIT student.

Grievances

Students with complaints or grievances against the institution other than bullying or harassment (see the Procedure for Reporting section for bullying or harassment), have the right to present their concerns for resolution. The East Valley Institute of Technology grievance process consists of two processes, the informal and formal grievance. All concerns must be addressed via the informal process before moving to a formal grievance process. The institution adheres to the following procedure for resolving grievances.

Informal Grievance

The informal grievance process must be initiated within twenty (20) calendar days of the time the student knew or should have known that there were grounds for the grievance. The informal grievance process has two steps. Many complaints or concerns can be resolved through open communication with the instructor. The first step is to discuss the concern with the student's instructor, Dean, or counselor, who will meet with grievant within five (5) class days. If a resolution is not achieved at this level the grievant should then meet with the appropriate Dean, who will render a decision within five (5) work days. The grievant must exhaust the informal grievance process before filing a formal grievance. If the informal grievance is not resolved to the grievant's satisfaction at the informal stage, it may be submitted to the formal grievance process.

An informal grievance may be withdrawn at any time before a final decision is made at this level. Once withdrawn, the process cannot be reopened if the resubmission is longer than the thirty (30) calendar days from the date of the occurrence of the alleged incident.

Formal Grievance

The formal grievance process must be submitted within ten (10) calendar days of the outcome of the informal process. The Dean will provide the form for submitting a formal grievance. The form must be submitted to the Dean who will convene a grievance committee. The grievance committee will consist of another instructor, staff member, and a different Dean. The grievance committee will review the grievance and any supporting documentation. This review may include additional investigation and interviews of individuals with relevant information. The committee will make a recommendation to the Superintendent within ten (10) calendar days of submission of the formal grievance. The Superintendent will render a final decision, in writing, to the grievant within five (5) work days.

- A formal grievance may be withdrawn at any time before a final decision is made at this level. Once withdrawn, the process cannot be reopened unless still within ten (10) calendar days of the decision made at the informal level.
- Retaliatory or intimidating acts against any student who has made a complaint, or against a student who has testified, assisted, or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.
- Student work will not be reassessed or re-evaluated. Only documented clerical or procedural errors will alter the grade.
- When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

If the grievant is still dissatisfied with the outcome of the grievance process, the grievant can contact the following agency:

- Commission of the Council on Occupational Education (COE). Complaints can be mailed, or completed online. The online form is at: <https://council.org/>.
- Written complaints with the supporting documentation can be mailed to: Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350

Probation, Satisfactory Academic Progress Termination, Reinstatement

Probation

If a student does not meet the minimum standards in any evaluation period, the student will be placed on academic probation for a maximum of two evaluation periods. If a student is placed on academic probation, the school will reevaluate the student progress midpoint of the current evaluation term. If satisfactory academic progress is not achieved during the probation period, student will be suspended/terminated. The student will be required to meet with their faculty to establish a plan for improvement.

Students on academic probation must meet with an Enrollment Advisor prior to enrolling in future programs of study.

Satisfactory Academic Progress (SAP) Termination

If Satisfactory Academic Progress is not achieved during the probation period, the student's status will be changed from active to terminated. Termination will mean the student cannot enroll for one year. After an SAP termination and the subsequent 365-day waiting period, the student may submit a reinstatement request to return to the program.

Reinstatement

A student will be reinstated if the student submits a formal appeal and the appeal is approved.

Academic Dismissal Appeals

Any student who is recommended for dismissal due to academic failure and feels there are extenuating circumstances for the dismissal may make a formal appeal to a Dean or designee assigned by the Chief Academic Officer. A formal appeal, called a grievance, must:

- Be in writing and submitted to the appropriate person listed above within two (2) school days of when the student was dismissed.
- Include the extenuating circumstances that caused the student to not meet minimum grade point standards or attendance standards and why the student believes the student should be considered for grievance and the steps the student will take to improve academic or attendance performance.
- Include appropriate supporting documentation.
- Include how that condition or situation has been resolved thus allowing the student the ability to meet minimum grade point standards.

Students will be notified by the appropriate administrator by email or telephone of the results of their grievance and any restrictions or conditions pertaining to their grievance within two (2) school days of receiving the grievance. The outcome of a grievance may include a new probationary term or denial. All records concerning satisfactory or unsatisfactory progress are filed with the student's academic record.

NOTE: The grievance process for grades expires three (3) months from the date the grade was issued.

Legal Notices

Accommodations for Disabled Students

EVIT will provide accommodations and support services as required by the Individuals with Disabilities Education Act ("IDEA"), the Americans with Disabilities Act ("ADA"), and Section 504 of the Rehabilitation Act ("Section 504"). Postsecondary students seeking accommodations should apply through FOCUS.

Anti-Discrimination Policy

EVIT does not discriminate on the basis of race, color, national origin, sex, disability, age, or sexual orientation in its programs or activities. CTE program offerings include: Arts, Audio/Video Technology & Communications; Auto & Transportation Services; Construction Technologies; Culinary Arts & Hospitality; Education; Engineering; Health Sciences; Human Services; Information Technology; Manufacturing Trades; and Public Safety. For a full listing of programs, go to evit.edu/programs. The lack of English language skills will not be a barrier to admission and participation in EVIT CTE programs. The following employees have been designated to handle inquiries regarding non-discrimination policies: Title IX/Title VII/EEOC Coordinator, EVIT Superintendent, 1601 W. Main St., Mesa, AZ 85201 or call (480) 461-4000, or by email at Superintendent@evit.edu; IDEA Coordinator, Tony Niccum, STEPS, 1601 W.

Main St., Mesa, AZ 85201, or call (480) 461-4154 or by email tniccum@evit.edu. Postsecondary ADA or 504 accommodations are submitted through FOCUS.

Licensure Disclaimer

EVIT courses and programs prepare students for entry into a variety of professions. Many of these professions require an occupational license or certificate to work in a particular field. Typically, a person must meet certain legal requirements before obtaining such a license or certificate. These requirements are established by county, state, or federal agencies and are often based on a person's character and documented criminal history. It is possible for a student who has obtained a certificate from EVIT to be denied the right to work in a particular profession after completing the certificate because of concerns over the student's character or criminal background. Any student preparing to enter a field for which a professional license or certificate is required is strongly advised to consult with the appropriate government agency that issues such credentials. That agency can provide the student complete information about any requirements the law imposes for working in a particular occupation.

EVIT Course Catalog

The EVIT Catalog is reviewed with an annual update every summer. The updated catalog will be posted on the EVIT website following the administrative review and approval process. EVIT reserves the right to modify policies, course schedules, curriculum, or courses due to program upgrades or content changes. When catalog changes occur between annual updates, students will be notified of a catalog update via FOCUS.

Service Animals

Service dogs are permitted in district vehicles and in classrooms to perform the functions for which they are trained. Under Title II and III of the ADA, service animals are limited to dogs. Per ADA guidelines, emotional support animals (ESA) are not considered service animals.

Examples of animals that fit the ADA's definition of "service animal" because they have been specifically trained to perform a task for the person with a disability:

- Guide Dog or Seeing Eye® Dog
- Hearing or Signal Dog
- Psychiatric Service Dog
- A Sensory Signal Dog or Social Signal Dog (SSigDOG)
- Seizure Response Dog
- Diabetic Alert Dog
- Disability Assistance Dog

Tuition and Fees

Tuition and fees are approved by the EVIT Governing Board and are subject to change without notice.

Finger Print Clearance Card Requirements

Career technical education districts may offer CTE programs to adult students. At EVIT, Students over twenty-two (22) years of age may attend CTE programs (other than massage therapy) during regular school hours on any of EVIT's central campuses, if the CTE program has additional student capacity after the enrollment of persons who are twenty-two (22) years of age or younger. A person over twenty-one years of age cannot be admitted to or attend EVIT during regular school hours unless the person has a valid fingerprint clearance card.

Student Rights and Responsibilities

All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by laws of this country and state for persons of their age and maturity. Each student is obligated to respect the rights of classmates, teachers, and other school personnel. The school shall foster a climate of mutual respect for the rights of others. Such an environment will enhance both the educational purpose for which the District exists and the educational program designed to achieve that purpose. All District personnel shall recognize and respect the rights of students, just as all students shall exercise their rights responsibly, with due regard for the equal rights of others and in compliance with the rules and regulations established for the orderly conduct of the educational mission of the District. Students who violate the rights of others or who violate rules and regulations of the District or of their school are subject to appropriate disciplinary measures designed to correct their own misconduct and to promote adherence by them and by other students to the responsibilities of citizens in the school community.

Users' rights to free speech, as set forth in the District student conduct regulations, also apply to their communication on the Internet. The District will not restrict the users' speech on the basis of a disagreement with the opinions being expressed.

- Users should expect only limited privacy in the contents of their personal files on the District System and records of their online activity.
- Routine maintenance and monitoring of the Network may lead to discovery that a user may have violated Policy IJNDB, the District student disciplinary code, or the law.
- An individual search will be conducted if there is reasonable suspicion that a user may have violated Board Policy, the District student conduct regulations, or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

- The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities.
- In the event there is an allegation that a student has violated District Policy, the student will be provided with a notice and opportunity to be heard in the manner set forth in the student disciplinary code.
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave. If the alleged

violation also involves a violation of other provisions of the student disciplinary code, the violation will be handled in accordance with the applicable provision of the code.

Notice of Confidentiality of Records

The Governing Board has established written policies regarding the collection, storage, retrieval, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee students' rights to privacy.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students' records maintained by the District may include – but are not necessarily limited to – identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, Faculty or counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained in the District under the Dean's supervision and are available only to the Faculty and staff members working with the student. If you should transfer to another school, these records will be sent to the new school upon its request. Otherwise, records are not released to most agencies or persons without prior written consent.

You have the right to inspect and review any and all records related to you, including a listing of persons who have reviewed or have received copies of the information. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available when it is not practicable for you to inspect and review the records at the school. Charges for the copies of records will be costs of copying unless the fee prevents you from exercising rights to inspect and review those records.

If you believe information in the record file is inaccurate or misleading, you have the right to request that a correction be made and to add comments of your own. If at any time an agreement cannot be reached, you may contact the Chief Academic Officer or the Superintendent and request a hearing.

Copies of the district student education record confidentiality policies and procedures are in Board Policy: Students: Student Records and available on the District's website. Federal law also permits you to file a complaint with the Family Education Rights and Privacy Act Office in Washington, D.C., if you feel the school is violating public school records policies and statutes.

Program-Specific Expectations

Many EVIT programs have specific requirements that students must meet to ensure compliance with industry standards and certification requirements. These include drug screenings, immunization compliance, and clinical practicum requirements. These measures are essential to prepare students for their future careers, ensuring they meet the professional standards required

for certification in their chosen fields. Students should be prepared to fulfill these requirements as part of their training at EVIT.

Program Information

Program Types

Apprenticeship Programs

In summer of 2024, the US Department of Labor approved four new apprenticeship programs at EVIT. Apprenticeships provide hands-on training and real-world experience in a specific trade or profession under the guidance of experienced mentors. EVIT Electrical and Power Transmission, HVACR, Plumbing and Welding programs will offer Apprenticeships starting in the 2024-2025 school year.

Associate Degrees

In 2022, Arizona law was changed to allow EVIT and the state's other Career Technical Education Districts (CTEDs) to offer associate degrees in certain high-demand fields. EVIT's first associate degree program -- an Associate of Applied Science (AAS) in Surgical Technology -- began in January 2024. Upon completing the Associates Degree, students can sit for the Certified Surgical Technologist (CST) exam.

In 2024, EVIT announced the addition of our newest AAS in Nursing that will begin during the 2024-2025 school year.

Post-Secondary Certificate Programs

EVIT provides a formal award certifying the satisfactory completion of an educational program that publicly attests that a specified quality or standard has been achieved or exceeded.

Adult Basic Education Program

The Adult Basic Education (ABE) with Integrated Education and Career Training (IET) program is designed to help adults improve their basic academic skills while gaining career-specific training. Participants receive instruction in basic reading, writing, math, and digital literacy aligned with their career goals.

All students must attend orientation and take their placement assessments. The Test of Adult Basic Education (TABE) placement assessment is a tool for creating a personalized learning path in reading, writing, and math unique to each student's learning needs.

Proctoring fees may apply.

High School Diploma Options

Arizona High School Equivalency (HSE) Diploma

This diploma option combines educational experiences and career training. To successfully obtain a HSE Diploma, individuals earn points by combining different sources, which include, Academic and Career Readiness, to equal 22 points. Individual transcripts and personal history will be reviewed to determine the best pathway.

High School Career Readiness Pathway (22 Points)

| Academic Readiness Required (Points 14) | Career Readiness Required (Points 8) | Arizona Civics Test Requirement |
|--|---|---------------------------------|
| ELA | 4 | Passed |
| Mathematics | 4 | |
| Science | 3 | |
| Social Studies | 3 | |

General Education Diploma (GED®)

Students are able to register for the GED® Exam, which consists of four subtests and Civics: Reasoning Through Language Arts (Writing is included in this section), Mathematical Reasoning, Science, and Social Studies. A passing score on all sections will result in achievement of a GED.

| Test Subjects | Passing Score Required | Cost Per Subject (Price is subject to change.) |
|---------------------------------|------------------------|---|
| Reasoning Through Language Arts | 145+ | \$41.00 |
| Mathematical Reasoning | 145+ | \$41.00 |
| Science | 145+ | \$41.00 |
| Social Studies | 145+ | \$41.00 |
| Civics | Pass | \$9.00 |

Requirements to Test

Individuals who are 16 and 17 years old must meet the additional requirements below before they are permitted to schedule any high school equivalency required tests:

1. Must create a test-taker profile under their full legal name.
2. Must present the two documents listed below and a current government-issued ID to any Authorized Testing Location.
 - A. Official withdrawal from the last school attended.
 - B. Notarized and dated permission letter from a parent or guardian.

Accommodations

If you have a documented disability and require accommodations during the testing session, read the frequently asked questions at the GED® Testing Service Accommodations website. To

request testing accommodations, please follow the steps outlined in the Accommodations Guide. For questions regarding accommodations, please contact accommodations@GED.com.

WIOA Title II Adult Education Grant Admissions Requirements

- 16 years of age or older.
- Are **NOT** enrolled, or required to be enrolled, in a secondary school as described in A.R.S. 15-802
- Are lawfully present in the United States, per A.R.S. 15-232(B)

Program Offerings

| EVIT Programs | Associate Degree Program | Post-Secondary Certificate Program | Campus |
|--|---------------------------------|---|---------------|
| Aesthetics | | X | Main |
| Collision Repair | | X | Main |
| Cosmetology | | X | Main |
| Electrical and Power Transmission | | X | Main |
| Electrical Apprenticeship | | X | Main |
| Emergency Medical Technician | | X | Main |
| Fire & Emergency Services | | X | Main |
| High School Equivalency (HSE) | | | Main |
| HVACR | | X | Main |
| HVACR Apprenticeship | | X | Main |
| Massage Therapy | | X | Main |
| Nursing | X | | Main |
| Plumbing | | X | Main |
| Plumbing Apprenticeship | | X | Main |
| Practical Nursing | | X | Main |
| Sterile Processing | | X | Main |
| Surgical Technologist | X | | Main |
| Structural Metal Fabricator Apprenticeship | | X | Main |
| Welding | | X | Main |

Associate Degree Programs

Associate of Applied Science in Nursing

| DESCRIPTION | |
|---|--|
| <p>The registered nurse associate degree program offers comprehensive training in nursing fundamentals and clinical skills. It includes courses in anatomy, physiology, pharmacology, and patient care, along with hands-on clinical experience. The program is designed to prepare students for the NCLEX-RN exam, the program typically takes 20 months to complete.</p> | |
| CAREER CONNECTION | |
| <p>Licensure or Certification Information: Industry/Program Accreditation: Program Certifications: Career Pathways: Licensed Registered Nurse Occupational Profile: https://www.onetonline.org/link/summary/29-1141.00 Gainful Employment Disclosure: https://www.evit.edu/career-training/admissions/adult-college-and-career-gainful-employment</p> | |
| ADULT PROGRAM & COURSE INFORMATION | |
| Length of Program | 68 credits (5 semesters) |
| Prerequisites | <p>High School Diploma/GED or higher degree from a recognized institution. College transcripts (may be unofficial)</p> <p>HESI exam, minimum score of 75% in Basic Math & 75% in English Composite in the same test event within the last two years</p> <p>Current valid Level One DPS Fingerprint Clearance Card</p> <p>Current American Heart Association BLS CPR Card</p> <p>Valid government-issued photo ID (example: state-issued driver license)</p> <p>Proof of legal residence per AZBN requirements will be necessary for licensure (see www.azbn.gov for a list of acceptable documents)</p> <p>Note: Further health and safety documentation will be required to be eligible for clinical rotation</p> |
| Program Tuition | \$32,320 |
| Supply Fees* | Included in the Program Tuition |

| | |
|-------------------------------------|--|
| Estimated Out of Pocket Fees | \$1000 |
| Technology Requirements | Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection. |
| Funding Opportunities* | Federal Student Aid/Financial Aid Tribal Funding for eligible students Scholarships Interest-free payment plans available For any financial assistance questions, please reach out to our Financial Aid Office at adultfinancialaid@evit.edu |

*VA Funding is not available at this time.

| Start Date | End Date | Days | Times | Campus |
|----------------|----------------|------------------|-----------------|--------|
| Aug 26, 2024 | Dec 20, 2024 | Monday - Friday* | Varies by class | Main |
| Dec 30, 2024 | April 18, 2025 | Monday - Friday* | Varies by class | Main |
| April 28, 2025 | Aug 16, 2025 | Monday - Friday* | Varies by class | Main |

*Follows the EVIT Post-Secondary Calendar

** Cohorts start terms varies

| Associate of Applied Science in Nursing – Program of Study | | | | | | | | |
|--|--------------|--------------|--------------|--------------|---------------------|--------------|---------------|---------------|
| Semester One | | | | | | | | |
| Course Name | Lecture | | Laboratory | | Work-Based Activity | | Course Totals | |
| | Credit Hours | Clock Hours | Credit Hours | Clock Hours | Credit Hours | Clock Hours | Credit Hours | Clock Hours |
| SSS100 Student Success | 2 | 30 | 0 | 0 | 0 | 0 | 2 | 30 |
| BIO201/201L Principles of Anatomy & Physiology I | 3 | 45 | 1 | 30 | 0 | 0 | 4 | 75 |
| BIO202/202L Principles of Anatomy & Physiology II | 3 | 45 | 1 | 30 | 0 | 0 | 4 | 75 |
| ENG101 First Year Composition I | 3 | 45 | 0 | 0 | 0 | 0 | 3 | 45 |
| Semester Two | | | | | | | | |
| PSY101 Introduction to Psychology | 3 | 45 | 0 | 0 | 0 | 0 | 3 | 45 |
| MAT142 College Mathematics | 3 | 45 | 0 | 0 | 0 | 0 | 3 | 45 |
| NUR121/121L Fundamentals of Nursing Practice | 3 | 45 | 2 | 60 | 0.5 | 25 | 5.5 | 130 |
| NUR122/122L Health Assessment | 1 | 15 | 1 | 30 | 0 | 0 | 2 | 45 |
| NUR123 Pharmacology I | 2 | 30 | 0 | 0 | 0 | 0 | 2 | 30 |
| Semester Three | | | | | | | | |
| ENG102 First Year Composition II | 3 | 45 | 0 | 0 | 0 | 0 | 3 | 45 |
| NUT101 Nutrition | 1 | 15 | 0 | 0 | 0 | 0 | 1 | 15 |
| NUR131/131L Medical Surgical Nursing I | 2 | 30 | 0.5 | 15 | 1.5 | 68 | 4 | 113 |
| NUR132/132L Mental Health | 1.5 | 23 | 0.5 | 15 | 1 | 45 | 3 | 83 |
| NUR133 Pharmacology II | 2 | 30 | 0 | 0 | 0 | 0 | 2 | 30 |
| Semester Four | | | | | | | | |
| BIO205/205L Microbiology | 3 | 45 | 1 | 30 | 0 | 0 | 4 | 75 |
| NUR211/211L Medical Surgical Nursing II | 2 | 30 | 0.5 | 15 | 2 | 90 | 4.5 | 135 |
| NUR212 Community and Public Health | 1 | 15 | 0 | 0 | 1 | 45 | 2 | 60 |
| NUR213/213L Maternal and Newborn Health | 1.5 | 23 | 0.5 | 15 | 1 | 45 | 3 | 83 |
| Semester Five | | | | | | | | |
| ETH101 Ethics in Today's World | 3 | 45 | 0 | 0 | 0 | 0 | 3 | 45 |
| NUR221/221L Medical Surgical Nursing III | 2 | 30 | 0.5 | 15 | 1.5 | 68 | 4 | 113 |
| NUR222/222L Pediatric Health | 1.5 | 23 | 0.5 | 15 | 1 | 45 | 3 | 83 |
| NUR223 Capstone | 1 | 15 | 0 | 0 | 0 | 0 | 1 | 15 |
| NUR224 Transition to the Profession | 2 | 30 | 0 | 0 | 0 | 0 | 2 | 30 |
| TOTAL | 49.5 | 744.0 | 9.0 | 270.0 | 9.5 | 431.0 | 68.0 | 1460.0 |

Associate of Applied Science in Surgical Technology

| DESCRIPTION | |
|--|----------------------------------|
| <p>The Surgical Technology degree program prepares individuals to apply technical knowledge and skills for facilitating the safe and effective conduct of invasive surgical procedures, ensuring that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. Students will also explore the theory and application of sterile and aseptic technique and combine the knowledge of human anatomy, surgical procedures, and implementation of instrumentation and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. The program includes instruction in anatomy, physiology, pathophysiology, microbiology, medical terminology, basics of scrubbing, aseptic technique, instrumentation, preoperative, intraoperative, and postoperative care. Once students understand the basic concepts and skills, they will utilize what they have learned at a clinical site.</p> | |
| CAREER CONNECTION | |
| <p>Licensure or Certification Information: Certified Surgical Technologist (CST)</p> <p>Industry/Program Accreditation: The Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). Contact: 727-210-2350. 1361 Park Street, Clearwater, FL 33756</p> <p>Program Certifications: National Board of Surgical Technologists and Surgical Assistants (NBSTSA). The Association of Surgical Technologists (AST), Contact: 303-694-9130. 6 West Dry Creek Circle, Suite 220, Littleton, CO 80120</p> <p>Career Pathways: Certified Surgical Technologist</p> <p>Occupational Profile: www.onetonline.org/link/summary/29-2055.00</p> <p>Gainful Employment Disclosure: https://www.evit.edu/career-training/admissions/adult-college-and-career-gainful-employment</p> | |
| POST-SECONDARY PROGRAM & COURSE INFORMATION | |
| Length of Program | 66 college credits (5 semesters) |

| | |
|-------------------------------------|---|
| Prerequisites | <p>High School Diploma or GED</p> <p>Proficiency in Basic Reading and Math</p> <p>Medical experience recommended but not necessary</p> <p>Must provide proof of health insurance</p> <p>Current AHA BLS CPR Card (must not expire during the timeframe of the program)</p> <p>Note: Further health and safety documentation will be required to be eligible for clinical rotation</p> |
| Program Tuition | \$19,120 |
| Supply Fees | Included in the Program Tuition |
| Estimated Out of Pocket Fees | <p>\$750</p> <p>Estimated Out-of-Pocket Fees: Books, Uniform (Scrubs, close toed shoes, watch), Drug Screen, Background Check, Background Check, DPS Level I fingerprint card, My Clinical Exchange. Immunizations are not included in the estimate but are required for clinicals.</p> |
| Technology Requirements | Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection. |
| Funding Opportunities* | <p>Federal Student Aid/Financial Aid</p> <p>Tribal Funding for eligible students</p> <p>Scholarships</p> <p>Interest-free payment plans available</p> <p>For any financial assistance questions, please reach out to our Financial Aid Office at adultfinancialaid@evit.edu</p> |

*VA Funding is not available at this time.

| Start Date | End Date | Days | Times | Campus |
|----------------|----------------|------------------|-----------------|--------|
| Aug 26, 2024 | Dec 20, 2024 | Monday - Friday* | Varies by class | Main |
| Dec 30, 2024 | April 18, 2025 | Monday - Friday* | Varies by class | Main |
| April 28, 2025 | Aug 16, 2025 | Monday - Friday* | Varies by class | Main |

*Follows the EVIT Post-Secondary Calendar

** Cohorts start terms varies

| Associate of Applied Science in Surgical Technology – Program of Study | | | | | |
|--|--------------|--------------|---------------------|---------------|-------------|
| Semester One | | | | | |
| Course Name | Lecture | Laboratory | Work-Based Activity | Course Totals | |
| | Credit Hours | Credit Hours | Credit Hours | Credit Hours | Clock Hours |
| SSS100 Student Success Seminar | 2 | 0 | 0 | 2 | 30 |
| BIO201 Principles of Anatomy & Physiology I | 3 | 1 | 0 | 4 | 75 |
| BIO202 Principles of Anatomy & Physiology II | 3 | 1 | 0 | 4 | 75 |
| ENG101 First Year Composition I | 3 | 0 | 0 | 3 | 45 |
| Semester Two | | | | | |
| SUR121 Medical Terminology for the Surgical Technologist | 1 | 0 | 0 | 1 | 15 |
| SUR122 & SUR122L Intro to Surgical Technology with Lab | 3 | 2 | 0 | 5 | 105 |
| ENG102 First Year Composition II | 3 | 0 | 0 | 3 | 45 |
| MAT142 College Mathematics | 3 | 0 | 0 | 3 | 45 |
| Semester Three | | | | | |
| SUR131 & SUR131L Surgical Technologies Fundamentals with Lab | 6 | 3 | 0 | 9 | 180 |
| SUR132 Pharmacology for the Surgical Technologist | 2 | 0 | 0 | 2 | 30 |
| PSY101 Introduction to Psychology | 3 | 0 | 0 | 3 | 45 |
| Semester Four | | | | | |
| SUR211 & SUR211L Advanced Surgical Techniques with Lab | 6 | 3 | 0 | 9 | 180 |
| ETH101 Ethics in Today's World | 3 | 0 | 0 | 3 | 45 |
| Semester Five | | | | | |
| SUR221 Capstone & CST Review | 3 | 0 | 0 | 3 | 45 |
| SUR222 Clinical Internship | 0 | 0 | 12 | 12 | 540 |
| TOTAL | 44 | 10 | 12 | 66 | 1500 |

Associate of Applied Science Course Descriptions

BIO201 & BIO201L Principles of Anatomy and Physiology I with Lab

3 Credits Lecture, 1 Credit Lab

This is the first of a two-semester sequence of courses focused on the principles of human anatomy and physiology. These courses provide the scientific underpinnings for health sciences-related fields where the knowledge and understanding of the physiology of the human body with its accompanying anatomy are essential for professional success. This first course provides an understanding of the fields of human anatomy and physiology with an emphasis on the centrality of homeostasis. Cell biology and histology provide fundamental knowledge that supports the organ systems covered in this course. The major organ systems covered include integumentary, skeletal, articulations, muscular, nervous (including peripheral, autonomic, and central nervous systems), endocrinology, hematology, cardiac, and respiratory systems.

BIO202 & BIO202L Principles of Anatomy and Physiology II with Lab

3 Credits Lecture, 1 Credit Lab

This is the second of a two-semester sequence of courses focused on the principles of human anatomy and physiology. These courses provide the scientific underpinnings for health sciences related fields where the knowledge and understanding of the physiology of the human body with its accompanying anatomy are essential for professional success. This second course continues to emphasize the importance of homeostasis within the context of health and disease. Topics covered within cell biology and histology provide supporting knowledge that supports the organ systems covered in this course. The major organ systems covered include hematology, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems. Human development and genetics provide the final topics.

BIO205 Biology-Micro

3 Credits Lecture, 1 Credit Lab

This course covers basic concepts of microbiology with an emphasis on medically important microorganisms and infectious diseases. The topics studied also include microscopy, microbial growth and genetics, antimicrobial agents, epidemiology, and immune system responses to pathogens. Lab exercises emphasize aseptic technique, isolation and culture of microorganisms, microscopy, and staining techniques.

ENG101 First Year Composition I

3 Credits

Students analyze essays, articles, and other written works, thus becoming familiar with various composition elements. Writing assignments provide hands-on composition experience, stress different approaches to organization and development, and emphasize audience awareness and revision of paragraphs, short essays, and informal reports.

ENG102 First Year Composition II

3 Credits

ENG102 builds upon the critical thinking, reading, and writing capabilities that students developed in ENG101. Students learn the processes necessary for collecting and incorporating research material into their writing. They learn how to evaluate, cite, and document primary and

secondary research sources, how to investigate, report, and document existing knowledge, and how to develop arguments and support them with sound evidence.

ETH101 Ethics in Today's World

3 Credits

This course helps students acquire the ethical tools necessary to determine appropriate actions and communications by examining moral reasoning and ethical theories applied to contemporary issues. The student should be able to use these moral and ethical theories in making decisions and choices in their personal and professional life.

MAT142 College Mathematics

3 Credits

Upon completion of College Mathematics, students will understand and apply the principles of the following topics: solving linear equations, graphing linear equations, polynomial operations, positive and negative integer exponents, factoring, systems of linear equations, radical and rational expressions, quadratic equations, evaluating and graphing functions, and basic financial operations.

NUR121 & NUR121L Fundamentals of Nursing Practice with Lab

3 Credits Lecture, 2 Credits Lab

The focus of this course is on health promotion in a variety of community-based settings with an emphasis on adults. Students will develop the skills of therapeutic communication, therapeutic use of presence, and the nursing process as a guide to effective thinking, clinical reasoning, and clinical decision-making. The lab portion allows students to develop basic psychomotor skills with application for adult clients. Simulation lab and clinical opportunities are utilized as a means for application of acquired skills.

NUR122 & NUR122L Health Assessment with Lab

1 Credit Lecture, 1 Credit Lab

The focus of this course is on concepts and principles underlying assessment of the health status of individuals with emphasis placed on interviewing skills, health histories, and the physical and psychosocial findings in the well person. Communication and assessment skills are developed. Students obtain health histories, perform physical and psychosocial assessments with associated documentation, and formulate initial nursing plans using the nursing process. The lab portion allows students to develop basic psychomotor skills with application for adult clients.

NUR123 Pharmacology I

2 Credits

Pharmacology I introduces the science of pharmacology and considers the role of the registered nurse in the preparation, management, and administration of medications. The course provides a working description of the principles of pharmacodynamics and pharmacokinetics and identifies the role of chemical pathways in the action of drugs. An emphasis on understanding the action of medications, safe administration practices, and competence in drug calculations is made. Students are also exposed to the concepts of complementary and alternative medications and therapies.

NUR131 & NUR131L Medical Surgical Nursing I with Lab

2 Credits Lecture, .5 Credit Lab

The focus of this course is on the application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings. Evidence-based practice is integrated into the learning modules to provide the student with current trends in the implementation of advanced nursing skills and to better facilitate the development of clinical reasoning skills. Content includes common and predictable medical-surgical problems of the adult patient. Cultural and psychosocial influences are considered in the care of diverse patient populations. The lab portion allows students to continue to develop psychomotor skills with application for adult clients. Simulation lab and clinical opportunities are utilized as a means for application of acquired skills.

NUR132 & NUR132L Mental Health with Lab

1.5 Credits Lecture, .5 Credits Lab

The focus of this course is on concepts of common mental health disorders, epidemiology, etiology, and pathophysiology. There is emphasis on the therapeutic nursing care of clients with mental health problems using an evidenced-based approach. This course aligns to the psychoactive medication content presented in Pharmacology II. The skills necessary to conduct a comprehensive mental health assessment are of particular emphasis with ample opportunity to practice in both simulated and clinical settings.

NUR133 Pharmacology II

2 Credits

Pharmacology II extends the core pharmacological principles presented in Pharmacology I. This course examines the nurse's role in the administration of more complex drugs and more sophisticated routes of administration. The application of drug therapy to a broad range of clinical presentations with emphasis on respiratory and cardiovascular disease complements other courses within the program. There is an emphasis on safe administration of IV and IM medications as well as complications and antidote therapies.

NUR211 & NUR211L Medical Surgical Nursing II with Lab

2 Credits Lecture, .5 Credit Lab

This course focuses on application of the nursing process to care for adult patients experiencing medical-surgical conditions along the health-illness continuum. Topics covered include those related to acute/complex cardiovascular, neurologic, hematologic, integumentary, immunologic, sensory, reproductive, emergency, and disaster events or disorders. Students apply their learning to clients in medical-surgical clinical settings. The lab portion allows students to continue to hone psychomotor skills with application for adult clients. Simulation lab and clinical experiences are utilized as a means for application of acquired skills.

NUR212 Community and Public Health with Lab

2 Credits Lecture

This course introduces the student to concepts of community health utilizing the population-focused nursing process. Content includes levels of disease prevention, principles of epidemiology, community assessment, environmental health, disaster preparedness, professional nursing roles, and inter-professional collaboration in various community settings. Emphasis is on health promotion, risk reduction, and disease management across the lifespan in the community settings. The student will apply knowledge gained to issues that impact the local community like substance abuse, homelessness, and poverty. Clinical time will be community-focused.

NUR213 & NUR213L Maternal and Newborn Health with Lab

1.5 Credits Lecture, .5 Credit Lab

This course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural, and developmental needs of the maternal and child client. Course content includes an overview of childbearing families, including family planning and preconception care; assessment of an antepartum, intrapartum, and postpartum woman; the experience of childbirth; and newborn care. Nutrition, pharmacology, cultural diversity, use of technology, communication, anatomy and physiology review, medical terminology, critical thinking, and application of the nursing process are integrated throughout this course. Upon completion of this course students will be able to provide and manage care for maternal and newborn clients in a variety of settings. The lab portion allows students to continue to develop psychomotor skills with application for maternal and newborn clients. Simulation lab and clinical experiences are utilized as a means for application of acquired skills.

NUR221 & NUR221L Medical Surgical Nursing III with Lab

2 Credits Lecture, .5 Credit Lab

In this course, the nursing process is applied in the care of the adult client with complex acute, life-threatening, and multi-system health problems. Nursing care focused on restoring physiologic and psychological stability to the severely ill client is explored. Core concepts of complex pathophysiology, current treatment modalities, and the role nurses perform when providing care to critically ill patients are discussed. The lab portion allows the student to continue to develop psychomotor skills with application for critically ill clients. Simulation lab and clinical experiences are utilized as a means for application of acquired skills.

NUR222 & NUR222L Pediatric Health with Lab

1.5 Credits Lecture, .5 Credit Lab

This course focuses on the theory and clinical application of concepts related to the nursing care of children and their families by emphasizing the holistic care of the child, which includes the developmental, physiological, psychosocial, cultural, and spiritual care of the child within the family unit. Health care concepts discussed in this course include human growth and development, family dynamic development, and functional abilities related to care of the child. Conditions unique to the pediatric population are discussed with an emphasis on health

restoration and promotion. Professional nursing concepts, including clinical judgement, communication, ethical-legal, evidenced-based practice, health promotion, informatics, patient education, professionalism, safety, and collaboration are also presented. The student gains a conceptual understanding of principles and applies them in all areas specific to the pediatric client. Simulation lab and clinical experiences are utilized as a means for application of acquired skills.

NUR223 Capstone

1 Credit

The RN ATI Capstone Content Review is a pre-graduation offering of a comprehensive content review program for students to prepare for a predictor exam and increase graduation readiness. This product provides each student with the remediation and review they need to master all content before graduation. Online Classroom provides access to a Masters-Prepared Nurse Educator to guide the review the eight week course calendar with daily assignments, pre-assignment classroom quizzes, and weekly ATI Capstone Content Review assessments taken on campus during. Individualized Focused Reviews after each assessment Individualized post-assessment assignment sent are sent to the student by ATI Capstone educator along with weekly tips.

NUR224 Transition to the Profession

2 Credits

The purpose of this course is to facilitate the graduating nursing student's entry into the profession. The course includes the study of the ever-changing health care delivery system and the nurse's evolving role, responsibilities, and scope of practice within it. Legal, ethical, and socio-political considerations of the profession are explored. Accountability for own evidence-based practice is stressed. Resumes and applications for testing and licensure are completed. This course must be taken during the final semester of the nursing program.

NUT101 Nutrition

1 credit

This class will discuss the influence that nutrition has on the physiology of the body. Emphasis will be placed on metabolic processes occurring in the body, nutritional values of food items, guidelines for healthy eating, completion of a nutrition assessment, influences on and barriers to adequate nutrition, and recommended educational topics the Practical Nurse may discuss with patients. Didactic time will include reading & discussion, lectures with discussion, online modules, oral presentations, and written assignments.

PSY101 Introduction to Psychology

3 Credits

This course provides a foundation for the understanding, predicting, and directing human behavior. Organized within a framework encompassing foundations, general topics, and applications, the course provides an understanding of how psychological principles and concepts relate to professional and personal life. Topics include learning, attitude formation, personality, social influence, communication dynamics, conflict resolution, motivation, leadership, and group roles and processes.

SSS100 Student Success Seminar

2 Credits

This course focuses on self-exploration and developing skills, attitudes, and behaviors that promote personal, academic, and career success. Processes of self-evaluation and self-assessment help students identify strengths to build upon and opportunities as areas of focus for development. Students learn tools and strategies that will promote their success, and they network with college and professional colleagues to enrich their growth experience. Students take pre-and post-assessments to evaluate their growth in the course.

SUR121 Medical Terminology for the Surgical Technologist

1 Credit

This course offers an opportunity to learn and apply basic and advanced medical terminology with particular relevance to the operating room. The course introduces the student to the structure of medical language, word building skills and deconstructive analysis of medical terms. The course describes the body systems including relevant procedure tests and diagnostic terms in medical language. The course reinforces commonly used acronyms and abbreviations that will be part of the daily language within their profession.

SUR122 & SUR122L Introduction to Surgical Technology with Lab

3 Credits Lecture & 2 Credits Lab

This course introduces the basic theory necessary to function as an entry level surgical technologist, including basic concepts to establish, maintain, and coordinate the methods required for good patient care. This includes: preoperative, intraoperative, and postoperative care. This course guides students through the history and development of surgical technology, rationale and establishment of aseptic technique and other safeguards of patient care, including law and ethics.

SUR131 & SUR131L Surgical Technology Fundamentals with Lab

6 Credits Lecture & 3 Credits Lab

This course continues the basic theory necessary to function as an entry level surgical technologist, including basic concepts to establish, maintain, and coordinate the methods required for good patient care. This includes: preoperative, intraoperative, and postoperative care. This course guides students through wound care management, microbiology, disaster preparedness, and decontamination, sterilization and disinfection of surgical instruments and operating room equipment.

SUR132 Pharmacology for the Surgical Technologist

2 Credits

Students will analyze the principles of pharmacology as it is used in the operating room, to include anesthetic agents, their administration and preparation as well as obtaining medications on the sterile field. Students will calculate medications, conversions and dosages to prepare and manage medications for the surgical patient.

SUR211 & SUR211L Advanced Surgical Techniques with Lab

6 Credits Lecture & 3 Credits Lab

This course continues to expand on the basic theory necessary to function as an entry level surgical technologist. Includes basic concepts to establish, maintain, and coordinate the methods

required for good patient care. This includes: preoperative, intraoperative, and postoperative care. This course concentrates on the different surgical practices involved within each specialty including general, gynecology and obstetrics, ophthalmology, minimally invasive surgery, plastic and reconstructive, oral maxillofacial, genitourinary, ENT, Cardiothoracic, peripherovascular, orthopedics and neurosurgery.

SUR221 Capstone and CST Review

3 credits

This course runs concurrently with SUR222 and is meant to develop professional skills such as stress management, communication skills, and teamwork that will enhance and strengthen the clinical experience. The latter weeks of the course are spent in comprehensive review for the NBSTSA certification exam. It is mandatory that each student take the certification exam to receive their certificate of completion for Surgical Technology.

SUR222 Clinical Internship

12 credits

The Surgical Technology program prepares individuals to apply technical knowledge and skills for facilitating the safe and effective conduct of invasive surgical procedures, ensuring that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

During clinical rotation, students will be scrubbing cases, pulling cases, helping with room turnovers and attending any in-services or educational meetings during the clinical day alongside the perioperative team. This course offers the opportunity to demonstrate the ability to perform the duties of the Surgical Technologist in the perioperative setting, to the industry and CAAHEP standards. Students will also demonstrate desirable workforce skills such as attendance, punctuality, teamwork and flexibility. Students perform the scrub role during surgical procedures of selected surgical specialties, under the supervision of a qualified preceptor, to industry and CAAHEP standards.

Post-Secondary Certificate Programs

Aesthetics

| DESCRIPTION | |
|--|---|
| <p>The Aesthetics program prepares individuals to apply technical knowledge and skills in the science of skin care and develop a thorough understanding of all aspects of the industry basics including waxing, makeup techniques, facials and general knowledge of the spa industry. Students will learn techniques for skin analysis, deep pore cleansing, exfoliation and specialized treatments including dermaplaning, peels and body treatments. The program is heavily focused on the practical application of skills.</p> <p>Additional information is located in the program handbook.</p> | |
| CAREER CONNECTION | |
| <p>Licensure or Certification Information: Arizona Barbering and Cosmetology Board Esthetician License</p> <p>Career Pathways: Esthetician, Makeup Artist, Manufacturer Rep., Salon Manager/Owner, Aesthetics Instructor, State Board Examiner</p> <p>Occupational Profile: www.onetonline.org/link/summary/39-5094.00</p> <p>Gainful Employment Disclosure: https://www.evit.edu/career-training/admissions/adult-college-and-career-gainful-employment</p> | |
| POST-SECONDARY PROGRAM & COURSE INFORMATION | |
| Length of Program | 640 clock hours |
| Prerequisites | Proficiency in Basic Reading and Math |
| Program Tuition | \$7,400 |
| Supply Fees* | \$1,090 *Supply Fees Include: Student Aesthetics Kit, Lash Extension Kit, Student ID Badge, Consumable Lab Supply Fee |
| Estimated Out of Pocket Fees* | \$577 *Estimated Out-Of-Pocket Fees: Uniform (2 Sets black scrubs, Close Toed Shoes, 1 Zipper Jacket), DPS Level I Fingerprint Card, Books, Arizona State Board Certification Exam-Theory & Practical & AZ License |
| Technology Requirements | Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection. |

| | |
|------------------------------|--|
| Funding Opportunities | <p>Federal Student Aid/Financial Aid</p> <p>VA Education Benefits</p> <p>Tribal Funding for eligible students</p> <p>Scholarships</p> <p>Interest-free payment plans available</p> <p>For any financial assistance questions, please reach out to our Financial Aid Office at adultfinancialaid@evit.edu</p> |
|------------------------------|--|

| Start Date | End Date | Days | Times | Campus |
|---------------|--------------|-------------------------|------------------|--------|
| July 24, 2024 | May 20, 2025 | Monday - Friday, daily* | 7:00am - 11:00am | Main |
| July 24, 2024 | May 20, 2025 | Monday - Friday, daily* | 12:00pm - 4:00pm | Main |

*Follows the EVIT Secondary Calendar

Collision Repair

| DESCRIPTION | |
|--|---|
| <p>The Collision Repair program prepares individuals to apply technical knowledge and skills in collision repair shop operations, materials handling and safety practices. Students will be introduced to basic operations in many areas of the collision repair industry with a focus on entry-level position skills. Students will gain basic understanding of safety practices, tool and equipment usage, maintenance, basic repair process and procedures, damage assessment, metal repair, structural realignment, welding techniques, paint preparation, painting and detailing. Students will also experience structural and plastic repair techniques. In addition, students will gain knowledge of the mechanical and electrical components of late model automobiles and experience a well-balanced mix of classroom lecture, lab and shop activities for hands-on, real-life practice.</p> | |
| CAREER CONNECTION | |
| <p>Licensure or Certification Information: OSHA 10, ASE Intro to Collision Repair, ASE Non-Structural ProLevel 1, ASE Refinish ProLevel 1</p> <p>Career Pathways: Automotive Painter, Collision Repair Technician, Damage Appraiser</p> <p>Occupational Profile: www.onetonline.org/link/summary/49-3021.00</p> <p>Gainful Employment Disclosure: https://www.evit.edu/career-training/admissions/adult-college-and-career-gainful-employment</p> | |
| POST-SECONDARY PROGRAM & COURSE INFORMATION | |
| Length of Program | 360 clock hours |
| Prerequisites | Proficiency in Basic Reading and Math |
| Program Tuition | \$5,550 |
| Supply Fees* | \$930 *Supply Fees Include: Safety glasses, non-structural consumables, plastic welding consumables, welding consumables, metal fab consumables, refinishing consumables, masking and prepping consumables, refinishing respirator |
| Estimated Out of Pocket Fees* | \$385 *Estimated Out-of-Pocket Fees Include: Paint respirator, Safety glasses; DPS Level 1 Fingerprint Clearance card, Uniform, ASE Certifications |
| Technology Requirements | Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection. |

| | |
|------------------------------|---|
| Funding Opportunities | <p>VA Education Benefits</p> <p>Tribal Funding for eligible students</p> <p>Scholarships</p> <p>Interest-free payment plans available</p> <p>For any financial assistance questions, please reach out to our Financial Aid Office at adultfinancialaid@evit.edu</p> |
|------------------------------|---|

| Start Date | End Date | Days | Times | Campus |
|---------------|---------------|--------------------------|------------------|--------|
| July 24, 2024 | Dec. 20, 2024 | Monday - Friday, daily* | 7:00am - 11:00am | Main |
| Jan. 6, 2025 | May 20, 2025 | Monday - Friday, daily** | 7:00am - 11:00am | Main |

*Follows the EVIT Secondary Calendar

**Follows the EVIT Secondary Calendar but will meet March 17-21, 2025

Cosmetology

| DESCRIPTION | |
|--|--|
| <p>The Cosmetology program prepares individuals to cut, trim, and style scalp, facial, and body hair; apply cosmetic preparations; perform manicures and pedicures; massage the head and extremities; and prepare for practice as licensed cosmetologists in specialized or full-service salons. The program includes instruction in hair cutting and styling, manicuring, pedicuring, facial treatments, shampooing, chemical applications, esthetics, shop management, sanitation and safety, customer service, and applicable professional and labor laws and regulations.</p> <p>Additional information is located in the program handbook.</p> | |
| CAREER CONNECTION | |
| <p>Licensure or Certification Information: Arizona Barbering and Cosmetology Board Cosmetology License</p> <p>Career Pathways: Hair Stylist, Barber, Platform Artist, Salon Owner, Sales Consultant, Cosmetology Instructor</p> <p>Occupational Profile: www.onetonline.org/link/summary/39-5012.00</p> <p>Gainful Employment Disclosure: https://www.evit.edu/career-training/admissions/adult-college-and-career-gainful-employment</p> | |
| POST-SECONDARY PROGRAM & COURSE INFORMATION | |
| Program Courses & Course Sequence | <p>Cosmetology I (Part Time)</p> <p>Cosmetology II (Full Time or Part Time*)</p> <p>*Must be selected at the time of enrollment</p> |
| Length of Program | 1500 hours, 13 - 22 months based upon a full or part time schedule. (Must complete 1500 hours to be eligible to sit for Cosmetology Boards) |
| Prerequisites | Proficiency in Basic Reading and Math |
| Program Tuition | \$12,500 |
| Supply Fees* | <p>\$1,330</p> <p>*Supply Fees Include: Student Cosmo kit, Student ID, Consumable classroom supplies</p> |
| Estimated Out of Pocket Fees* | <p>\$577</p> <p>*Estimated Out-of-Pocket Fees Include: DPS Level I Fingerprint Card, State Board Exam-Theory and Practical, Uniform (2 sets scrubs, 1 scrub jacket, close toed shoes), Books, & AZ license</p> |

| | |
|--------------------------------|--|
| Technology Requirements | Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection. |
| Funding Opportunities | <p>Federal Student Aid/Financial Aid</p> <p>VA Education Benefits</p> <p>Tribal Funding for eligible students</p> <p>Scholarships</p> <p>Interest-free payment plans available</p> <p>For any financial assistance questions, please reach out to our Financial Aid Office at adultfinancialaid@evit.edu</p> |

| Start Date | End Date | Days | Times | Campus |
|--------------|--------------|------------------|-----------------|--------|
| Aug 26, 2024 | Dec 20, 2024 | Monday - Friday* | Varies by class | Main |
| Jan 2, 2025 | May 20, 2025 | Monday - Friday* | Varies by class | Main |
| May 21, 2025 | Aug 15, 2025 | Monday - Friday* | Varies by class | Main |

*Follows the EVIT Post-Secondary Calendar

Electrical and Power Transmission

| DESCRIPTION | |
|---|---|
| <p>The Electrical and Power Transmission program prepares individuals to apply technical knowledge and skills to install indoor and outdoor residential, commercial, and industrial electrical systems. The program includes instruction in electricity, safety procedures, wiring, insulation and grounding, schematic blueprint interpretation, equipment operation and maintenance, and applicable codes and standards.</p> | |
| CAREER CONNECTION | |
| <p>Licensure or Certification Information: Occupational Safety & Health Administration (OSHA) 10, Lock Out Tag Out certification, NCCER</p> <p>Career Pathways: Electrician, Power Line Worker</p> <p>Occupational Profile: https://www.onetonline.org/link/summary/49-9051.00</p> <p>Gainful Employment Disclosure: https://www.evit.edu/career-training/admissions/adult-college-and-career-gainful-employment</p> | |
| POST-SECONDARY PROGRAM & COURSE INFORMATION | |
| Length of Program | 360 hours |
| Prerequisites | Proficiency in Basic Reading and Math |
| Program Tuition | \$5,550 |
| Supply Fees* | \$220 *Supply Fees Include: Consumable Classroom Supplies, Student Badge, NCCER Online Access |
| Estimated Out of Pocket Fees* | \$195 *Estimated Out-Of-Pocket Fees: Safety Glasses, Gloves, Fingerprint Clearance Card, Uniform |
| Technology Requirements | Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection. |
| Funding Opportunities | Tribal Funding for eligible students Scholarships Interest-free payment plans available For any financial assistance questions, please reach out to our Financial Aid Office at adultfinancialaid@evit.edu |

| Start Date | End Date | Days | Times | Campus |
|-------------------|-----------------|-------------------------|-------------------|---------------|
| Jan. 6, 2025 | May 20, 2025 | Monday - Friday, daily* | 4:30 pm - 8:30 pm | Main |

*Follows the EVIT Secondary Calendar but will meet March 17-21, 2025

Electrical Apprenticeship

| DESCRIPTION | |
|--|--|
| <p>The Electrical Apprenticeship is designed to provide individuals with a pathway to becoming an electrical journeyman. Apprentices will apply technical knowledge and skills to install indoor and outdoor residential, commercial, and industrial electrical systems, and associated power transmission lines. The apprenticeship includes related technical instruction in electricity, safety procedures, wiring, insulation and grounding, schematic blueprint interpretation, equipment operation and maintenance, and applicable codes and standards. Additional information is located in the program handbook.</p> | |
| CAREER CONNECTION | |
| <p>Licensure or Certification Information: NCCER certification</p> <p>Career Pathways: Apprentice electrician, Chief electricians, Construction electricians, Control electricians, Electrical maintenance workers, Electrical sign wirers, Electrician apprentices, House wirers, Inside electrician, Inside wire installers, Licensed electricians, Lighting fixture installers, Lineman electricians, Maintenance electricians, Marine electricians, Master electricians, Residential electricians, Solar photovoltaic electricians, Stage electricians, Wire installers</p> <p>Occupational Profile: https://www.onetonline.org/link/summary/47-2111.00</p> <p>Gainful Employment Disclosure: https://www.evit.edu/career-training/admissions/adult-college-and-career-gainful-employment</p> | |
| POST-SECONDARY PROGRAM & COURSE INFORMATION | |
| Length of Program | 8000 hours of on the job training and 600 hours of related technical instruction |
| Prerequisites | <ul style="list-style-type: none"> Must be 16 years of age or older Must either be enrolled in high school or have a high school diploma/GED Must have a valid Arizona driver's license Must have a Social Security card Must be able to work in adverse weather conditions, including but not limited to working outdoors during Arizona summers and winters Must be able to lift and carry 50lbs. Must pass a basic math aptitude test (or passing high school Algebra or college level math with a C or better within the past three (3) years). |

| | |
|--------------------------------------|---|
| | Completion of a pre-approved Electrical pre-apprenticeship program in which the applicant maintained acceptable attendance and earned a “C” or better |
| Program Tuition | \$2500 per year |
| Supply Fees* | \$220 per year *Supply Fees Include: Consumable Classroom Supplies, Student Badge, NCCER Online Access |
| Estimated Out of Pocket Fees* | \$50 *Estimated Out-of-Pocket Fees: Safety Glasses, Gloves |
| Technology Requirements | Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection. |
| Funding Opportunities | Tribal Funding for eligible students Scholarships Interest-free payment plans available For any financial assistance questions, please reach out to our Financial Aid Office at adultfinancialaid@evit.edu |

| Start Date | End Date | Days | Times | Campus |
|----------------|----------------|------------------|-----------------|--------|
| Aug 26, 2024 | Dec 20, 2024 | Monday - Friday* | Varies by class | Main |
| Jan 6, 2025 | April 18, 2025 | Monday - Friday* | Varies by class | Main |
| April 28, 2025 | Aug 16, 2025 | Monday - Friday* | Varies by class | Main |

*Follows the EVIT Post-Secondary Calendar

** Cohorts start terms varies

Emergency Medical Technician

| DESCRIPTION | |
|--|--|
| <p>The Emergency Medical Technician program prepares individuals to recognize, assess, and manage medical emergencies in the pre-hospital environment. This program will develop the student's confidence, knowledge, and skills in performing critical assessment and management of patients with medical and trauma-related life threats. It also focuses on the development of an EMT's critical role as a team member during patient crisis situations. This program includes instruction in emergency medical services, medical, legal and ethical issues, pharmacology, anatomy and physiology, medical terminology, patient assessment and treatment, and emergency medical services operations.</p> <p>Additional information is located in the program handbook.</p> | |
| CAREER CONNECTION | |
| <p>Occupational Profile: https://www.onetonline.org/link/summary/29-2042.00</p> <p>Gainful Employment Disclosure: https://www.evit.edu/career-training/admissions/adult-college-and-career-gainful-employment</p> <p>Licensure or Certification Information: Emergency Medical Technicians</p> <p>Career Pathways: EMT, Paramedic, Emergency Room Tech, Nursing, Physician Assistant, Medical School Prerequisites</p> | |
| POST-SECONDARY PROGRAM & COURSE INFORMATION | |
| Length of Program | 180 hours |
| Prerequisites | Proficiency in Basic Reading and Math Current American Heart Association (AHA) Basic Life Support (BLS) CPR Card (must remain current during the timeframe of the program). |
| Program Tuition | \$1,500 |
| Supply Fees* | \$325 *Supply Fees Include: Student ID Badge, Lab Fee Consumable Supplies, NREMT Skills Testing, NREMT Written Testing |
| Estimated Out of Pocket Fees* | \$690 *DPS Level I Fingerprint Card - \$70.00, Books, Uniform (2 polos, black pants, close toed shoes), Drug Screening, My Clinical Exchange, BP Cuff Kit, National Registry of EMT Written, AZ Licensure |

| | |
|--------------------------------|---|
| Technology Requirements | Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection. |
| Funding Opportunities | <p>VA Education Benefits</p> <p>Tribal Funding for eligible students</p> <p>Scholarships</p> <p>Interest-free payment plans available</p> <p>For any financial assistance questions, please reach out to our Financial Aid Office at adultfinancialaid@evit.edu</p> |

| Start Date | End Date | Days | Times | Campus |
|-------------------|-----------------|-------------------------|----------------|---------------|
| July 24, 2024 | Sept. 27, 2024 | Monday – Friday, daily* | 7:00am-12:00pm | Main |
| Oct. 15, 2024 | Dec. 20, 2024 | Monday – Friday, daily* | 7:00am-12:00pm | Main |
| Jan. 6, 2025 | March 7, 2025 | Monday – Friday, daily* | 7:00am-12:00pm | Main |
| March 24, 202 | May 20, 2025 | Monday – Friday, daily* | 7:00am-12:00pm | Main |

*Follows the EVIT Secondary Calendar

High School Equivalency (HSE)

| DESCRIPTION | |
|---|---|
| <p>This class is designed to prepare participants for the Arizona state GED® exam and for success in further academic studies. It offers an exploration of the five test subjects; Mathematics, Social Studies, Science, Reading, and Writing. Students will become familiar with the format and demands of the exam and learn successful test-taking strategies. Designed as a springboard to either college or certification training, this class provides academic preparation and regards the GED® credential as a gateway to a career and/or post-secondary education advancement.</p> <p>Testing Information: https://ged.com/policies/arizona/</p> | |
| CAREER CONNECTION | |
| <p>Licensure or Certification Information: High School Diploma Equivalency</p> | |
| POST-SECONDARY PROGRAM & COURSE INFORMATION | |
| Length of Program | 9 weeks |
| Prerequisites | At least 16 years of age and no longer enrolled in high school |
| Program Tuition | \$100 |
| Estimated Out of Pocket Fees | Estimated - High School Equivalency Exam Fee – approximately \$41 per test. Price is subject to change. |
| Technology Requirements | Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection. |
| Funding Opportunities | WIOA Title II – Adult Education Grant Contact the Financial Aid Office at adultfinancialaid@evit.edu |

| Start Date | End Date | Days | Times | Campus |
|------------------|--------------------|-------------------------|--------------------------------------|--------|
| July 24, 2024 | September 27, 2024 | Monday – Friday, daily* | 8:00am-10:35am or 12pm to 2:35 pm | Main |
| October 15, 2024 | December 20, 2024 | Monday – Friday, daily* | 8:00am-10:35am or 12pm to 2:35 pm | Main |
| January 6, 2025 | March 7, 2025 | Monday – Friday, daily* | 8:00am-10:35am or 12pm to 2:35 pm | Main |
| March 24, 2025 | May 20, 2025 | Monday – Friday, daily* | 8:00am-10:35am or 12pm to 2:35 pm | Main |

*Follows the EVIT Secondary Calendar

HVAC-R

| DESCRIPTION | |
|--|---|
| <p>The HVAC-R (Heating, Ventilation, Air Conditioning and Refrigeration) program is designed to provide individuals with a comprehensive knowledge of air-conditioning, heating, and refrigeration systems, both residential and commercial, in terms of mastering installation, troubleshooting, and maintenance practices. Students are also provided training in electrical maintenance, residential, commercial and industrial wiring, appliance repair, installation of light and power equipment and repair of electronic controls and circuits.</p> | |
| CAREER CONNECTION | |
| <p>Licensure or Certification Information: NCCER, EPA608 and OSHA 10</p> <p>Career Pathways: A/C Tech (Air Conditioning Technician); HVAC-R Installer (Heating, Ventilation, Air Conditioning and Refrigeration Installer); HVAC-R Mechanic (Heating, Ventilation, Air Conditioning and Refrigeration Mechanic); HVAC-R Service Tech (Heating, Ventilation, Air Conditioning and Refrigeration Service Technician); HVAC-R Specialist (Heating, Ventilation, Air Conditioning and Refrigeration Specialist); HVAC-R Systems Mechanic (Heating, Ventilation, Air Conditioning and Refrigeration Systems Mechanic)</p> <p>Occupational Profile: www.onetonline.org/link/summary/49-9021.00</p> <p>Gainful Employment Disclosure: https://www.evit.edu/career-training/admissions/adult-college-and-career-gainful-employment</p> | |
| POST-SECONDARY PROGRAM & COURSE INFORMATION | |
| Length of Program | 360 clock hours |
| Prerequisites | Proficiency in basic Reading and Math |
| Program Tuition | \$5,550 |
| Supply Fees* | \$205 *Supply Fees Include: Consumable Classroom Supplies, Student Badge, NCCER Online Access |
| Estimated Out of Pocket Fees* | \$195 *Estimated Out-of-Pocket Fees: Safety Glasses, Gloves, Fingerprint Clearance Card, Uniform |
| Technology Requirements | Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection. |

| | |
|------------------------------|---|
| Funding Opportunities | <p>VA Education Benefits</p> <p>Tribal Funding for eligible students</p> <p>Scholarships</p> <p>Interest-free payment plans available</p> <p>For any financial assistance questions, please reach out to our Financial Aid Office at adultfinancialaid@evit.edu</p> |
|------------------------------|---|

| Start Date | End Date | Days | Times | Campus |
|---------------|---------------|--------------------------|----------------|--------|
| July 24, 2024 | Dec. 20, 2024 | Monday - Friday, daily* | 7:00am-11:00am | Main |
| Jan. 6, 2025 | May 20, 2025 | Monday - Friday, daily** | 7:00am-11:00am | Main |

*Follows the EVIT Secondary Calendar

**Follows the EVIT Secondary Calendar, and in-session March 17-21, 2025

HVACR Apprenticeship

| DESCRIPTION | |
|--|--|
| <p>The HVACR Apprenticeship is designed to provide individuals with a pathway to becoming an HVAC-R journeyman. Apprentices will apply knowledge of air-conditioning, heating, and refrigeration systems, both residential and commercial, in terms of mastering installation, troubleshooting, and maintenance practices. Students are also provided training in electrical maintenance, residential, commercial and industrial wiring, appliance repair, installation of light and power equipment and repair of electronic controls and circuits.</p> <p>Additional information is located in the program handbook.</p> | |
| CAREER CONNECTION | |
| <p>Licensure or Certification Information: NCCER</p> <p>Career Pathways: A/C Tech (Air Conditioning Technician); HVAC-R Installer (Heating, Ventilation, Air Conditioning and Refrigeration Installer); HVAC-R Mechanic (Heating, Ventilation, Air Conditioning and Refrigeration Mechanic); HVAC-R Service Tech (Heating, Ventilation, Air Conditioning and Refrigeration Service Technician); HVAC-R Specialist (Heating, Ventilation, Air Conditioning and Refrigeration Specialist); HVAC-R Systems Mechanic (Heating, Ventilation, Air Conditioning and Refrigeration Systems Mechanic)</p> <p>Occupational Profile: www.onetonline.org/link/summary/49-9021.00</p> <p>Gainful Employment Disclosure: https://www.evit.edu/career-training/admissions/adult-college-and-career-gainful-employment</p> | |
| POST-SECONDARY PROGRAM & COURSE INFORMATION | |
| Length of Program | 8000 hours of on the job training and 600 hours of related technical instruction |
| Prerequisites | <ul style="list-style-type: none"> Must be 16 years of age or older Must either be enrolled in high school or have a high school diploma/GED Must have a valid Arizona driver's license Must have a Social Security card Must be able to work in adverse weather conditions, including but not limited to working outdoors during Arizona summers and winters Must be able to lift and carry 50lbs. Must pass a basic math aptitude test (or passing high school Algebra or college level math with a C or better within the past three (3) years). |

| | |
|--------------------------------------|---|
| | Completion of a pre-approved HVACR pre-apprenticeship program in which the applicant maintained acceptable attendance and earned a “C” or better |
| Program Tuition | \$2500 per year |
| Supply Fees* | \$205 per year *Supply Fees Include: Consumable Classroom Supplies, Student Badge, NCCER Online Access |
| Estimated Out of Pocket Fees* | \$195 *Estimated Out-of-Pocket Fees: Safety Glasses, Gloves, Fingerprint Clearance Card, Uniform |
| Technology Requirements | Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection. |
| Funding Opportunities | Tribal Funding for eligible students Scholarships Interest-free payment plans available For any financial assistance questions, please reach out to our Financial Aid Office at adultfinancialaid@evit.edu |

| Start Date | End Date | Days | Times | Campus |
|----------------|----------------|------------------|-----------------|--------|
| Aug 26, 2024 | Dec 20, 2024 | Monday - Friday* | Varies by class | Main |
| Jan 6, 2025 | April 18, 2025 | Monday - Friday* | Varies by class | Main |
| April 28, 2025 | Aug 16, 2025 | Monday - Friday* | Varies by class | Main |

*Follows the EVIT Post-Secondary Calendar

** Cohorts start terms varies

Massage Therapy

| DESCRIPTION | |
|---|---|
| <p>The Massage Therapy program prepares individuals to provide relief and improved health and well-being to clients through the application of manual techniques for manipulating skin, muscles, and connective tissues. The program includes instruction in Western (Swedish) massage, sports massage, myotherapy/trigger point massage, myofascial release, deep tissue massage, craniosacral therapy, reflexology, massage safety and emergency management, client counseling, practice management, applicable regulations, and professional standards and ethics.</p> <p>Additional information is located in the program handbook.</p> | |
| CAREER CONNECTION | |
| <p>Licensure or Certification Information: Arizona Massage Therapy License</p> <p>Career Pathways: Massage Therapist in various settings such as day spas and resorts, Chiropractic Assistant, Private Practice Owner</p> <p>Occupational Profile: www.onetonline.org/link/summary/31-9011.00</p> <p>Gainful Employment Disclosure: https://www.evit.edu/career-training/admissions/adult-college-and-career-gainful-employment</p> | |
| POST-SECONDARY PROGRAM & COURSE INFORMATION | |
| Length of Program | 720 hours (10 months) |
| Prerequisites | Proficiency in Basic Reading and Math |
| Program Tuition | \$5,000 |
| Supply Fees* | \$185 *Supply Fees Include: Consumable Lab Supplies, ID Badge, CPR Certification |
| Estimated Out of Pocket Fees* | \$485 *Estimated Out-of-Pocket Fees: Books, Uniform (Scrubs, close toed shoes, watch), DPS Level 1 Fingerprint Clearance Card, Background Check for Licensure, License Fee |
| Technology Requirements | Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection. |

| | |
|------------------------------|--|
| Funding Opportunities | <p>Federal Student Aid/Financial Aid</p> <p>VA Education Benefits</p> <p>Tribal Funding for eligible students</p> <p>Scholarships</p> <p>Interest-free payment plans available</p> <p>For any financial assistance questions, please reach out to our Financial Aid Office at adultfinancialaid@evit.edu</p> |
|------------------------------|--|

| Start Date | End Date | Days | Times | Campus |
|---------------|--------------|-------------------------|---|--------|
| July 24, 2024 | May 20, 2025 | Monday - Friday, daily* | 7:00am - 11:00am Saturday** 8:00am - 2:00pm | Main |

*Follows the EVIT Secondary Calendar

**Clinicals are on Saturdays once a month from 8:00am - 2:00pm

Plumbing

| DESCRIPTION | |
|--|--|
| <p>The Plumbing program will provide individuals with technical understanding and skills development and integrates theory with practical experience. Through the program, the student develops skills in piping techniques and procedures, plumbing and piping systems, residential and commercial system installations, blueprint reading and isometric interpretation.</p> | |
| CAREER CONNECTION | |
| <p>Licensure or Certification Information: NCCER, OSHA 10 and CPR/First Aide Career Pathways: Plumbing Service & Repair Technician Occupational Profile: https://www.onetonline.org/link/summary/47-2152.00 Gainful Employment Disclosure: https://www.evit.edu/career-training/admissions/adult-college-and-career-gainful-employment</p> | |
| POST-SECONDARY PROGRAM & COURSE INFORMATION | |
| Length of Program | 360 hours |
| Prerequisites | Proficiency in Basic Reading and Math |
| Program Tuition | \$5,550 |
| Supply Fees* | \$905 *Supply Fees Include: Student ID badge, Consumable Lab Supplies |
| Estimated Out of Pocket Fees* | \$160 *Estimated Out-of-Pocket Fees: Safety Glasses, Gloves, DPS Level I Fingerprint Clearance Card, Uniform |
| Technology Requirements | Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection. |
| Funding Opportunities | VA Education Benefits Tribal Funding for eligible students Scholarships Interest-free payment plans available For any financial assistance questions, please reach out to our Financial Aid Office at adultfinancialaid@evit.edu |

| Start Date | End Date | Days | Times | Campus |
|---------------|--------------|--------------------------|------------------|--------|
| July 24, 2024 | Dec 20, 2024 | Monday - Friday, daily* | 7:00am - 11:00am | Main |
| Jan 6, 2025 | May 20, 2025 | Monday - Friday, daily** | 7:00am - 11:00am | Main |

*Follows the EVIT Secondary Calendar

**Follows the EVIT Secondary Calendar, and in-session March 17-21, 2025

Plumbing Apprenticeship

| DESCRIPTION | |
|---|--|
| <p>The Plumbing Apprenticeship is designed to provide individuals with a pathway to becoming a plumbing journeyman. Apprentices will apply skills in piping techniques and procedures, plumbing and piping systems, residential and commercial system installations, blueprint reading and isometric interpretation.</p> <p>Additional information is located in the program handbook.</p> | |
| CAREER CONNECTION | |
| <p>Licensure or Certification Information: NCCER</p> <p>Career Pathways: Fire sprinkler installers, Fitters, Gas main fitters, Gas plumbers, Gasfitters, Hydraulic plumbers, Industrial gas fitters, Marine pipefitters, Marine steamfitters. Plumber, Pipefitters, Solar thermal installers, Sprinkler fitters, Steamfitters, Water pump installers</p> <p>Occupational Profile: https://www.onetonline.org/link/summary/47-2152.00</p> <p>Gainful Employment Disclosure: https://www.evit.edu/career-training/admissions/adult-college-and-career-gainful-employment</p> | |
| POST-SECONDARY PROGRAM & COURSE INFORMATION | |
| Length of Program | 8000 hours of on the job training and 600 hours of related technical instruction |
| Prerequisites | <p>Must be 16 years of age or older</p> <p>Must either be enrolled in high school or have a high school diploma/GED</p> <p>Must have a valid Arizona driver's license</p> <p>Must have a Social Security card</p> <p>Must be able to work in adverse weather conditions, including but not limited to working outdoors during Arizona summers and winters</p> <p>Must be able to lift and carry 50lbs.</p> <p>Must pass a basic math aptitude test (or passing high school Algebra or college level math with a C or better within the past three (3) years).</p> <p>Completion of a pre-approved Plumbing pre-apprenticeship program in which the applicant maintained acceptable attendance and earned a "C" or better</p> |
| Program Tuition | \$2500 per year |

| | |
|--------------------------------------|---|
| Supply Fees* | \$905* per year *Supply Fees Include: Consumable Classroom Supplies, Student Badge |
| Estimated Out of Pocket Fees* | \$160* *Estimated Out-of-Pocket Fees: Safety Glasses, Gloves, Fingerprint Clearance Card, Uniform |
| Technology Requirements | Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection. |
| Funding Opportunities | Tribal Funding for eligible students Scholarships Interest-free payment plans available For any financial assistance questions, please reach out to our Financial Aid Office at adultfinancialaid@evit.edu |

| Start Date | End Date | Days | Times | Campus |
|----------------|----------------|------------------|-----------------|--------|
| Aug 26, 2024 | Dec 20, 2024 | Monday - Friday* | Varies by class | Main |
| Jan 6, 2025 | April 18, 2025 | Monday - Friday* | Varies by class | Main |
| April 28, 2025 | Aug 16, 2025 | Monday - Friday* | Varies by class | Main |

*Follows the EVIT Post-Secondary Calendar

** Cohorts start terms varies

Practical Nursing

| DESCRIPTION | |
|---|--|
| <p>The Practical Nursing program prepares individuals to become Licensed Practical Nurses (LPNs) by providing a comprehensive course of study that combines theory with clinical practice. The program includes instruction in nursing roles and responsibilities, client care concerns, foundations of Medical-Surgical Nursing, interviewing & physical assessment, legal & ethical issues, nurse-client relationships, cultural care considerations, pain management, infection control, perioperative care, disaster situations, integrative medicine and end-of life care, anatomy and physiology, nursing management, pharmacology, and client education of the associated diseases and disorders. Practical nursing students will also complete clinical rotations.</p> <p>Additional information is located in the program handbook.</p> | |
| CAREER CONNECTION | |
| <p>Licensure or Certification Information: Arizona Board of Nursing #96-130 Licensed Practical Nurses (LPN)</p> <p>Career Pathways: Licensed Practical Nurse, Registered Nurse</p> <p>Occupational Profile: www.onetonline.org/link/summary/29-2061.00</p> <p>Gainful Employment Disclosure: https://www.evit.edu/career-training/admissions/adult-college-and-career-gainful-employment</p> | |
| POST-SECONDARY PROGRAM & COURSE INFORMATION | |
| Length of Program | 1080 hours - Approx. 12 months |
| Prerequisites | <p>Advising Session with Nursing Director</p> <p>High School Diploma/GED or higher degree from a recognized institution. College transcripts (may be unofficial)</p> <p>HESI exam, minimum score of 70% in Basic Math & 70% in English Composite in the same test event within the last two years</p> <p>Certification in the health care field such as Certified/Licensed Nursing Assistant, Medical Assistant, or Emergency Medical Technician OR completion of any EVIT health program OR like experience of 1 year or 800 hours in the medical field (Veterinary assisting, Behavioral Health Technician, Patient Care Technician etc.)</p> <p>Current valid Level One DPS Fingerprint Clearance Card</p> <p>Valid government issued photo ID (example: state-issued driver license)</p> |

| | |
|--------------------------------------|--|
| | <p>Proof of legal residence per AZBN requirements will be necessary for licensure (See www.azbn.gov for a list of acceptable documents)</p> <p>Note: Further health and safety documentation will be required to be eligible for clinical rotation</p> |
| Program Tuition | \$14,000 |
| Supply Fees* | <p>\$2,950</p> <p>*Supply Fees Include: ID Badge, ATI Access, Consumable lab supplies.</p> |
| Estimated Out of Pocket Fees* | <p>\$1,165</p> <p>*DPS Fingerprint card, Uniform (Scrubs, close toe shoes, watch with second hand), Blood Pressure Kit, Books, AZ Board of Nursing Application Fee, Board of Nursing Fingerprint, Pearson VUE NCLEX PN, My Clinical Exchange, Clinical Tracking.</p> <p>*Immunizations are not included in the estimate but are required for clinicals</p> |
| Technology Requirements | Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection. |
| Funding Opportunities | <p>Federal Student Aid/Financial Aid</p> <p>VA Education Benefits</p> <p>Tribal Funding for eligible students</p> <p>Scholarships</p> <p>Interest-free payment plans available</p> <p>For any financial assistance questions, please reach out to our Financial Aid Office at adultfinancialaid@evit.edu</p> |

| Start Date | End Date | Days | Times | Campus |
|--|----------------|-------------------------|---------------|--------|
| Dec 20, 2024 | April 18, 2025 | Monday – Friday, daily* | 7:30am-6:00pm | Main |
| April 28, 2025 | Aug 16, 2025 | Monday – Friday, daily* | 7:30am-6:00pm | Main |
| Clinical/class days and times will vary throughout the program and may include weekends. A schedule is provided by semester. | | | | |

*Follows the EVIT Post-Secondary Calendar

Sterile Processing Technician

| DESCRIPTION | |
|--|---|
| <p>The Sterile Processing Technician program prepares individuals to apply technical knowledge and skills for decontamination, inspection, assembly and sterilization of surgical instruments and surgical supply. Instruction includes understanding of surgical instruments, general cleaning of equipment, package wrapping techniques, assembly of instruments on surgical trays, surgical supply, sterilization methods, sterile storage, patient care equipment, linen folding, and distribution. Once students understand the basic concepts and skills, they will utilize what they have learned at a clinical site.</p> | |
| CAREER CONNECTION | |
| <p>Licensure or Certification Information: Sterile Processing Technician</p> <p>Career Pathways: Central Processing Technician (CPT), Central Service Technician (CST), Central Sterile Supply Technician (CSS Technician), Certified Registered Central Service Technician (CRCST), Instrument Technician, Sterile Preparation Technician, Sterile Processing and Distribution Technician (SPD Technician), Sterile Processing Technician, Sterile Technician, Sterilization Technician</p> <p>Occupational Profile: www.onetonline.org/link/summary/31-9093.00</p> <p>Gainful Employment Disclosure: https://www.evit.edu/career-training/admissions/adult-college-and-career-gainful-employment</p> | |
| POST-SECONDARY PROGRAM & COURSE INFORMATION | |
| Length of Program | <p>600 hours</p> <p>Note: Clinical rotations are generally 8-hour shifts, full time from October-December. Verify with an Enrollment Advisor for your particular schedule.</p> |
| Prerequisites | <p>High School Diploma or GED</p> <p>Proficiency in Basic Reading and Math</p> <p>Must provide proof of health insurance</p> <p>Current AHA BLS CPR Card (must not expire during the timeframe of the program).</p> |
| Program Tuition | \$6,850 |
| Supply Fees* | <p>\$325</p> <p>*Supply Fees Include: Consumable Lab Fee, ID Badge, Certification Fee</p> |
| Estimated Out of Pocket Fees* | \$550 |

| | |
|--------------------------------|--|
| | <p>*Estimated Out-of-Pocket Fees: Books, Uniform (Scrubs, close toed shoes, watch), Drug Screen, Fingerprint Clearance Card, Background Check, My Clinical Exchange. Clinical Tracking</p> <p>*Immunizations are not included in the estimate but are required for clinicals.</p> |
| Technology Requirements | Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection. |
| Funding Opportunities | <p>Federal Student Aid/Financial Aid</p> <p>VA Education Benefits</p> <p>Tribal Funding for eligible students</p> <p>Scholarships</p> <p>Interest-free payment plans available</p> <p>For any financial assistance questions, please reach out to our Financial Aid Office at adultfinancialaid@evit.edu</p> |

| Start Date | End Date | Days | Times | Campus |
|--------------|--------------|---|-----------------|--------|
| Aug 26, 2024 | Dec 20, 2024 | Monday - Thursday, daily* Internship days/times will vary. A schedule is provided by semester. | 4:00pm - 8:30pm | Main |
| Jan 6, 2025 | May 20, 2025 | Monday - Thursday, daily* Internship days/times will vary. A schedule is provided by semester. | 4:00pm - 8:30pm | Main |

*Follows the EVIT Post-Secondary Calendar

Structural Metal Fabricator Apprenticeship

| DESCRIPTION | |
|--|--|
| <p>The Structural Metal Fabricator Apprenticeship is designed to provide individuals with a pathway to becoming a structural metal fabricator journeyman. Apprentices will apply knowledge of blueprint reading, and the welding processes for Shielded Metal ARC Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored ARC Welding (FCAW), and Gas Tungsten ARC Welding (GTAW) with the use of thermal cutting equipment. Students will learn about the tools and equipment for the welding trade.</p> <p>Additional information is located in the program handbook.</p> | |
| CAREER CONNECTION | |
| <p>Licensure or Certification Information: American Welding Society (AWS) certification can include D1.1 GTAW 3G, D1.1 GTAW 4G, D1.1 SMAW 3G, D1.1 SMAW 4G, FCAW 3G, FCAW 4G, GMAW 3G, GMAW 4G, OSHA 10</p> <p>Career Pathways: Apprenticeships, Helper, Welder, Combination Welder, Fitter Welder, Weld inspection, Sales. Technology Requirements: Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection</p> <p>Occupational Profile: https://www.onetonline.org/link/summary/51-4121.00</p> <p>Gainful Employment Disclosure: https://www.evit.edu/career-training/admissions/adult-college-and-career-gainful-employment</p> | |
| POST-SECONDARY PROGRAM & COURSE INFORMATION | |
| Length of Program | 8000 hours of on the job training and 600 hours of related technical instruction |
| Prerequisites | <ul style="list-style-type: none"> Must be 16 years of age or older Must either be enrolled in high school or have a high school diploma/GED Must have a valid Arizona driver's license Must have a Social Security card Must be able to work in adverse weather conditions, including but not limited to working outdoors during Arizona summers and winters Must be able to lift and carry 50lbs. Must pass a basic math aptitude test (or passing high school Algebra or college level math with a C or better within the past three (3) years). |

| | |
|--------------------------------------|---|
| | Completion of a pre-approved Welding pre-apprenticeship program in which the applicant maintained acceptable attendance and earned a “C” or better |
| Program Tuition | \$2500 per year |
| Supply Fees* | \$905* *Supply Fees Include: Welding Consumables Lab Supplies for SMAW (Stick), GMAW (MIG) & OFC (Oxy Fuel Cutting) processes, glasses, ID badge. |
| Estimated Out of Pocket Fees* | \$380* *Estimated Out-of-Pocket Fees: Safety Glasses, Gloves, Uniform PPE, welding helmet, welding jacket, and hand tools |
| Technology Requirements | Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection. |
| Funding Opportunities | Tribal Funding for eligible students Scholarships Interest-free payment plans available For any financial assistance questions, please reach out to our Financial Aid Office at adultfinancialaid@evit.edu |

| Start Date | End Date | Days | Times | Campus |
|----------------|----------------|------------------|-----------------|--------|
| Aug 26, 2024 | Dec 20, 2024 | Monday - Friday* | Varies by class | Main |
| Jan 6, 2025 | April 18, 2025 | Monday - Friday* | Varies by class | Main |
| April 28, 2025 | Aug 16, 2025 | Monday - Friday* | Varies by class | Main |

*Follows the EVIT Post-Secondary Calendar

** Cohorts start terms varies

Welding

| DESCRIPTION | |
|--|---|
| <p>The Welding program prepares individuals to acquire welding techniques and be product verified with weldment testing. They will develop a working knowledge of blueprint reading, and the welding processes for Shielded Metal ARC Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored ARC Welding (FCAW), and Gas Tungsten ARC Welding (GTAW) with the use of thermal cutting equipment. Students will learn about the tools and equipment for the welding trade.</p> | |
| CAREER CONNECTION | |
| <p>Licensure or Certification Information: American Welding Society (AWS) D1.1 GTAW 3G, D1.1 GTAW 4G, D1.1 SMAW 3G, D1.1 SMAW 4G, FCAW 3G, FCAW 4G, GMAW 3G, GMAW 4G, OSHA 10</p> <p>Career Pathways: Apprenticeships, Helper, Welder, Combination Welder, Fitter Welder, Weld inspection, Sales. Technology Requirements: Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection</p> <p>Occupational Profile: https://www.onetonline.org/link/summary/51-4121.00</p> <p>Gainful Employment Disclosure: https://www.evit.edu/career-training/admissions/adult-college-and-career-gainful-employment</p> | |
| POST-SECONDARY PROGRAM & COURSE INFORMATION | |
| Length of Program | 360 hours |
| Prerequisites | Proficiency in Basic Reading and Math |
| Program Tuition | \$5,550 |
| Supply Fees* | \$905 *Supply Fees Include: Welding Consumables Lab Supplies for SMAW (Stick), GMAW (MIG) & OFC (Oxy Fuel Cutting) processes, glasses, ID badge. |
| Estimated Out of Pocket Fees* | \$700 *Estimated Out-Of-Pocket Fees: Safety Glasses, Gloves, Uniform PPE (Steel toe boots, welding helmet, welding jacket, 4 long sleeve shirts), Hand Tools, MIG & TIG Certifications |
| Technology Requirements | Computer access with Windows OS, Adobe Reader, webcam, microphone and anti-virus protection. |

| | |
|------------------------------|---|
| Funding Opportunities | <p>VA Education Benefits</p> <p>Tribal Funding for eligible students</p> <p>Scholarships</p> <p>Interest-free payment plans available</p> <p>For any financial assistance questions, please reach out to our Financial Aid Office at adultfinancialaid@evit.edu</p> |
|------------------------------|---|

| Start Date | End Date | Days | Times | Campus |
|---------------|---------------|----------------------------|------------------|--------|
| July 24, 2024 | Dec. 20, 2024 | Monday – Thursday, daily* | 4:30 pm- 9:30 pm | Main |
| Jan. 6, 2025 | May 20, 2025 | Monday - Thursday, daily** | 4:30 pm- 9:30 pm | Main |

*Follows the EVIT Secondary Calendar, and in-session October 7-10, 2024

**Follows the EVIT Secondary Calendar, and in-session March 17-21, 2025

Program Faculty

Programs EVIT faculty members for all programs are listed below. Faculty credentials are available through the Human Resources department. This list will be updated as needed throughout the year.

| Faculty (Last name, First Name) | Email | Program |
|---------------------------------|--|-------------------------|
| Adger, Marlene | madger@evit.edu | HES |
| Dunton, Garrett | gdunton@evit.edu | Cosmetology |
| Foreman, Kimberly | kforeman@evit.edu | Practical Nursing |
| Gaytan, Israel | igaytan@evit.edu | Welding |
| Gerry, Lauren | lgerry@evit.edu | Surgical Technology |
| Hayhome, Laurel | lhayhome@evit.edu | Cosmetology |
| Hilton, Laura | lhilton@evit.edu | Biology |
| Jaksic, Ivan | ijaksic@evit.edu | Sterile Processing |
| Lopez, Carlos | clopez@evit.edu | Collision |
| Menger, Mandy | mmenger@evit.edu | EMT |
| O'Brien, Christina | cobrien@evit.edu | Practical Nursing |
| Palmisano, Victoria | vpalmisano@evit.edu | Aesthetics |
| Rodriguez, Alicia | arodriguez@evit.edu | Massage Therapy |
| Rowe, Kelsey | krowe@evit.edu | English |
| Sieczkowski, Natalie | nsieczkowski@evit.edu | Practical Nursing |
| Valteau, Carlos | cvalteau@evit.edu | Surgical Technology |
| Erin Schmitz | eschmitz@evit.edu | Student Success Seminar |

Version Actions

2024.7.19 – Posted Catalog (2024.7.18 version) to website

2024.7.26 – The following updates (2024.7.26 version) were made

- Updated EVIT logo
- Updated Financial Aid section for Electrical and Power Transmission, Electrical Apprenticeship, HVACR Apprenticeship, Plumbing Apprenticeship, Structural Metal Fabricator Apprenticeship
- Updated Cohort Start Date for AAS Nursing and AAS Surgical Technology

2024.8.5 – The following updates (2024.8.5 version) were made:

- Update to AAS Surgical Technology prerequisites
- Update to Admissions Process, page 11

2024.8.27 – The following updates (2024.8.27 version) were made:

- Update to AAS Nursing prerequisites

2024.9.13 – The following updates (2024.9.13 version) were made:

- Removal of the supply fee for AAS Surgical Technology
- Updated Program of Study table for AAS Nursing

2024.9.19 – The following updates (2024.9.19 version) were made:

- Updated application process for Veterans to include CC214, JST and CCAF transcripts.
- Updated Students with Delayed Disbursement Funding from VA

2024.10.25 – The following updates (2024.10.15 version) were made:

- Updated VA Funding information on AAS Nursing and AAS Surgical Technology
- Added Adult Basic Education (ABE) Section
- Updated Cosmetology course start and end dates

2024.11.15 – The following updates (2024.11.15 version) were made:

- Updated the Practical Nursing start and end dates