

Catalog Supplement
2017 Catalog, Volume 10
Effective Date: December 5, 2017

Effective August 7, 2017

Welding Technology*

Location: Sanford

Diploma

46.5 credit hours/40 weeks

The Welding Technology curriculum provides students with a sound understanding of the science, technology and applications essential for successful employment in the welding and metalworking industry. Key welding processes include SMAW (stick), GMAW/FCAW (MIG/Fluxcore), and GTAW (TIG) welding procedures. Students learn welding safety, torch cutting processes, proper arc welding equipment setup, important welding control techniques, fundamental welding processes, and basic welding metallurgy. This residential program offers a combination of classroom theory, demonstration and practice. Primary emphasis is placed on hands-on development of critical welding skills.

Graduates of the Welding Technology program may be employed as entry level-technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, and welding-related self-employment. Graduates may be eligible to sit for certifications in welding skills.

Course Code	Course Description	Credits
	Core Courses	
WLD100	Introduction to Welding	4.5
WLD102	Fillet Welding	4.5
WLD110	Structural Welding	4.5
WLD120	SMAW Groove Welding	4.5
WLD140	Basic Pipe Welding	4.5
WLD150	Pipe Welding I	4.5
WLD160	Pipe Welding II	4.5
WLD180	Non-Ferrous Welding I	4.5
WLD184	Non-Ferrous Welding II	4.5
SLS110	Career Preparation	6.0
	Total Credits	46.5

**This program is not Title IV eligible, as of the time of this publication.*

***Course Descriptions are located in the Catalog.*

Veterinary Assisting*

Diploma

Location: Orlando

52.50 Quarter Credits/40 weeks

The diploma program in Veterinary Assisting is designed to prepare students for entry-level employment as an assistant to a Veterinarian or Veterinary Technician. The program will provide students with a foundation of knowledge in ethics and law, animal anatomy and physiology, medical terminology, and animal care activities. Through hands-on learning, students will learn to keep medical and imaging records, offer client education, assist with nursing duties, prepare for surgeries, and assist in a routine exam. This program includes a clinical externship experience.

**This program is not Title IV eligible, as of the time of this publication.*

Course Code	Course Description	Credits
	Core Courses	
VAT100	Introduction to Veterinary Assisting	6
VAT110	Medical Terminology	6
VAT120	Anatomy and Physiology	6
VAT130	Laboratory Procedures	4.5
VAT140	Pharmacology	4.5
VAT150	Radiology	4.5
VAT170	Veterinary Clinical Procedures	4.5
VAT180	Hospital and Surgical Procedures	4.5
VAT200	Externship	6
SLS110	Career Preparation	6
	Total Credits	52.50

NOTE: The College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida.

Prospective and current students, as well as graduates, are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

Course Descriptions

VAT100 Introduction to Veterinary Assisting 6 credit hours

This class will introduce students to the role of the Veterinary Assistant as a member of an animal care team. Emphasis will be on OSHA, safety protocols, cleaning and disinfection. This class is designed to familiarize students with general veterinary office procedures. Students will learn to greet clients, answer the telephone, schedule appointments, admit patients, perform basic filing, and maintain and retrieve medical records. Students will also understand basic invoicing, billing, and payment and account procedures. Topics in human-animal bond, professional and appropriate appearance and language in the workplace are discussed. Students will also learn the correct use of electronic communication in the veterinary care center. Pre-requisites: None

VAT110 Medical Terminology 6 credit hours

Students will learn the structure of medical terms and abbreviations. Large and small breed recognition, identifying normal and abnormal animal behavior, and proper restraint of large and small animals are also discussed. Pre-requisites: None

VAT120 Anatomy and Physiology 6 credit hours

In this course, student will learn animal body systems and major organs. Grooming, nutrition, basic health care management, and animal sexing are also discussed in this course. Pre-requisites: VAT110

VAT130**Laboratory Procedures****4.5 credit hours**

In this course, students will learn how to properly obtain and handle voided urine and fecal samples, assist in obtaining blood samples for procedures, and how to prepare and set up various laboratory tests and laboratory equipment. Handling of deceased animals will also be covered in this course. Lab included.

Pre-requisites: None

VAT140**Pharmacology****4.5 credit hours**

In this course, an overview of drugs will be discussed to familiarize students with common generic and brand name medications. Classes of medications and medical abbreviations associated with prescriptions, reading and filling prescriptions, and dosing and dispensing will be discussed. Students will also learn basic administration of medications. Lab included. Pre-requisites: None

VAT150**Radiology****4.5 credit hours**

Students will learn the safety measures related to diagnostic imaging, as well as, labeling, filing, processing and development of images for diagnostic purposes. Lab included. Pre-requisites: VAT110

VAT170**Veterinary Clinical Procedures****4.5 credit hours**

In this course, students will understand and learn the proper procedure to perform a physical examination on an animal. Students will also learn how to assist in the restraint and positioning of animals. Basic nursing skills such as nail trims, external anal gland expressions, external ear cleaning, and bathing will be discussed. Animal CPR is also taught. Lab included. Pre-requisites: VAT110

VAT180**Hospital and Surgical Procedures****4.5 credit hours**

In this course, students will understand basic surgical preparation, including equipment, sterilization methods, asepsis, common surgical instruments and suture material, positioning, scrubbing, maintenance of surgical logs, and proper operating room sanitation and etiquette. In the course, students will also learn about basic cleanliness and orderliness of a veterinary facility. Lab included. Pre-requisites: VAT110

VAT200**Veterinary Assisting Externship****6 credit hours**

In this course, students will work in a live animal care setting for 180 hours. A qualified veterinary care professional supervised the student during this activity. Pre-requisites: Completion of all core courses, including all pre-clinical requirements.

Effective September 5, 2017

Career Pathways Program, pg. 7

The program is limited to the following programs and campus locations, and it replaces the information published in the current catalog:

	Auburndale	Brandon	Orlando	Sanford
Programs:				
Diploma in HVAC	X	X	X	X
Diploma in Medical Assisting	X	X	X	X
Diploma in Patient Care Technician	X	X	X	X

Effective September 25, 2017**Catalog, Independent Study**

The campus' independent study courses are designed to be the exception and not the rule to fulfill the student's academic objectives. Thus, the number of courses that a student may be allowed to take is limited. Approval for independent study courses occurs during the continuing student registration process, and it may be acceptable under the following circumstances:

- The course will better fulfill the student's educational needs.
- The course solves scheduling problems for which no other solution is possible.
- The course will help the student fulfill graduation requirements within the time limit.

The availability of independent study courses is limited:

- No more than 10% of any program may be offered via independent study.
- A student may not register for an independent study course, if the proposed independent study course's pre-requisite(s) was also fulfilled through an approved independent study course, unless this situation approved by the Director of Education.
- Only general education or program core courses may be approved as independent study courses.
- Courses with a clinical lab or externship component cannot be completed as an independent study course.
- Rare exceptions to these policies may be approved by the designated Main Office personnel in the event of a teach-out.

Effective October 2, 2017**Maximum Time Frame, pg 14**

Program	Graduation Requirement	Maximum Time Frame
HVAC (Diploma) (updated 11/27/17)	48 credits	65 credits
Medical Assisting (Diploma)	51 credits	76.5 credits
Patient Care Technician (Diploma)	42 credits	63 credits
Applied Electronics Technology (Degree)	93 credits	139.5 credits
Electrical Trades Technology (Degree)	93 credits	139.5 credits
Medical Assisting (Degree)	96 credits	144 credits
Medical Office Administration (Degree)	93.5 credits	140 credits
Welding Technology (Degree)	93 credits	139.5 credits

Effective November 27, 2017:**Catalog, Page 3, Academic Calendar**

Please see the following changes to the academic calendar for FALL C and WIN A.

Fall 2017			
Fall C	11/27/17	12/21/17	Winter Break 12/21/17 1/3
Winter 2018			
WIN A	1/4/18	2/1/18	Martin Luther King, Jr. Day 1/15/18
WIN B	2/5/18	3/1/18	
WIN C	3/5/18	3/29/18	

Catalog, Page 5, Administration

The Administration for Southern Technical College has been updated to reflect the following changes:

Mr. Pedro C. De Guzman.....Chief Executive Officer/President
 Mr. Reid Allison.....Chief Financial Officer/Executive Vice President
 Dr. Lori Moran.....Chief Operating Officer/Sr. Vice President
 Mr. Mike Rhodes.....Sr. Vice President, Admissions

Mr. Richard Bennett.....Sr. Vice President, Financial Aid
 Mr. Sandeep Kaup.....Vice President, Marketing
 Ms. Andrea Mitchell.....Group Director of Career Services
 Ms. April Cortright..... Compliance Manager

Catalog, Page 15, Satisfactory Academic Progress

The following changes have been made to the Minimum CGPA Achievement:

Each student must achieve the following minimum grade point averages based upon the number of credits attempted at the time of the evaluation to remain as a regular student:

Degree Students

Credits Attempted	Minimum CGPA
0 – 23.9	1.00
24 – 47.9	1.25
48 – 71.9	1.50
72 – 89.9	1.75
90 and up	2.00

Diploma Students

Credits Attempted	Minimum CGPA
0 – 23.9	1.25
24 – 42.9	1.75
43 and up	2.00

Catalog, Page 35, Associate of Science in Applied Electronics Technology:

The Brandon and Orlando campuses are no longer enrolling students in the Associate of Science in Applied Electronics Technology program. There are no active students in the programs and the programs have been taught-out.

Catalog, Page 36, Associate of Science in Medical Assisting:

The Auburndale, Brandon, and Sanford campuses are no longer enrolling students in the Associate of Science in Medical Assisting program. There are no active students at the Brandon campus and the program has been taught-out. The Sanford campus is allowing the existing students to complete the program as it is currently in teach-out. No additional students will be enrolled.

Catalog, Page 38, Associate of Science in Medical Office Administration:

The Auburndale, Brandon, Orlando, and Sanford campuses are no longer enrolling students in the Associate of Science in Medical Office Administration program. There are no active students at the Brandon campus and the program has been taught-out. The Auburndale, Orlando, and Sanford campuses are allowing the existing students to complete the programs as they are currently in teach-out. No additional students will be enrolled.

Change GEN101 Professional Development Strategies to GEN101 Student Success Skills in the program outline.

Catalog, Page 44, Course Descriptions:

The credit hours have been modified in the catalog to reflect the correct quarter credits.

CON101 Introduction to Building Construction 6.0 credit hours

This course provides a study of Energy Efficient Building Construction and OSHA regulations. This course also includes an introduction to blueprint reading and the proper use of architectural and engineering symbols, relationship of views, and construction measurements. The student will learn basic construction mathematics and principles. Prerequisite(s): None

The course description has been modified:

COM101

Communications

6.0 credit hours

This course is an introduction to the spoken message, and includes the study of the design and delivery of oral communications. Students will gain experience in preparing and delivering a variety of formal and informal presentations.
Pre-requisite: None

Catalog, Page 47, Course Change in Credits

The following course credits have been corrected in the catalog.

MED242 – Fundamentals of Pharmacology – 6.0 Credit Hours

Supplement, Remove, 11/27/17:

Southern Technical College is no longer offering the following scholarships and grants:

- Law Enforcement and First Responder Scholarship
- Veteran and Military Scholarship
- High School and GED Community Scholarship
- Tuition Roll Back Grant
- Tuition Roll Back Scholarship

Effective, December 5, 2017

Refund Policy, page 16

The following language shall replace the section published in the current catalog:

If a student should be terminated or cancels for any reason, all refunds will be made according to the refund policy specified below:

1. Cancellation may be submitted in writing or in person.
2. If a student cancels before or any time during the Drop/Add period, there will be no charges. Any monies paid by the student will be refunded in full.
3. Withdrawal date: The withdrawal date is the date that any of the following occur:
 - a. The date the student notifies the College of the student's withdrawal, or the date of withdrawal, whichever is earlier; or
 - b. The date when the College terminates the students' enrollment.
4. Refunds will be made within forty-five (45) days following determination of termination or receipt of cancellation notice.
5. First-time students of the College are subject to the following refund percentages:
 - a. Prior to the start of the payment period, 100% of any paid tuition will be refunded;
 - b. During the Drop/Add period, 100% of any paid tuition will be refunded.
 - c. After the Drop/Add period has ended and through 9.99% of the payment period, 90% of any paid tuition will be refunded;
 - d. Thereafter, through 19.99% of the payment period, 80% of the charged tuition will be refunded;
 - e. Thereafter, during 20.0% through 29.99% of the payment period, 70% of the charged tuition will be refunded;
 - f. Thereafter, during 30.0% through 39.99% of the payment period, 60% of the charged tuition will be refunded;
 - g. Thereafter, during 40.0% through 49.99% of the payment period, 50% of the charged tuition will be refunded;
 - h. Thereafter, during 50.0% through 59.99% of the payment period, 40% of the charged tuition will be refunded;
 - i. Thereafter, there will be no tuition refund and the College will have earned 100% of the tuition charged for the payment period.
6. Returning students of the College are subject to the following refund percentages:
 - a. Prior to the start of the payment period, 100% of any paid tuition will be refunded;
 - b. During the first 9.99% of the payment period, 90% of any paid tuition will be refunded;
 - c. Thereafter, during 10.0% through 19.99% of the payment period, 80% of the charged tuition will be refunded;

- d. Thereafter, during 20.0% through 29.99% of the payment period, 70% of the charged tuition will be refunded;
- e. Thereafter, during 30.0% through 39.99% of the payment period, 60% of the charged tuition will be refunded;
- f. Thereafter, during 40.0% through 49.99% of the payment period, 50% of the charged tuition will be refunded;
- g. Thereafter, during 50.0% through 59.99% of the payment period, 40% of the charged tuition will be refunded;

Thereafter, there will be no tuition refund and the College will have earned 100% of the tuition charged for the payment period.

Order of Return of Student Federal Aid (SFA) Program Funds, Page 27

Title IV funds credited to outstanding loan balances for the payment period or period of enrollment for which a return of funds is required must be returned in the following order:

1. Unsubsidized Direct loans
2. Subsidized Direct loans
3. Federal Direct PLUS loans (Parent PLUS)

If funds remain after repaying all loan amounts, those remaining funds must be credited in the following order:

1. Federal Pell Grants for the payment period for which a return of funds is required
2. Federal Supplemental Educational Opportunity Grant (FSEOG) for which a return of funds is required.
3. Other assistance under this Title for which a return is required students will be notified of any refunds due to a lender on their behalf through the mailed exit interview material.

Refunds to any of the Title IV or state programs will be paid within forty-five (45) days from the date of determination.

Withdrawal or Termination, Page 21

When a student withdraws, or is terminated from the College after beginning classes, tuition refunds may be made for the student leaving prior to completion of his/her course of study and are based on the tuition amount for the academic period in which the student withdraws and any prior period completed.

When a student withdraws, refunds are based on the total charges incurred, not the amount paid. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be calculated within forty-five (45) days of the withdrawal date if verifiable written notification of the decision to withdraw was given to the College by the student. If the student failed to provide any notification of the decision to withdraw, the refund will be calculated within forty-five (45) days of the date that the College determines the student withdrew. In either case, the refund will be made no later than forty-five (45) days after the date of determination to the appropriate SFA program.

NOTE: Dissatisfaction with, or non-receipt of, the educational services being offered by the College does not excuse the borrower from repayment of any loans made to the borrower for enrollment at the College.