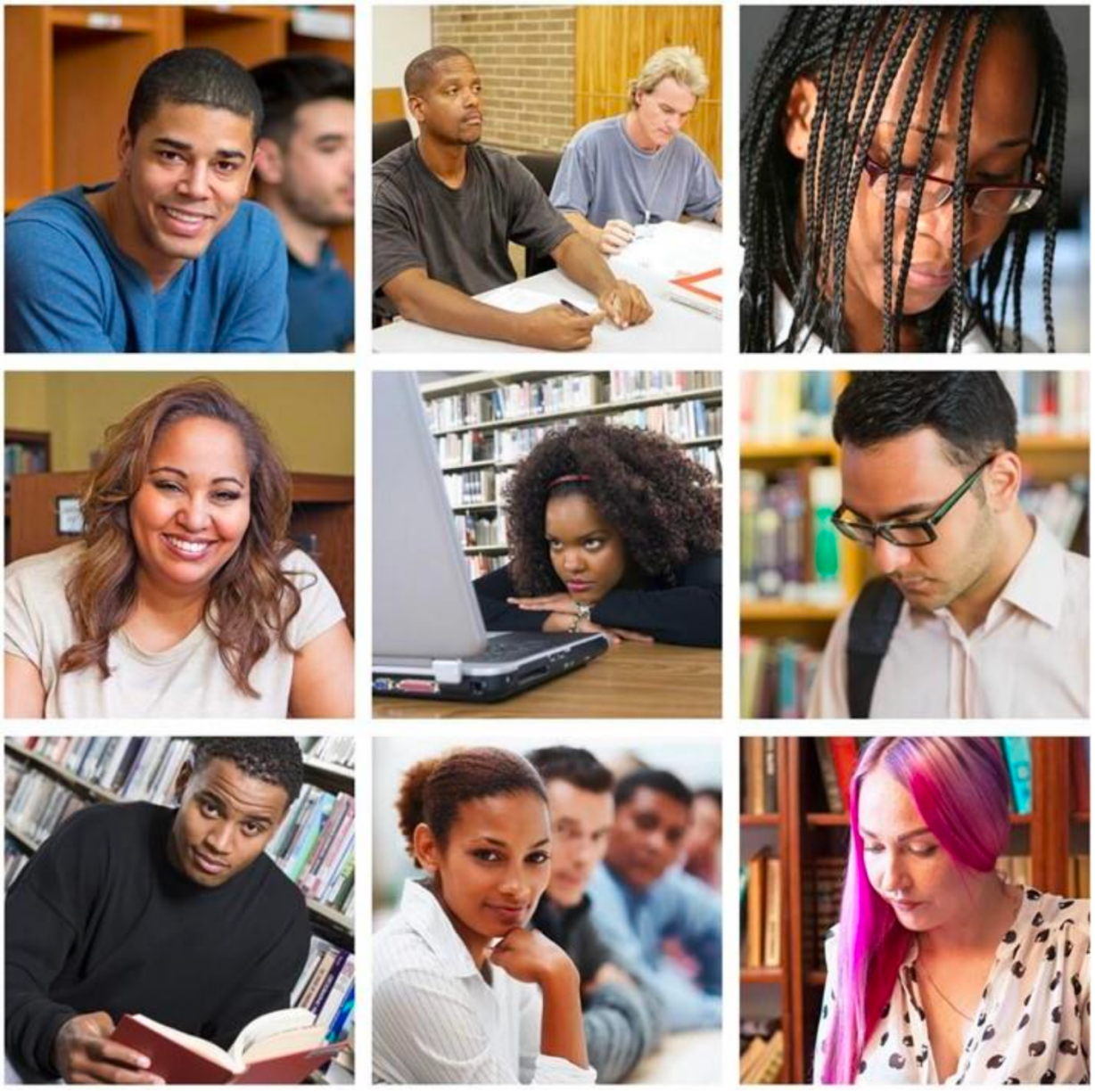
ASPIRA CITY COLLEGE

CATALOG

2024 – 2025



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GENERAL INFORMATION

PUBLICATION DATE

Published March 1, 2024

Updated January 01, 2022; Updated May 13, 2022; Updated February 12, 2024

ABOUT The CATALOG

The ASPIRA City College catalog is updated annually and is current as of the publication date. The College reserves the right to make content changes, including changes to equipment, materials, organization, policy, tuition, and curriculum as circumstances dictate, after the publication date. In such cases, and where possible, the College publishes a fully revised catalog or a catalog addendum. ASPIRA makes its Catalog available to the public electronically on www.aspiracitycollege.edu

SCHOOL PREROGATIVES

ASPIRA City College reserves the right to change its policies, procedures, class schedules, course sequence, academic calendar, tuition, book, tools, and equipment fees, program offerings, curriculum, course, school activities, and personnel as circumstances dictate. Tuition and fee increase for currently enrolled students require at least 60 calendar days prior written notice; such increases begin with the first full term following the written notification.

ASPIRA City College also reserves the right to:

- Deny any applicant for admission who does not meet published entrance requirements or does not complete the admission process promptly.
- Cancel without rescheduling the start of any program for reason of insufficient enrollment. In such cases, the College refunds any payments made by or behalf of the student within 30 days.
- Change program start dates providing enrolled students the option to begin the program on the new date or cancel the enrollment. Students committing to the new start date must complete an enrollment agreement with the corrected start and end dates. The College refunds payments made by or on behalf of students opting out of the new date.
- Dismiss a student for the destruction of school property, excessive absenteeism, engaging in an activity that infringes on others' rights, possession or consumption of alcoholic beverages or illegal drugs at any time, or violation of any school policy or regulation presented in this catalog.
- Change incomplete grades to failure if the student does not meet requirements within fourteen (14) days of the date issued unless otherwise approved by the Education Director on a case by case. Students required to repeat a failed course will be required to pay additional tuition.
- The book, tool, and equipment fees are presented initially as an estimate and are subject to market price changes without notice.
- Assign externships with hours other than their traditional class schedule because the externship site plans hours according to their hours of operation, schedule, and availability. These hours may be on any day of the week and any shift around the clock.

MISSION

ASPIRA City College's mission is to improve student opportunities for achieving gainful employment by teaching them occupation-specific skills in industry-driven programs for Bright Outlook Careers.

GENERAL OBJECTIVES

ASPIRA City College is committed to serving its students by:

1. Providing relevant occupationally specific education and training in Information Support Services and Health Informatics career pathways effectively preparing students for entry-level positions in these fields.

2. Empowering students to lift and transform their lives, family and community by emphasizing development or refinement of professional attitudes, coping skills, personal responsibility, and communication skills essential for achievement inside and outside the classroom.
3. Provide relevant student support services and guidance to help students complete their course of study.
4. Providing graduates with job placement assistance and related training and services to help them gain employment in the career cluster for which they completed training.

ABOUT ASPIRA CITY COLLEGE

Located in a restored three-story brick building at 4322 North 5th St in the Hunting Park neighborhood of North Philadelphia, Pennsylvania, ASPIRA City College is private, nonprofit, non-sectarian, and co-educational. Established in 1974, the College provides workforce-driven education and training programs for Bright Outlook Careers[1] to prepare students for achieving gainful employment with sustainable incomes. The College is authorized to award an Associate in Specialized Technology (AST) Degree in Computer Support Specialist Program, and a Post-Secondary Diploma in its Medical Secretary Program.

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1 Bright Outlook Careers

O*NET is a program within the U.S. Department of Labor that serves as the nation's number one source for occupational information. It defines "Bright Outlook" occupations as those expected to grow rapidly in the U.S. in the next several years or will have large numbers of job openings characterized by at least one of the following criteria:

- Projected to grow faster than average (employment increase of 7% or more) over the period 2018-2028
- Projected to have 100,000 or more job openings over the period 2018-2028

OWNERSHIP

The College is owned by ASPIRA Inc. of Pennsylvania (ASPIRA). ASPIRA Inc. of PA is a nonprofit education management organization committed to elevating opportunities for minorities through high-quality education, public advocacy, and empowerment platforms. ASPIRA Inc. of PA and ASPIRA City College share one facility nestled among shops, salons, restaurants, bodegas, and nearby parks of their tight knit community.

ABOUT OUR PARENT ORGANIZATION

In 1961, Dr. Antonia Pantoja and a group of Puerto Rican educators and professionals created ASPIRA (the Spanish word for "aspire") to address the exceedingly high dropout rate and low educational attainment of Puerto Rican youth in the United States. ASPIRA Association believed that with a focus on youth education and fostering the development of leadership, self-esteem, and pride in cultural heritage, Puerto Rican communities could break historical cycles of under-achievement, under-employment, and poverty. The ASPIRA Association is currently the largest nonprofit organization dedicated to Hispanic education in the United States, with nine (9) national affiliates.

ASPIRA Inc. of PA was formed in 1969 to respond to Puerto Rican youth's low educational attainment, primarily in North Philadelphia, the third-largest Puerto Rican population outside of Puerto Rico. ASPIRA Inc. of PA began its hallmark Leadership Development program in 1969, which is still active in several schools today, along with nine other out-of-school-time resources actively serving the North Philadelphia community.

In 1998, ASPIRA Inc. of PA expanded its services to include charter school management, founding Eugenio Maria de Hostos charter school. ASPIRA Inc. of PA has since established two other schools and awarded the privilege of managing two more by the School District of Philadelphia.

ASPIRA Inc. of PA believes that education is the most fundamental determinant to inspire growth and improvement in future generations. ASPIRA Inc. of PA's educational model is multilingual, interdisciplinary, technology-rich, and provides multiple learning paths to meet students' needs.
"Leadership through education" drives the ASPIRA Inc. of PA's mission to lift and empower minority communities through comprehensive, high-quality educational programs, services, and resources.

In August 2019, ASPIRA Inc. of PA purchased Workforce Institute City College (WFI) changing its name to ASPIRA City College. With that acquisition, ASPIRA Inc. of PA can fulfill its mission to deliver high-quality leadership and education from pre-school through college, or "cradle to career."

Today, ASPIRA Inc. of PA operates a variety of school programs, summer camps, a daycare, a Head Start program, three charter schools with a combined enrollment of over 2, 300 students, and ASPIRA City College.

ASPIRA Inc. of PA Schools	
Pequenos Pasos de ASPIRA	ASPIRA Bilingual Cyber School
Eugenio Maria de Hostos Charter School	Antonia Pantoja Charter School
ASPIRA City College	

HISTORY

ASPIRA City College, incorporated in Pennsylvania on May 22, 1974, as the Metropolitan Career Center of Germantown, initially operating under the DBA of ACT Business Academy. The school was founded by members of the First United Methodist Church of Germantown under Reverends Theodore Loder, John Rice, and Robert DeHaan. At its inception, ACT Business Academy provided short-term job readiness training to disadvantaged youth and young adults in the Germantown Community of Philadelphia. Funding for student tuition came through the Job-Training Partnership Act and the Private Industry Council (JTPA or PIC) contracts.

ACT Business Academy was first licensed as a private career school by the Pennsylvania Department of Education State Board of Private Licensed Schools on August 13, 1987. In addition to short-term job readiness programs previously offered, the school received approval to provide the Basic Office Skills Program to private paying students and awarded graduates a Post-Secondary Diploma.

On August 7, 1992, ACT Business Academy changed its name to Metropolitan Career Center. By February 1994, the school earned accreditation from the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCT) as Metropolitan Career Center Computer Technology Institute. It gained program approvals for a Basic Office Skills diploma in addition to several short-term certificate programs. In 1997, the Pennsylvania State Board of Private Licensed Schools, authorized by the Secretary of Education granted programmatic approval for its Computer Software and Hardware curricula. In 1998, ACCSCT along with the Pennsylvania Secretary of Education approved the school to award an Associate in Specialized Technology (AST) Degree for its then titled Computer Technician – Software, and Computer Technician – Hardware. The Pennsylvania State Board of Private Licensed Schools, authorized by the

Secretary of Education approved the Web Design Program on August 16, 2001; then, in May 2002, ACCSC authorized those programs for an Associate in Specialized Technology (AST) Degree.

In 2012, the Public Health Management Corporation (PHMC) purchased MCC/CTI and began operating as The Workforce Institute's City College and then in 2017, the acronym WFI City College. In August 2019, ASPIRA INC. of PA acquired WFI City College from PHMC. In April 2020, the Accrediting Commission of Career Schools and Colleges granted ASPIRA INC. of PA approval to change WFI City College's name to ASPIRA City College.

ADDRESS HISTORY
Act Business Academy | Metropolitan Career Center
162 West Chelten Avenue Philadelphia, PA 19144

Metropolitan Career Center | Computer Technology Institute
100 South Broad Street; Land & Title Building
8th Floor, Suite 830, Philadelphia, PA 19110

Workforce Institute City College (The)
1231 North Broad Street, 2nd Floor Rear OIC
Building, Philadelphia, PA 19122

ASPIRA City College (current location)
4322 North 5th Street
Philadelphia, Pennsylvania 19140

ASPIRA CITY COLLEGE TODAY

ASPIRA City College continues to provide on-campus career-specific programs from its location at 4322 North 5th Street in Philadelphia. Since its inception in 1972, the ASPIRA City College teaching model has centered on the efficacy of hands-on career training delivered by instructors in our on-campus classrooms.
ASPIRA's leadership team advanced the College's institutional improvement plans to develop its distance education model, acquire technology, and implement processes to meet prospective student and student needs virtually and on-campus.

At ASPIRA City College, we have implemented ELECTA LIVE, a Learning Management System (LMS) and instructional platform, into our program delivery. ELECTA LIVE structure is explicitly for schools, colleges, and universities providing online training programs and degrees. With ELECTA, ASPIRA City College delivers and manages course content, online course development, tracking, and assessing student output. ELECTA also has built-in live virtual classroom software for synchronous live online instruction and meetings for student advising and support services. Students also have access to recorded live sessions. This is helpful for students who would like to review content or may have missed a class session. Students and instructors can access ELECTA LIVE from desktop or laptop computers and all major mobile devices for synchronous sessions and asynchronous training content anywhere they have high-speed internet. ELECTA LIVE's Learning Management System elements and tools allow instructors easy course content creation, administration, documentation, tracking, and reporting. Instructors can administer tests and other assignments, track student progress, and manage record-keeping. From Electa, students have 24/7 access to ProQuest, the College's Learning Resource System. Electa also allows the College to facilitate engagement with enrolled pre-start students in New Student Orientation assignments

We understand that our students frequently have a lot of responsibilities on their plate. In order to be flexible to their needs we offer the opportunity to meet with admissions and financial aid representatives virtually throughout the process, using video conferencing software. Prospective students can elect to meet virtually or to come to our campus to meet with the representatives in person. We aim to remove the barriers that prevent our students from furthering their educations.

ASPIRA City College complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Equal Credit Opportunity Act (Discrimination in Lending), and The Age Discrimination Act of 1975.

NON-DISCRIMINATION POLICY

ASPIRA City College is committed to the principle of equal opportunity and an educational environment free from discrimination. The college prohibits discrimination based on race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or gender expression, age, disability (unless the disability prohibits a person from carrying out the core tasks of a specific career), genetic information or veteran status and other legally protected statuses in the recruitment, admission, training, referral for employment, and in the administration of its educational policies and programs. ASPIRA City College adheres to all applicable state and federal equal opportunity laws and regulations

ADA ACCESSIBILITY AND ACADEMIC ACCOMMODATIONS POLICY

ASPIRA City College is committed to ensuring equal access to educational opportunities for all students, including those with disabilities. This policy outlines the college's commitment to providing reasonable accommodations in compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and applicable state laws. It also details the procedures for requesting accommodations and the process for filing grievances.

Equal Access: ASPIRA City College ensures that all facilities are accessible to individuals with disabilities. This includes classrooms, laboratories, restrooms, and common areas.

Reasonable Accommodations: The College will provide reasonable accommodations to qualified students with disabilities to ensure equal access to educational programs and activities.

Confidentiality: All information related to a student's disability is confidential and will only be disclosed with the student's permission or as required by law.

Contact

- **Student and Career Services Coordinator:** Lydia Deal [lydia.deal@aspiracitycollege.edu]
- **Education Director:** Jillian Alcaro [jillian.alcaro@aspiracitycollege.edu]

ASPIRA City College is committed to providing an inclusive and accessible environment for all students. For any questions or assistance regarding this policy, please contact the Student and Career Services Coordinator.

FACILITY

ASPIRA City College is at 4322 North 5th Street in the Hunting Park neighborhood of North Philadelphia between Cayuga and Bristol Streets. The College is within easy reach from all city areas and major parkways while also readily accessible by public transportation. The SEPTA Broad Street Subway and

several buses and trolleys stop within a block of the building. The SEPTA bus routes include the 47, 53, 57, 75, and the R. The 53 crosses the Broad Street Line at Erie Avenue. The 75 bus intersects the Broad Street Line at Wyoming Avenue and the Market-Frankford Line at Arrott Transportation Center.

The main entrance to ASPIRA City College is buzzer access controlled by Front Desk personnel. Visitors are required to sign in at the Front Desk when visiting the institution. The College's administrative offices, including admissions, financial aid, the open-floor plan faculty office, student and career services, are located on the first floor. The Learning Resource Center (LRC), often referred to as the library by students, the Director of Education's Office, and all classrooms are on the second floor.

The 237 square foot, LRC, is open to students during the College's hours of operation. Here students have access to collections aligned with the ASPIRA City College programs, use the computers with Internet access, do homework, research, study, or sit and read. Students have 24/7 password access to the school's digital library with over 700 full-text occupational titles plus trade publications and a robust research platform for virtually any technical topic of interest.

The College provides ample space for learning with classrooms ranging in size from 848 square feet to 642 square feet supplied with Wi-Fi and Internet connection. All classrooms offer both natural and artificial light and ventilation. Program-specific classrooms have computers, operating systems, software applications, supplemental support material, and instructional aides to support the curriculum.

The facility provides individuals with disabilities accommodation with street-level entry, doorways, and corridors of adequate width for wheelchairs in addition to an inside elevator for transport between floors.

MAXIMUM CLASS SIZE

On-Campus Labs and Lecture: Eighteen (25) students or less.
Online Classes (Distance Education): Twelve (25) students or less

PROGRAM ADVISORY COMMITTEES (PAC)

To ensure that ASPIRA City College students receive the foundation necessary consistent with current industry expectations and employers view graduates as competent and qualified for entry-level positions in the career cluster for which they have trained, the College engages Program Advisory Committees to:

- Evaluate program curricula and instructional resources to provide recommendations for change and improvement
- Provide updates and advice on industry trends and advancing technologies
- Assess student externship performance and graduate preparedness for entry-level employment
- Foster industry relations.

The PAC's purpose is to provide support to the College by routinely evaluating and strengthening our programs. The PAC has no legislative, administrative, or programmatic authority and is advisory only. Committee members are volunteers who share their expert knowledge of the career tasks and competency requirements for our programs' occupations. Members are individuals with experience and expertise in the occupational field(s) that our program(s) serve and may include graduates, practitioners, and hiring authorities. ASPIRA City College has three Program Advisory Committees, one for each program area. The committees meet once annually:

HOURS OF OPERATION

Monday – Friday 8:30 a.m. to 4:00 p.m.
2025 Summer Hours (July 1-August 31): Monday-Thursday 8:30 a.m. to 3:00 p.m., Fridays will be virtual, asynchronous days for staff and students.

GOVERNANCE, MEMBERSHIPS, and AFFILIATIONS

BOARD OF ADVISORS

The ASPIRA City College Board of Advisors meets annually. It is composed of business leaders and educational professionals, including the following:

Kate McKinley, Sr. Director of Special Education and Specialized Services, ASPIRA, Inc. of Pennsylvania
Andrea Gonzalez Kirwin, Chief Academic Officer/Superintendent, ASPIRA Inc. of Pennsylvania
Anthony Bonacci, CEO Recovery Road Addiction
James Hinkel, Principal Implementation Consultant Unit 4

CAMPUS ADMINISTRATION & MANAGEMENT

Jillian Alcaro, School Director/Director of Education
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Madeline Sargent, Assistant School Director/Director of Financial Aid
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Xinyan Yi, Controller
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Janira Gonzalez, Accounting Supervisor
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Lydia Deal, Student Career Services/Admissions Representative
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Yemele Ayala, Senior Director of School Support and Personnel Services
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Carlos Perez, Building Services Manager
cperez@aspirapa.org

FACULTY

ASPIRA City College follows guidelines set by the Pennsylvania Department of Education and The Accrediting Commission of Career Schools and Colleges (ACCSC) for instructor qualifications which establish that:

Faculty Teaching Technical and Occupational Courses

1. Faculty teaching technical and occupationally related courses in either non-degree or occupational associate degree programs must have a minimum of three years of related practical work experience in the subject area(s) taught and either:
    a. vocational education certification in the specific field of instruction, or;
    b. a baccalaureate degree with a major in the specific field of instruction, or;
    c. Professional certifications in the career field for which they provide instruction.

Faculty Teaching Applied General Education Courses

1. Faculty teaching general education courses in an occupational associate degree program have:
    a. A baccalaureate degree with appropriate coursework and preparation in the subject area(s) taught, or;
    b. Eight years related practical work experience and college-level coursework in the subject area(s) taught.
2. Faculty teaching general education courses in a non-degree program must have:
    a. Three years' prior relevant work experience, or;
    b. College-level coursework in the subject area(s) taught, or;
    c. An appropriate mix thereof aligned with the subject matter.

All Faculty

1. ASPIRA City College selects instructors for their professional experience, academic background, professional credentials, command of the subject material, instructional methods, teaching, and communication skills demonstrated in mock classroom sessions before hiring.
2. Faculty members must have received training in instructional methods and teaching skills or be experienced teachers.
3. ASPIRA City College instructors engage in at least four professional development and training activities related to instructional methods, teach skill development or career-specific subject matter annually.

FACULTY MEMBERS

Sheila Amo, BS, SPHR, CECC
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ASPIRA City College is approved to use funding through:

PA Grant	Pennsylvania State Grant
PA-TIP	Pennsylvania Targeted Industry Program
DL	Federal Direct Student Loan Program
FSEOG	Federal Supplemental Education Opportunity Grant
FPGP	Federal Pell Grant Program
FWS	Federal Work-Study Program
OVR	Office of Vocation Rehabilitation
VA	PA Department of Education for Training Veterans
WIOA	Workforce Innovation and Opportunity Act
TAA	Trade Adjustment Act

MEMBERSHIPS & AFFILIATIONS

- Mid-Atlantic Association of Career Schools (MAACS)
- National Technical Honor Society, Chapter #4188 (NTHS)
- National Center for Competency Testing (NCCT) certified testing site
- CompTIA Authorized Academy
- Official Testing Center for the American Medical Certification Association (AMCA)

Accreditation and Approvals

ACCREDITATION

ASPIRA City College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education.

Accrediting Commission of Career Schools Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302

Arlington, VA 22201
703-247-4212 | www.accsc.org

LICENSURE

ASPIRA City College is licensed by the Pennsylvania Department of Education, State Board of Private Licensed Schools and is authorized by the Pennsylvania Secretary of Education to award the Associate in Specialized Technology Degree.

State Board of Private Licensed Schools,
Pennsylvania Department of Education
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333
215-560-4123

VETERANS' EDUCATION BENEFITS

ASPIRA City College is approved for training by the Pennsylvania State Approving Agency, Division of Veteran and Military Affairs (VA) for veterans' education benefits through the GI Bill®.

The 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/gibill

PENNSYLVANIA OFFICE OF VOCATIONAL REHABILITATION (OVR)

ASPIRA City College is approved by the Office of Vocational Rehabilitation, Commonwealth of Pennsylvania.

Title IV Financial Aid

Approved by the U.S. Department of Education to administer Federal Pell Grants; Federal Supplemental Educational Opportunity Grants, Federal Work Study, and Federal Direct Loan Program. Financial Aid is available for those who qualify.

ADMISSIONS

ADMISSIONS ENTRANCE REQUIREMENTS

ASPIRA City College accepts applicants for admissions who meet stated admission requirements and demonstrate the interest and ability to complete the program of study selected successfully, without regard to age, race, creed, color, religion, disability, gender, sexual orientation, or national origin.

Prospective students considering an application for admissions to ASPIRA City College are encouraged to attend an information session conducted virtually through video conferencing or on-campus. The information session focuses on the candidate's occupational goals, expectations, and program alignment. It covers information on the career and program of interest, student and graduate services, satisfactory academic progress requirements, tuition and fees, financial aid basics, and other informed decision-making areas.

If candidates intend to apply for admission, the personal interview examines the candidate's previous education, employment history, ability to meet entrance requirements, and circumstances that bear on

the candidate's preparedness and ability to start and complete the program successfully. The Admission Representative provides a full tour of ASPIRA City College's facilities.

- Applicants must provide documented proof of a high school diploma or equivalent
- Applicants must be beyond the age of compulsory school attendance, at least 17 years old, and;
- Applicants must have a personal interview with an ASPIRA City College Admission Representative, either conducted virtually or on campus.
- Applicants must achieve a score a 236 or higher on each of the three sections of the ACCUPLACER Exam.
- Applicants currently enrolled as high school seniors may apply and are accepted conditionally pending graduation from high school and satisfaction of all other published requirements.
- Take the Distance Education Readiness Evaluation and score a minimum of 25 points.

ADMISSIONS PROCEDURE

The APPLY NOW platform allows students to submit their application, pay their application fee, upload required documents, take the entrance exam, and complete and sign all admissions and financial aid forms online.

- Apply for admissions
- Apply for Student Aid
- Fill out the required forms
- Upload documents
- Take their entrance exam
- Link securely to outside websites, such as Federal Student Aid
- Connect with admissions and financial aid staff with easy click-to-dial calls or video conferencing
- See what they have done and need to do next
- Check their application status
- Access their MY IMPORTANT DOCUMENTS folder where they can
    - Download, save and print documents for their records
    - Read, download, save and print the current catalog, Annual Crime Statistics Report, Campus Safety & Security Guide, and Student Right to Know information.

STEP 1: ATTEND PERSONAL INTERVIEW

Schedule and attend a personal interview with an ASPIRA City College Admission Representative virtually or on campus.

STEP 2: SUBMIT APPLICATION

Complete and Submit Application for Admission. Candidates may, if desired, complete and apply for Admissions at the end of the on-campus interview or virtual information session or return to do so at another time.

STEP 3: SUBMIT PROOF OF HS DIPLOMA | GED |Foreign Academic Credential

Original documents verifying U.S. High School Diploma or equivalent General Education Diploma (GED) must be presented for ASPIRA City College review. Original documents are returned.

1. Graduates should submit an official High School transcript which can be sent directly to ASPIRA City College from the high school.
2. Applicants with a GED or CSSD must provide the original document, including the diploma or the score transcript. If you need assistance with obtaining these documents, such as an official

transcript from the issuing State Department of Education an ASPIRA City College admission representative can help student's collect the information and have it sent directly to ASPIRA City College.

3. Applicants with foreign academic credentials are required to submit the original academic credentials to be evaluated by a Professional Academic Evaluation Service to establish the equivalency to the United States educational system. To be admitted to the program, the evaluation must state the education received abroad is at least equivalent to a U.S. High School Diploma. Fees associated with translation and evaluation of foreign academic credentials are at the applicant's expense.

STEP 4: ENTRANCE EXAM

All applicants must take the ACCUPLACER placement exam. The ACCUPLACER exam is a computer-based, untimed placement test developed by College Board to identify the basic skill levels of students as they enter college. This information is important when selecting appropriate college level courses. The results suggest the likelihood of student success in specific college-level courses. The ACCUPLACER exam measures applicants' current level of performance in reading, writing, arithmetic algebra, and math.

Applicants must score 236 or above on each of the 3 sections of the ACCUPLACER to proceed with the admissions process. If an applicant scores below 236, they may take remedial courses (Mometrix) in English and Math. Students who pass the Mometrix course with a 70% or higher will be allowed to proceed with the Admissions process. Applicants who do not score 70% or higher may retake the Mometrix course up to two times. If an applicant passes the remedial coursework, they may complete the admissions process. If the applicant is not able to reach a 70% or higher by their third attempt, they will be denied admission.

STEP 5: COMPLETE APPLICATION AND SIGN ENROLLMENT AGREEMENT

Complete and sign an ASPIRA City College Enrollment Agreement (student contract). When all admissions requirements are satisfied, and the application is accepted, the student's final step is to sign an Enrollment Agreement. The candidate can physically sign the Enrollment Agreement or sign it digitally. In either case, all parties, including the candidate, the Admission Representative, and the School Director, must sign the Enrollment Agreement. ASPIRA City College provides a true copy of the signed Enrollment Agreement. If applying online, a printable copy of the Enrollment Agreement is automatically uploaded into the student's *MY IMPORTANT DOCUMENTS* folder. In addition to the applicant's signature, a parent or legal guardian must sign the Enrollment Agreement for applicants under eighteen (18).

DENIAL OF ADMISSION

ASPIRA City College reserves the right to deny admission to applicants who:

- Do not meet published educational requirements
- Cannot provide acceptable proof of high school graduation
- Do not achieve the minimum required score of 236 on each section (3) of the ACCUPLACER and do not pass the remedial course(s) (Mometrix) with a score of 70% or better
- Misrepresent themselves on their application or engage in misconduct regardless of location that may adversely affect ASPIRA City College and the College community
- Fail to meet the requirements of their Conditional Acceptance by not providing their academic credentials in good time.
- Fail to complete the application process.

Applicants denied admission are permitted to reapply after six (6) months. Applicants denied admission who meet the minimum qualifications may appeal the denial to the School Director. Applicants denied admission, for any reason, receive a full refund of the application fee paid according to the published refund policies.

CREDIT TRANSFER TO ASPIRA CITY COLLEGE FOR ADVANCED STANDING

The ASPIRA City College considers up to twelve (12) transfer credits for candidates applying to the College's Associates in Specialized Technology Degree programs. ASPIRA City College will consider transfer credit requests for the diploma program but doesn't guarantee that they will be accepted. As the receiving Institution, ASPIRA City College reserves the right to determine what credits, if any, it will accept for transfer. Transfer request decisions must be rendered by the College and agreed to by the Student on or before the student's start date as identified on the enrollment agreement.

For transfer credit consideration, the following conditions apply:

1. The candidate must apply and be admitted to an ASPIRA City College's Associate of Specialized Technology degree program to apply for transfer credits.
2. The College must receive the Request for Transfer Credit Evaluation and required supporting documents at least five (5) days before the program start date on the Enrollment Agreement.
3. Credits presented for transfer must originate from courses previously taken at an accredited post- secondary institution.
4. The credits presented must be from coursework substantially similar in content to that of course(s) in the program for which the candidate has applied.
5. The candidate must have earned a grade of a "B" or better for transfer credit consideration.

Procedure for Requesting Credit Transfer:

1. Submit a completed Request for Transfer of Credit Evaluation along with an official school transcript, course description, and catalog from the issuing institution to ASPIRA Office of Admissions.
2. The Director of Education reviews the request and makes a credit acceptance recommendation to the School Director within five (5) business days.
3. The School Director makes the final decision and notifies all parties of the decision rendered.
4. The Director of Financial Aid or designee calculates the tuition adjustment, if any, revises the financial aid offer letter and reviews the amended plan with the student.
5. The student signs the transfer credit award by signing the amended financial aid offer letter.
6. The Financial Aid Director or designee adjusts all paper and electronic records.

TRANSFERABILITY OF CREDIT TO OTHER INSTITUTIONS

The decision concerning the acceptance of credits earned at ASPIRA City College is at the receiving institution's discretion. No representation is made whatsoever concerning the transferability of any credits earned at ASPIRA City College to any other institution. Students choosing to attend ASPIRA City College should assume the Post-Secondary Diploma or Associate in Specialized Technology degree earned is a terminal credential, meaning the credits are not transferable. Students must contact the Registrar's Office at the receiving institution to determine what credits the institution will accept.

NEW STUDENT ORIENTATION

New students benefit from multiple information sessions and exchanges with Admissions and Financial Aid Representative throughout their exploration, application, and enrollment. New Student Orientation, however, is their first introduction to ASPIRA City College as official members of the College community.

Orientation is well-planned with engagement activities to jettison the jitters and gain the information, experience, and support to start programs confidently and successfully. Students are required to attend Orientation on-campus. Special permission may be granted under extenuating circumstances if a student requires a virtual orientation.

Orientation Activities Prepare Students to:

- Log into ProQuest, the College's digital learning resource system (library), explore available resources and gain the experience navigating successfully.
- Set up their ASPIRA City College student email account.
- See their first-trimester courses.
- Meet instructors, staff, and fellow students.
- Finalize registration.
- Hear about essential education policies and practices.
- Understand how to access student and career services
- Discuss attendance and academic requirement
- Discuss Safety and Security Guidelines.
- Get acquainted with facilities, including first trimester classrooms, the library, and more
- Get acquainted with Electa, the College's Virtual Classroom and Learning Management System; set up their profile, discover how to login to their virtual classrooms, raise their hand virtually, connect with classmates, take quizzes, turn in homework, track progress, and more.

STUDENT SERVICES

ASPIRA City College Student Support Services' mission is to support student progress through their programs through to graduation and achieving gainful employment. To accomplish this, the College provides practical assistance to tackle the personal, academic, social, and financial issues that interfere with student ability to meet attendance requirements, make satisfactory academic progress, succeed on externship, and successfully gain career employment. The College provides contact information for agencies positioned to provide services beyond the scope of the College's service capabilities.

TUTORIAL ASSISTANCE AND OFFICE HOURS

ASPIRA City College offers tutorial assistance to students whose academic progress has fallen below acceptable standards. Tutorial assistance is available outside of regular school hours on-campus and virtually, through Electa, the College's distance education platform. Tutoring sessions and Office Hours are available for students who meet satisfactory academic performance but want to refine their understanding of the subject matter. Students have weekly, scheduled access to Office Hours with their instructors. For students with academic performance below the minimum acceptable level, regular tutoring may be a condition of academic probation. In addition to tutoring, the School Director may require weekly advising sessions with students placed on probation to establish goals and monitor progress.

LEARNING RESOURCE CENTER

ASPIRA City College houses a small Learning Resource Center (LRC), also known as the Library, to support the College's program and course offerings. The LRC contains resources aligned, vetted, and selected by faculty with annual input from our Program Advisor Committees to augment textbooks and instructional resources. For inclusion in the LRC, faculty must demonstrate how the resource supports curriculum effectiveness and integrates with lesson plan objectives.

The LRC is open to students during the College's hours of operation. In addition to hardbound resources, the LRC provides students internet access and computers with productivity software to do homework, research, study, or read outside class time. The LRS Resource Finder enables students to search the print library by alphabetical listing or by title and browse resources collections by the program. The Resource Finder is on the desktop of every library computer, and wall posters in the LRC provide an at-a-glance for Dewey Decimal locations on the LRC shelves. The ASPIRA City College Learning Resource Center is not a lending library.

Making this small library substantially more impactful for online and campus-based students is ProQuest, the College's 24/7 password-protected digital library with over 700 full-text occupational titles, trade publications, and research platforms for virtually any technical topic of interest. Students gain access to ProQuest during New Student Orientation with exercises to develop confidence in navigating the system before starting the first trimester.

STUDENT LOUNGE

Vending machines for student use are on the upper level of the facility, and a microwave is available for student use, either for purchased items or food brought from home. Ample seating is available for students to congregate, talk, and eat a meal. Take-out and sit-down restaurants and bodegas are nearby and an easy walk from the school.

HEALTH CARE AND HEALTH INSURANCE

Health and all other forms of insurance are the personal responsibility of the student. Students are responsible for costs related to their health, medical care, treatment, and insurance. ASPIRA City College assumes no obligation or liability for medical expenses incurred by students.

CHILD CARE

Students planning to attend ASPIRA City College must secure childcare before starting school and must expect the need to continue through the externship and employment. Student Services can provide a list of resources to identify childcare providers in Philadelphia. ASPIRA City College does not vet the resource list provided, and it does not approve or endorse any childcare providers or facilities on the list.

HOUSING

ASPIRA City College does not maintain on or off-campus student housing or dormitory facilities. Student Service does, however, provide a list of resources for students seeking housing during their enrollment at ASPIRA City College. Student Services does not approve or endorse residences.

COUNSELING SERVICES

ASPIRA City College recognizes that problems not directly associated with one's academic pursuits can hurt students' classroom performance, attendance, and behavior. The College supports students with referrals to appropriate agencies and legal authorities.

STUDENT IDENTIFICATION CARD

Students attending on-campus programs receive a photo student identification card on the first day of the program. They must wear their ID cards at all times when in ASPIRA facilities. Students should not loan or enable others, including fellow students or faculty, to use their identification cards for any reason

at any time. ASPIRA City College is not responsible for any loss or expense resulting from the loss, theft, or misuse of this card. There is a $10.00 fee to replace a lost or stolen student identification card.

PART-TIME JOBS

Federal Work-Study, a need-based program for paid part-time employment, may be available to ASPIRA City College students. Candidates can discuss their qualifications and availability of current opportunities through the College's Financial Aid Office.

CAREER SERVICES

ASPIRA City College's Graduate Career Placement Assistance Services integrates with the Professional Development curricula. The Career Service Coordinator provides guidance in a broad range of topics regarding job search and job retention, including:

- Business Communication
- Office and business protocol
- Resume and cover letter preparation
- Interviewing skills and practice
- Creating an employment search plan
- Appropriate business attire

ASPIRA City College provides career placement assistance to its graduates. Career Service Coordinators help graduates develop a search plan, identify opportunities, write introductory letters, and setting up interviews. The Career Services Coordinator follows up to monitor graduate adjustment during the first 90 days of regular employment to provide support and address issues should they arise.

As a responsible school, ASPIRA City College makes a concentrated effort to assist graduates in making a successful transition into employment. The College, however, does not guarantee employment or the placement of graduates and advises candidates for admissions that they must participate fully, do the work, prepare, and apply the effort necessary to be successful. Information about ASPIRA City College's, graduation and job placement rates, graduate median debt, and other valuable consumer information is available on our website at, www.aspiracitycollege.edu/about/info/.

FINANCIAL ASSISTANCE

ASPIRA City College is approved by the U.S. Department of Education (USDOE) to provide financial aid to students who qualify. It is also approved for training by the Pennsylvania State Approving Agency, Division of Veteran and Military Affairs (VA) for veterans' education benefits through the GI Bill®, and the Pennsylvania Office of Vocational Rehabilitation (OVR) to help military personnel, veterans, and individuals with disabilities fund education and training.

ASPIRA City College helps students make investing in their future possible by keeping tuition in-scale and as low as possible. To be considered for Financial Aid, candidates must complete the Free Application for Federal Student Aid (FAFSA) directly at StudentAid.gov or through the College's APPLY NOW platform aspiracitycollege.edu/apply-now/. Information candidates provide on their FAFSA is used to determine the student's Student Aid Index (SAI) and financial need. Based on the SAI, ASPIRA City College creates a Financial Aid Offer Letter detailing the various aid options available to help meet the educational cost in attending ASPIRA City College, such as tuition, fees, books, supplies, and transportation.

ASPIRA City College Financial Aid Coordinators are available to those considering ASPIRA City College make well-informed choices for their journey forward. They verify student eligibility for aid, determine

the amount of aid students qualify for, explain options clearly, and help those who decide to apply to ASPIRA City College through each step of the Financial Aid process. They continue to help students with budgeting resources throughout their time as an ASPIRA City College student. ASPIRA's Financial Aid Coordinators are available to meet virtually through video conferencing and in-person at our facilities in Philadelphia.

Several aid options may be available to qualified students to pay for their education at ASPIRA confidently.

- Federal Work-Study
- Federal Grants
- Federal Direct Student Loans
- Private Education Loans
- State Grants
- Federal Work-Study
- Private Scholarships
- College-based payment plans

ASPIRA City College school code is 031091

FERPA WAIVER FOR AUTHORIZED RELEASE OF STUDENT INFORMATION

The Family Educational Rights and Privacy Act (FERPA) is a federal law regarding student information and records' privacy, both digital and paper. All institutions that receive funds administered by the U.S. Secretary of Education are subject to FERPA. The law compels educational institutions to safeguard student privacy, primarily protecting any personally identifying information (PII), releasing student information, and accessing these records.

POLICY

ASPIRA City College will not provide personal information to a third party unless authorized to do so in writing by the student. The restriction applies but is not limited to parents, legal guardians, spouses, partners, or sponsors. Students may grant ASPIRA City College permission to release information to a third party by submitting a FERPA Waiver and Student Information Release Authorization. Students may amend FERPA third-party exceptions at any time, given verification of their identity. Students are required to submit a completed FERPA form during the enrollment process. The College requires the student to create a personal code that the College stores in their permanent record for added security. The student must provide that code to their FERPA-identified parties. When a FERPA-identified party seeks student information from ASPIRA City College, they will be required to provide that code before any information is released.

TO RELEASE INFORMATION ASPIRA City College REQUIRES

1. The third party's name and other identifying information to be on record as a FERPA exception.
2. Information-specific authorization for FERPA-identified parties.
3. The requesting party provides the student's code for the release of FERPA protected information.
4. The FERPA-identified party requests information College records indicate they are authorized to receive.
5. The request occurs before the expiration of the release.

UNDER FEDERAL LAW, STUDENTS HAVE THE RIGHT TO:

1. Review or inspect their education records within 45 days of the institution receiving an access request. The student must submit a written request to the School Director and identify the part of the record they wish to inspect.
2. Request an amendment to records they believe are inaccurate, misleading, or otherwise violate their privacy rights under FERPA. The student must submit a written request, identify the part of the record they want to change, and provide factual support. If ASPIRA City College does not amend the record, it will notify the student of their right to a hearing and necessary procedures.
3. Determine those third parties, if any, ASPIRA City College may disclose PII to and the type of data it has consent to disclose, except to the extent that FERPA authorizes internal disclosure to school officials without consent. All students complete a FERPA form during Step 6 of the College's admission process.
4. Under the FERPA exception, ASPIRA City College may disclose information from the student education record to school officials with legitimate educational interests without a student's prior written consent. ASPIRA City College's admissions, financial aid, student service, career service, academic, administrative, and managerial personnel have a legitimate educational interest in the student and are exempt under FERPA. Also exempt are persons or companies with whom ASPIRA City College may contract with agents to provide relevant services. Under the FERPA exception, City College may send a transcript to any school or college the student seeks admission to without consent.
5. If a student has an unsatisfied grievance, they may file a complaint with the US Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Mail the grievance to:
   Family Policy Compliance Office
   US Department of Education
   400 Maryland Avenue, SW

STUDENT RECORDS

The Director of Education and School Director are responsible for maintaining all student records. ASPIRA City College creates and retains student records in electronic and print forms. Access to these record by ASPIRA personnel is permission-based and includes the following:

ADMISSIONS

- Student Name
- Electronic Signature Authorization
- Student ID Number
- Student photo
- Application for admission
- Letter of acceptance
- Enrollment agreement
- Application Fee
- Student information sheet
- Emergency Contact Information
- Proof of high school graduation, or equivalent
- FERPA waiver
- Signed Disclosures
    - Internet and Computer Technology Disclosure (Distance Education)
    - Third-Party Credential Disclosure
- Signed Acknowledgements & Consents
    - Consent to contact by home phone, mobile phone, text message & email

    - Receipt of Catalog
    - Receipt of Annual Crime Statistic Report
    - Receipt of Annual Safety and Security Guide
    - Student Right to Know
- Documents provided to the student during the application and enrollment process
    - Safety & Security Guide (electronic version only)
    - Catalog
    - Annual Crime Statistic Report
    - Student Right to Know

FINANCIAL AID

- Credit Balance Authorization
- Loan references
- Attestation Student Identity and Educational Purpose
- Understanding your financial aid offer letter
- Financial aid offer letter
- Federal Direct PLUS Pre-Screening
- Master Promissory Note
- FA Entrance Interview
- Parent PLUS MPN
- Verification documents
- C-Code resolutions
- NSLDS
- Selective Service
- Exit Counseling Form

EDUCATION

- Academic Transcripts (trimester & final)
- Course Tracking Forms
- Student Schedule (per trimester)
- Student Academic Advisory Forms
- Attendance Record
- SAP Forms
- Externship Documents
- Externship Documents
    - Student Clearances
    - Host Agreement
    - Attendance
    - Host Performance Evaluation/Grade
- Completion Award (Diploma, Degree)

STUDENT | GRADUATE SERVICES

- Employment Verification
- Record of Student Advising

Disposition of Student Records in the event of permanent closure

In such an event, student files will be retained by:
Orleans Technical College, 2770 Red Lion Road, Philadelphia, PA 19114.

STUDENT COMPLAINT & GRIEVANCE PROCEDURE

If a student has a complaint, grievance, or thinks they experienced unfair treatment, they should direct questions or concerns to the School Director. If the student believes the College has not addressed the complaint or concern adequately, the student may contact the State Board of Private Licensed Schools, PA Department of Education, and the Accrediting Commission of Career Schools and Colleges. Complaints must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the College for a response. The College keeps the complainant(s) informed about the complaint's status and the Commission's final resolution. If desired, copies of the complaint forms are available at the addresses below and by contacting the ASPIRA City College School Director.

Direct Inquiries to:
Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd, Suite 30 – Arlington, VA 22201
www.accsc.org | P: 703-247-4212 | E: info@accsc.org

State Board of Private Licensed Schools, PA Department of Education
333 Market Street, 12th Floor - Harrisburg, PA 17126-0333
www.education.pa.gov | P:717-783-6788 | E: ra-pls@pa.gov

POLICIES, PROCEDURES, AND REGULATIONS

Students are to be governed by the Student Code of Conduct, the policies, procedures in the current catalog, its College Safety and Security Guide. ASPIRA City College may change policies and conditions at any time.

ACADEMIC CALENDAR

The trimester break dates are on the 2024-2025 Academic Calendar located on page 58. Observed holidays are subject to change at the College President's discretion. Generally, there are no classes on the following observed holidays.

- Independence Day
- Grito de Lares
- Thanksgiving
- Day after Thanksgiving
- Martin Luther King Jr Day
- Memorial Day
- Juneteenth
- Indigenous People’s Day
- New Year’ Day
- Day after New Year’s Day
- Labor Day
- Christmas Day

- Day after Christmas Day
- Good Friday

PROGRAM CLASSIFICATION (CLOCK VS CREDIT HOUR)

ASPIRA City College classifies its programs in semester credit hours. It defines a credit and clock hour plus the conversion between the two classifications for clarity.

A Clock Hour relates to actual time in class. It is 60 minutes, one clock hour, minus the time required for a break which is ten (10) minutes. Therefore, by definition, a clock hour equals 50 minutes of instruction.

A Credit Hour is a unit measuring coursework. It gives value to instructional time, the time requirements for a course, and academic rigor. The number of credit hours for a course reflects a combination of class, lab, clinical, and the externship hours built into the course structure, plus expected out-of-class time for homework typically based on two hours of homework for each hour of class attendance

Credit hours' award:

- One (1) credit hour for each fifteen (15) clock hours of classroom theory instruction
- One (1) credit hour for each thirty (30) clock hours of laboratory instruction
- One (1) credit hour for each forty-five (45) clock hours of externship, internship, or work-related experience

GRADUATION REQUIREMENTS

- Achieve a minimum grade point average of 2.0
- Pass all courses in the curriculum for the program; grades of "F," "R," or "I" are not accepted for graduation and must be reconciled with a grade of "D" or better.
- Settle all financial obligations to the school before graduation.

TARDINESS

A student is tardy if the student enters class late or leaves early. The College records tardiness in 15-minute increments (rounded up). It grants a five-minute buffer for the student's first hour of attendance on any specific day. The tardiness policy applies to both on-campus and distance education (online) students.

ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are essential behaviors for meeting Satisfactory Academic Requirements. Instructors record student attendance and punctuality for each class session. The syllabi for each course describe the in-class exercises, also referred to as labs, performed during class time with instructor supervision and guidance. These in-class labs make up 10-40% of the grade, depending on the course. Students missing classes in-class labs forfeit that part of the course grade.

Student must contact their Instructor before class begins on the day of the absence. Students with an excused absence must make up missed work under the direction of the instructor. Students who miss two consecutive class sessions must meet with the Director of Education to establish an academic plan. Distance Education (online classes) student who misses three (3) consecutive live instructor-led class-blocks area voluntarily withdrawn. Students attending campus-based programs that are absent for fifteen (15) consecutive days are withdrawn. Students have the right to appeal the decision to the School

Director, who, with input from the instructor(s), will determine possible reinstatement with an academic re-entry plan.

MAKEUP WORK AND MISSED TEST POLICY

ASPIRA City College will allow students a certain number of Grace Period Days to make up assignments and to take quizzes, tests, or exams missed during a short-term absence. Students are responsible for obtaining work they miss due to short-term absences from their instructor in advance of the absence, during the absence by email, text or phone, or on the first day returning to class.

Quizzes, tests, and exams missed are to be taken outside of class time within the Grace Period Days at the convenience of the instructor.

It is understood that the nature of some work makes it impossible to complete, e.g., specific lab assignments, group activities, etc., and making up these missed learning opportunities will be considered on a case-by-case basis with the instructor.

All Grace Period Days are days during which classes are in session. One Grace Period Day will be granted for each absent day up to three (3) consecutive absent days. Example: If a student is absent on Monday and Tuesday, they will be granted Wednesday and Thursday as Grace Period Days to complete missed assignments or take a missed quiz, test, or exam.

There will be grade point deductions for assignments and tests missed beginning on the first day after the Grace Period Days as follows:

- Assignment(s) completed, and tests taken on the day after the last Grace Period Day: 5% grade point deduction.
- Assignment(s) completed, and tests taken on the second day after the last Grace Period Day: 10% grade point deduction.
- Assignment(s) completed, and tests taken on the third day after the last Grace Period Day: 15% grade point deduction.
- Assignment(s) completed, and tests taken on the fourth day after the last Grace Period Day: 20% grade point deduction.
- Assignment(s) completed, and tests taken on the fifth day after the last Grace Period Day: 25% grade point deduction.
- Assignment(s) completed, and tests taken on the sixth day after the last Grace Period Day or beyond: 50% grade point deduction.

In certain circumstances such as prolonged illness or military service, an extension of the above limitations may be arranged between the student and their instructor.

LEAVE OF ABSENCE

Students with personal, medical, or military justification may need a temporary release from attending regularly scheduled classes without wishing to withdraw. The student may request a leave of absence in writing and submit it to the School Director.

To grant the Leave of Absence, the student must provide reasonable assurance they will be ready and able to return within 180 days, in any 12-month period. ASPIRA advises students who receive Federal Student Aid who seek a leave of absence of their rights and responsibilities concerning loan repayment, terms, grace period conditions, and loan repayment expectation should the student not return from a

leave of absence within the 180-days. According to applicable federal and state laws, ASPIRA grants a leave of absence for military service.

TERMINATION OR DISMISSAL

ASPIRA City College assists students, to the degree it can, in completing their program and attaining their career goals. However, some students may, through their actions, demonstrate an inability to meet the program's requirements. The School Director makes the final decision regarding the student termination. The following are grounds for dismissal from the program:

- Fifteen (15) consecutive days of absences
- Three (3) live instructor-led class blocks absences
- Violation of the Code of Conduct, policies outlined in the College catalog, Safety and Security Guide, or other regulatory publications provided
- Failure to meet the Academic Progress Standards after a probationary period
- Failure to meet financial obligations to ASPIRA City College

SEXUAL AND OTHER UNLAWFUL HARASSMENT POLICY

ASPIRA City College is committed to providing all students with an environment free of discrimination, harassment, and assault. This policy establishes the definitions, procedures, prohibited conduct, and sanctions implemented to maintain the desired learning and working condition. Our policies on alcohol and drug use, harassment, sexual violence and other prohibited acts, campus security, and crime prevention are distributed to new employees in their orientation package and new students as part of New Student Orientation. Our Safety and Security Guide containing these policies, our practices in the event of a violation, prevention programs, including Alcohol Abuse and Sexual Violence Prevention, is provided to new students upon application. Additional resources are available to students through the Learning Resource Center.

ASPIRA City College complies with the Campus Crime Statistics Act or Clery Act of 1990 and the Campus Save Act of 2013, which expanded Clery requirements to address all incidents of sexual violence, including sexual assault, domestic violence, dating violence, and stalking on campus. Fostering a culture of respect and maintaining a healthy, safe, and secure environment for students, faculty, and staff to learn and work in is an ASPIRA City College priority. In accord with the Equal Employment Opportunity Commission (EEOC) guidelines and Title VII of the Civil Rights Act of 1964, ASPIRA City College prohibits sexual harassment of employees and students. If such harassment occurs, the offender is subject to dismissal or other sanctions when the College meets all other due process requirements. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. The person submits to such conduct either explicitly or implicitly as a term or condition of an individual’s employment, admission, or academic standing; or,
2. Submission to or rejection of such conduct is the basis for employment or educational decisions affecting said individual; or;
3. Such behavior has the purpose or effect of interfering with an employee’s work or a student’s academic performance or creating an intimidating, hostile, coercive, or offensive work or educational environment.

Harassment Policy Statements

1. ASPIRA City College assumes responsibility to prevent campus crime and provide a safe environment for its students and employees. Therefore, the following policy is for the protection

of students, faculty, and staff. This policy follows the Student Right-to-Know and Campus Security Act.

2. ASPIRA City College does not tolerate, condone, or allow discrimination, sexual assault, or other unlawful conduct, intimidation, or any retaliatory behavior related to reports of such conduct. This policy statement applies to faculty or students, fellow employees, supervisory level employees, or non-employees who conduct business with the College.
3. Perpetrators of crimes defined in our Annual Crime Statistic Report and Campus Safety and Security Guide are subject to disciplinary action, including employment termination, suspension, or immediate dismissal from the College.
4. The College encourages timely reporting of all incidents that violate municipal, state, or federal laws and College policy. If anyone knows of any such violation, including Clery Act violations, they should report the acts directly to the College Title IX Coordinator or the College President.
5. Campus enforcement authority is limited to the enforcement of ASPIRA City College rules and regulations. ASPIRA City College reports all incidents that appear to violate municipal, state, or federal laws to the Philadelphia Police Department. ASPIRA City College retains the right to inform law enforcement, at its discretion, to protect its students and employees.
6. Timely Warning: In the event of an emergency or criminal incident that may pose an immediate threat to the ASPIRA community, the College administration issues a campus-wide "timely warning" to all faculty, staff, and students. This alert broadcasts by telephone, text, email, and social network messages.
7. Notification of Annual Crime Statistics: ASPIRA City College notifies enrolled students when the updated Annual Crime Statistics Report posts to our website, with directions to access that report. Prospective students may access the information on our website under consumer info at www.aspiracitycollege.edu/info. Applicants for admission receive an electronic copy of the Annual Crime Statistics Report along with our Campus Safety and Security Guide before signing their application and sign electronically to acknowledge receipt. Faculty and staff receive paper notifications and are required to sign an acknowledgment form and return it to Human Resources.

PROCEDURE FOR REPORTING HARASSMENT OR SEXUAL MISCONDUCT

1. ASPIRA City College encourages anyone who is a victim or witness to sexual misconduct or prohibited conduct to report the College administration incident. The victim or witness may report directly to a faculty member, administrator, School Director, or College Security Authority. The College makes an alternative reporting process available 24/7 access by providing an electronic reporting form on its website.

   To report sexual misconduct or prohibited conduct, go to:
   www.aspiracitycollege.edu/pa-act-16-sexual-misconduct-complaint-form/

STANDARDS OF ACADEMIC PROGRESS (SAP) FOR DIPLOMA AND DEGREE PROGRAMS

Policy

Satisfactory Academic Progress policy applies to all students, including Title IV recipients and Veteran Education beneficiaries. Federal financial aid eligibility is subject to the student maintaining Satisfactory Academic Progress (SAP). To satisfy SAP requirements, the student must maintain a GPA of 2.0 or greater and progress through the program at a pace that leads to completion within 150% of normally expected completion, measured in credit hours. ASPIRA City College evaluates student SAP status at the end of each financial aid payment period. ASPIRA City College provides Student Academic Progress Reports and individual advisement sessions to provide information and constructive assistance to support positive academic performance.

Criteria for Meeting SAP Requirements at the evaluation point(s)

1. The student must maintain a 2.0 cumulative grade point average.
2. The student must be adequately progressing toward completion of the program as measured by:
    a. The total number of attempted credits, which must not exceed 150% of the published program length in credit hours; and
    b. Students must earn 76% of credits attempted by the conclusion of the 1st payment period of any diploma program.
    c. Students must earn 77% of credits attempted by the conclusion of the 1st year of any degree program.

Qualitative Grade System for Measure Academic Progress:

Grade	Numerical Equivalent	Grade Point Average
A	94-100	4.00
A-	90-93	3.67
B+	87-89	3.33
B	84-86	3.00
B-	80-83	2.67
C+	77-79	2.33
C	74-76	2.00
C-	70-73	1.67
D+	67-69	1.33
D	60-66	1.00
F	59 and below	0.00
R*	Course Attempted	0.00
I	Incomplete	0.00
W	Withdrawal	0.00
T	Transfer Credit	0.00

Grade	Numerical Equivalent	Grade Point Average
R* = Student Must Repeat Course		
Grade Point Average: GPA		

ASPIRA City College calculates the GPA by multiplying the number of credits assigned to a course by the numerical grade received in that course to determine quality points. Quality points are accrued for each trimester and divided by the number of credits attempted in that trimester. If a student repeats a course, the grade achieved in repeating it is the grade of record. Students with an “I” must meet all unmet requirements by the date specified. Incompletes not satisfactorily completed by the agreed-upon completion date will convert to an “F” for the course. If a student withdraws from a course, a grade of "W" is assigned. ASPIRA City College does not calculate a grade of "W" is in the grade point average; however, the transcript will list the course as an “attempted.”

Each course syllabus includes the course outline, expectations, assessment criteria, schedule for exams, late work, makeup exams, and class meeting time. Expectations and grading policies are also included in the syllabus and may differ by course and instructor. Grading may consider in-class work, projects, quizzes, tests, and participation.

Given sufficient justification for missing an exam or a due assignment, the instructor provides time to submit incomplete assignments or makeup exams before the next trimester begins. Students must direct any disputes regarding grading or the acceptance of missed work to the instructor. If the issue remains unresolved, it is addressed with the Director of Education and may advance to the School Director.

SATISFACTORY ACADEMIC PROGRESS (SAP) FOR DIPLOMA AND DEGREE PROGRAMS

Satisfactory Academic Progress policy applies to all students, including Title IV recipients and Veteran Education beneficiaries. Federal financial aid eligibility is subject to the student maintaining Satisfactory Academic Progress (SAP). To satisfy SAP requirements, the student must maintain a GPA of 2.0 or greater and progress through the program at a pace that leads to completion within 150% of normally expected completion, measured in credit hours. ASPIRA City College evaluates student SAP status at the end of each financial aid payment period. ASPIRA City College provides Student Academic Progress Reports and individual advisement sessions to provide information and constructive assistance to support positive academic performance.

The following criteria must be satisfied at the evaluation point(s) in order to achieve SAP:

1. The student must maintain a 2.0 cumulative grade point average.
2. The student must be adequately progressing toward completion of the program as measured by:
    a. The total number of attempted credits, which must not exceed 150% of the published program length in credit hours; and
    b. 76% of credits attempted must be earned by the conclusion of the 1st payment period of the diploma program
    c. 77% of credits attempted must be earned by the conclusion of the 1st year within a degree program.

CREDIT ACQUISITION SCHEDULE FULL-TIME STUDENTS
AST Degree Program

Academic Year	Credits Attempted	Credits Achieved
1	31	24
2	62	48
3	93	62
Diploma Program		
0-22	1.00 - 1.99 GPA	0.00 - 0.99 GPA
23-45	1.50 - 1.99 GPA	1.00 - 1.49 GPA

Students placed on Academic Warning receive a written notice to consult the Director of Education during the first month of the next trimester. The Director of Education will also recommend the student for tutoring. Students who are on Academic Warning due to their GPA may remain eligible to receive financial aid, but will have this designation noted on their transcripts.

The Director of Education informs any student midway through the trimester if she/he has a D or F grade in any course and will recommend the student to seek tutoring support from the Student and Career Services Coordinator. The Student and Career Services Coordinator will develop a tutoring plan and monitor the student's progress for the remainder of the trimester.

When a student has earned 31 credits, she/he will attain sophomore status. Students must also complete a minimum amount of credits during each academic year attempted to make adequate progress towards graduation. To graduate within the maximum time frame, students must complete 77% of credits attempted in their degree and 76% of their diploma. Credits achieved relates directly to earning a passing grade for the course attempted.

Financial Aid Eligibility & Satisfactory Academic Progress

Financial aid warning—Students failing to make satisfactory academic progress. The school reinstates eligibility for aid for one payment period without the need for a student appeal. The financial aid warning status only applies to students who achieved SAP in the prior payment period of their program enrollment. Students who do not make satisfactory progress after the warning period lose their aid eligibility unless they successfully appeal and are placed on probation.

Financial aid probation—Students failing to make satisfactory academic progress and successfully appeals. Aid eligibility may be reinstated for one payment period; you may place him on probation without an academic plan. You must review the student's progress at the end of that one payment period, as probation status is for one payment period only. If you determine, based on the appeal, that the student will require more than one payment period to meet progress standards, you may place him on probation and develop an academic plan for the student. You must review the student's progress at the end of one payment period as is required of a student on probation status, to determine if the student is meeting the requirements of the academic plan.

Appeal—A process by which students who is not meeting SAP standards petitions the school for reconsideration of his eligibility for Title IV funds. Students who loose FSA eligibility because they failed to make satisfactory progress, if the school permits appeals, he may appeal that result on the basis of:

his injury or illness, the death of a relative, or other special circumstances. His appeal must explain why he failed to make satisfactory progress and what has changed in his situation that will allow him to make satisfactory progress at the next evaluation.

ACADEMIC PROBATION

If a student fails to meet the minimum cumulative GPA indicated previously or achieve the required number of credits, they are placed on Academic Probation and must meet with the Director of Education upon re-entry for the next trimester. Students on Academic Probation are allowed one trimester to achieve minimum GPA standards and the credits required. Students on academic probation may remain eligible to receive financial aid. If students do not achieve minimum GPA or credit requirements after the period of Academic Probation, they are ineligible to receive financial aid.

A student academically dismissed from ASPIRA City College following a trimester of Academic Probation may seek reinstatement only under unusual circumstances. The student may petition the School Director to consider a request for reinstatement and waiver of academic policy by providing a clear statement and evidence indicating the student's potential for academic success. If the School Director approves the petition, the student shall be reinstated on Academic Probation for one trimester during which the student must achieve the minimum grade point average and credits required. If the student surpasses the minimum academic standards by the end of the probation period, eligibility for financial aid will be reestablished.

WITHDRAWAL POLICY

The procedure to withdraw officially from ASPIRA City College is as follows:

- The student completes the ASPIRA City College Change of Status Form.
- The student submits the Change of Status Form to the School Director.
- The student should inform ASPIRA City College as soon as possible after a final decision has been made to receive the most equitable refund of tuition paid.

An unofficial withdrawal may consist of but is not limited to 15 consecutive class absences and failure to notify the School Director of a decision to withdraw from school.

DRESS CODE

All students attending classes on-campus and online are expected to be clean, neat, and dressed for a business environment. ASPIRA City College reserves the right to dismiss students who dress inappropriately for that class or day of classes. The following attire is inappropriate to wear for class or any College sanctioned activity unless the apparel is for an event specifically approved by the School Director:

- Shirtless, tank tops, spaghetti strap tops, halter tops, shirts that reveal the back or midriff.
- Shorts, pants that are excessively baggy or sagging
- Hats, head coverings (exceptions for medical or religious reasons),
- Torn clothing.

STUDENT CONDUCT

Students must conduct themselves in a responsible manner and according to ASPIRA City College's policies, procedures, and the Student Code of Conduct.

Students Will Not:

- Cheat on homework, projects, exams, or plagiarize the work of others.
- Violate copyright restrictions for software and associated documentation.
- Engage in any act of vandalism to ASPIRA City College property or the property of others, including other students.
- Borrow, or in any other way, remove books, materials, or equipment from the Learning Resource Center
- Create unsafe conditions for self or others
- Speak or act disrespectfully toward fellow students, staff, or instructors
- Disrupt classes or interfere with the work or progress of other students
- Engage in disorderly, disruptive behavior
- Engage in lewd or indecent conduct
- Fight or engage in an altercation with anyone, verbally or physically, on or near school premises
- Engage in bullying or harassment in any form
- Park in restricted areas
- Possess, use, distribute, manufacture, sell or be under the influence of alcohol on or near school premises
- Possess, use, distribute, manufacture, sell or be under the influence of controlled or illegal substances on or near school premises
- Possess, store, or use a weapon on or near school premises
- Utter profanities in the building or on school ground
- Provide their ASPIRA Student ID Card for the use of any other person
- Smoke in the building, in front of the entrances, or any other area, not specifically designated and marked as a "smoking zone" on school grounds
- Tamper with fire or other safety equipment
- Set an unauthorized fire
- Sexually harass, assault, or abuse any ASPIRA City College employee or student
- Sleep in class
- Consume or take food or drinks in classrooms or labs
- Take or steal property that belongs to either the school or other students
- Enter or use ASPIRA property or facilities, including classrooms, offices, and computer labs without administrative authority
- Use headsets, cell phones, mobile devices, recording, or other electronic devices in classrooms, hallways, or other restricted areas on campus without the express permission of an instructor or the School Director
- Violate the technology use policy, including the misuse of computers, digital libraries, or internet access privileges.

VIOLATING SCHOOL POLICIES OR CODE OF STUDENT CONDUCT

Students who violate the Code of Conduct or any other policies presented in this catalog or other ASPIRA publications they receive during and after enrollment, depending on the severity of the violation, are subject to disciplinary actions, including suspension and termination from the school. If the infraction violates local, state, or federal laws, ASPIRA City College reports the student and incident details to law enforcement.

A suspended or terminated student may submit a written request for readmission to the School Director. The readmission committee, comprised of the School Director, Directors of Education, and Admissions, considers infraction severity, time-lapse since the incident, and concerns, if warranted, for the safety and security of the ASPIRA Community. The Committee makes its decision within 30 days of receiving the written request.

Students Are Subject to Progressive Actions

- An ASPIRA City College official meets with the student, explains the violation, directs the student to refrain from engagement, and provides behavioral expectations.
- If the behavior persists or reoccurs, ASPIRA City College suspends or termination the student.

STUDENT COMPLAINT & GRIEVANCE PROCEDURE

If a student has a complaint, grievance, or thinks they experienced unfair treatment, they should direct questions or concerns to the School Director. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission of Career Schools and Colleges. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:
Accrediting Commission of Career Schools & Colleges
2101 Wilson Blvd, Suite 302, Arlington, VA 22201
www.accsc.org | P: 703-247-4212 | E: complaints@accsc.org

A copy of the ACCSC Complaint Form is available from the ASPIRA City College School Director and may be obtained by contacting complaints@accsc.org or at https://www.accsc.org/Student-Corner/Complaints.aspx.

The student may also contact the State Board of Private Licensed Schools, PA Department of Education.
State Board of Private Licensed Schools, PA Department of Education
333 Market Street, 12 Floor - Harrisburg, PA 17126-0333
www.education.pa.gov | P:717-783-6788 | E: ra-pls@pa.gov

TUITION AND FINANCIAL INFORMATION

TUITION AND FEES

Tuition for ASPIRA City College's programs is the same whether you take the on-ground or distance education option. The tuition for the Computer Support Specialist is $23,994.00. The tuition for the Medical Secretary program is $12,431.25. All applicants pay a one-time Registration Fee of $50.00 upon enrollment, and Laboratory Fees of $50.00 each trimester. The cost of books and supplies is charged per trimester. The cost of books and supplies may vary per trimester. For details on the cost of books, and supplies refer to the program section within the catalog.

If a student fails to complete a course required for graduation, he or she will be responsible for the per credit charge to retake the course.

Program Title	Months Full Time	Months Part Time	Full-Time Payable Each Trimester	Part-Time Payable Per Credit Hour
CSS	18	27	$4,644.00	$387.00
(CSS) Computer Support Specialist Program				
Program Title	**Months Full Time**	**Months Part Time**	**Full-Time Payable Each Payment Period**	**Part-Time Payable Per Credit Hour**
MS	7	9	$5801.25	$276.25
(MS) Medical Secretary Program				

Additional financial information on tuition and fees is provided under Educational Programs.

BOOKS, AND SUPPLIES

The cost associated with replacing a lost hard drive, book, or other supply is assumed by the student. External hard drives, books associated with the curriculum, and supplies are available for purchase at the school. The cost is not included in tuition charges. Students can purchase additional hard drives at their expense.

FINANCIAL ASSISTANCE

ASPIRA City College is approved by the U.S. Department of Education (USDOE) to provide financial aid to students who qualify. It is also approved for training by the Pennsylvania State Approving Agency, Division of Veteran and Military Affairs (VA) for veterans' education benefits through the [1]GI Bill ®, and the Pennsylvania Office of Vocational Rehabilitation (OVR) to help military personnel, veterans, and individuals with disabilities fund education and training.

ASPIRA City College helps students make investing in their future possible by keeping tuition in-scale and as low as possible. To be considered for Financial Aid, candidates must complete the Free Application for Federal Student Aid (FAFSA) directly at StudentAid.gov. Information candidates provide on their FAFSA is used to determine the student's Student Aid Index (SAI) and financial need. Based on the SAI, ASPIRA City College creates a Financial Aid Offer Letter detailing the various aid options available to help meet

the educational cost in attending ASPIRA City College, such as tuition, fees, books, supplies, and transportation.

ASPIRA City College Financial Aid Coordinators are available to those considering ASPIRA City College make well-informed choices for their journey forward. They verify student eligibility for aid, determine the amount of aid students qualify for, explain options clearly, and help those who decide to apply to ASPIRA City College through each step of the Financial Aid process. They continue to help students with budgeting resources throughout their time as an ASPIRA City College student. During a student's first academic year, the Financial Aid Director, or designee, conducts classroom visits to present financial literacy materials, including information on student loan terms and conditions, debt management, consumer credit basics, and budgeting tools. ASPIRA's Financial Aid Coordinators are available to meet virtually through video conferencing and in-person at our facilities in Philadelphia.

1 The 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/gibill.

SCHOOL CODE

ASPIRA City College's Office of Postsecondary Education Identification (OPEID) Code is 031091. Students completing their Free Application for Federal Student Aid (FAFSA) online must use this code in completing their application.

TYPES OF FINANCIAL AID AND TUITION ASSISTANCE

ASPIRA City College participates in several types of federal, state, and institutional financial aid programs. Students seeking financial assistance must first complete the Free Application for Federal Student Aid (FAFSA). The Office of Federal Student Aid generates a Student Aid Report (SAR). It sends the SAR to the student, and a counterpart report, an ISIR to the College, the student identifies on their FAFSA. The College uses the ISIR to determine eligibility, information verification required, if any, and the kind and amount of aid for which the student qualifies.

Based on FAFSA Submission Summary/ISIR results, the ASPIRA Financial Aid can then provide the student with an overview of the aid options. ASPIRA City College lists potential financial aid resources on its website at www.aspiracitycollege.edu/financial-aid-overview.

ASPIRA City College reviews the rights and responsibilities of financial aid recipients throughout the financial aid application process. During Step 6 of its Financial Aid application process, the College delves further into financial literacy and student loan management with each student, conducting an Entrance Interview to ensure they are adequately aware of their borrowing and loan repayment responsibilities.

Students attending ASPIRA City College who receive financial aid must continue to demonstrate financial need and maintain satisfactory academic progress to continue receiving funding. If suspended, terminated, or on probation, student aid discontinues.

ASPIRA City College participates in Electronic Funds Transfer (EFT) for Direct Loan Program proceeds (DPLUS, DL); therefore, funds are transferred electronically to ASPIRA City College. Students receive notification automatically, when the funds are transferred and credited to their student account.

Students attending ASPIRA City College, who qualify, may be eligible for the following financial aid programs.

- Federal Work-Study
- Federal Grants
- Federal Direct Student Loans
- Private Education Loans
- State Grants
- Federal Work-Study
- Private Scholarships
- College-based payment plans

FEDERAL WORK-STUDY (FWS) PROGRAM

The FWS program is a form of need-based financial aid for qualified students. The program helps students earn money by working on-campus or off-campus with an employer assigned by the school.

FEDERAL PELL GRANT PROGRAM

ASPIRA City College participates in the Federal Pell Grant Program. Under the terms of this entitlement program, students who are determined to be eligible by the federal government may receive grants for a full-time and part-time course of study during the grant year. The federal government determines eligibility.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

The Office of Student Aid awards the FSEOG grant on a limited basis in the range of $100 to $2000 per award year. Students who qualify for other aid and demonstrate the most need based on their Student Aid Index (SAI)have first considerations for this grant.

FEDERAL DIRECT LOAN (DL) PROGRAM

Under the U.S. Department of Education, students may obtain low-cost loans and repay on a scheduled basis after completing their studies. Direct Loan Programs (Subsidized Loan & Unsubsidized Loan) charge an origination for each loan. Direct Plus Loans (Parental Loans for Undergraduate Students) are a type of loan taken by parents of dependent children enrolled at eligible institutions at least on a half-time basis. The maximum amount per year is up to the cost of attendance, less other student aid. The responsibility to repay the loan on a scheduled basis begins upon loan disbursement. Under the Direct Loan Program, applicants complete a Master Promissory Note (MPN) agreeing to the loan amount and terms (s).
Borrowers can complete the MPN at www.studentloans.gov or log in to their password-protected Student Dashboard at www.aspiracitycollege.edu/apply-now, and a link to the MPN from Financial Aid Step 6.

Contact the Financial Aid Office for more information regarding loans for which you may qualify.

VETERAN'S BENEFITS

ASPIRA City College is military-friendly; our facility code is 349D9438.

ASPIRA City College is approved for veterans' training under the provision of Title 38, United States Code, and Section 3675. Under Title 38 US Code 3679 subsection (e), any covered individual entitled to educational benefits under U.S. Department of Veteran Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) while payment to the institution is pending. ASPIRA City College will not:

- Prevent the student's enrollment

- Assess a late penalty fee to require a student to secure alternative or additional funding;
- Deny access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

For an individual to qualify for the above provision, they may be required to provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR & E's contract with the school on VA Form 28-1905 by the first day of class.

Veterans should contact or the Financial Aid Office for further information and assistance.

Disclaimer: 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 www.benefits.va.gov/gibill.

CREDITS FOR MILITARY TRAINING AND EXPERIENCE

As a military-friendly career college, applicants to our Associate in Specialized Technology (AST) degree programs may receive up to twelve (12) transfer credits for their military training and experience. If awarded, this reduces the time spent in school and the cost of attendance.

The College follows guidelines for awarding credit for military experience established by the American Council on Education (ACE) and the Department of Defense (DoD). An ACE military review bridges the gap between professional military education and postsecondary education

ASPIRA reviews the military training (courses) and experiences (occupational duties performed) to determine where they most closely align with the ASPIRA program to which the candidate is applying. Instructors currently teaching in the course areas under consideration review make recommendations to the Director of Education on the number of credits to accept in transfer. ASPIRA City College reserves the right to determine what academic and military training and experience to take up to twelve (12) for credit towards advanced standing.

For credit consideration and assistance, please contact the ASPIRA City College Financial Aid Department.

OFFICE OF VOCATIONAL REHABILITATION (OVR)

ASPIRA City College is an approved vendor for OVR; our vendor code is 349D9438.

The Pennsylvania Office of Vocational Rehabilitation, or OVR, provides vocational rehabilitation services to help persons with disabilities prepare for, obtain, or maintain employment. OVR provides services to eligible individuals with disabilities, such as education and training and funding directly or through a network of approved vendors.

OVR assists candidates in selecting their choice of vocational goals, services, and service providers. Together an OVR Counselor and the candidate develop an Individualized Plan for Employment (IPE) outlining a vocational objective, services, providers, and responsibilities. Certain services are subject to a Financial Needs Test (FNT) and may require the customer's financial participation. Counseling and guidance, diagnostic services, assessments, information and referral, job development and placement, and personal services such as readers or sign language interpreters at no cost to the individual. By law, OVR customers receiving Social Security benefits for their disability (SSI, SSDI) are exempt from OVR's Financial Needs Test. There are 21 District Offices staffed with trained, professional Vocational

Rehabilitation Counselors that serve Pennsylvania in all 67 counties. Candidates may self-refer to OVR. The OVR Office Directory will help you find an OVR district office near you.

WORKFORCE INVESTMENT OPPORTUNITIES ACT

ASPIRA City College is an approved vendor for WIOA; for contractual purposes, our Vendor ID number 121599. For a database search on approved vendors, our Provider ID Number 273.

PENNSYLVANIA STATE GRANTS (PHEAA)

Pennsylvania Higher Education Assistance Agency (PHEAA) Grants may be available to financial aid eligible students who meet PHEAA need-based criteria enrolled in AST and ASB Degree Programs. Undergraduate students who have been Pennsylvania residents for at least twelve months before the filing deadline are eligible to apply for a Pennsylvania State Grant.

June 1st deadline for renewal State Grant recipients. There is an August 1st deadline for first –time applicants

TUITION FINANCING

ASPIRA City College offers students a wide range of payment options to bridge the gap, if one exists, between financial aid eligibility and their educational expenses through its partnership with Tuition Financing (TFC). TFC is a leader in student financing. TFC makes education TFC Tuition Financing makes education affordable for all students when otherwise it may not. Features students find attractive include:

- A no minimum credit score requirement
- Low-interest rate
- Monthly repayment based on amount financed and program length
- No pre-payment penalty
- Ability to review account status and make payments online

Contact the Financial Aid Office for more information and assistance.

FINANCIAL LITERACY AND STUDENT LOAN MANAGEMENT

1. If a student misses a loan payment or has trouble making payments, they should immediately contact the organization that handles billing and other loan services to avoid default.
2. If students don't know who services their loan, they can call the Federal Student Aid Information Center (FSAIC) at 1-800-433-3243.
3. Call ASPIRA City College Office of Student Aid for additional assistance.

About Your Responsibility to Repay Student Loan (s)

It's essential to pay the amount shown on your bill by the due date. The first day after you miss a student loan payment, your loan becomes past due or delinquent. Your loan account remains delinquent until you repay the past due amount or make other arrangements, such as deferment, forbearance, or changing repayment plans. If students are delinquent on their student loan payments for 90 days or more, their loan servicer will report the delinquency to three major national credit bureaus.

If students continue to be delinquent, the loan(s) are at risk of default, resulting in a poor credit rating. Defaulting on student loans with the resulting poor credit rating can have serious consequences, here are just a few:

- Challenging to obtain credit cards or other consumer credit
- Tough to get home or car loans
- Higher interest rates than for those with good credit ratings.
- Snags signing up for utilities
- Obstacles getting homeowner's insurance
- Difficulty getting a cell phone plan
- Problems getting approval to rent an apartment

ASPIRA City College concerns itself with student financial literacy and student loan management when we start assisting prospective students by providing the information necessary to advise them of their rights and responsibilities as borrowers. Our website offers videos produced by the Office of Student Aid on types of aid, understanding aid, and the rights and responsibilities associated with assuming student loans.

Our Financial Aid Coordinators conduct entrance interviews and loan counseling sessions before allowing students to sign a Master Promissory Note. The sessions encourage responsible borrowing practices and follow guidelines set by the Federal Office of Student Aid for reviewing student rights and responsibilities when borrowing Federal Direct Loans.

ASPIRA City College reinforces borrower rights and responsibilities during the last trimester of the program by requiring students to complete Exit Loan Counseling. Students sign an Exit Interview Form confirming that Counseling occurred, and they acknowledge being advised of their rights, responsibilities, and repaying options.

It contacts students who have stopped attending ASPIRA City College before completing the program to advise them of their financial responsibility, answer questions, and provide information on student borrower resources.

An ASPIRA's Financial Aid representative continues to assist student borrowers throughout the Federal Student Loan repayment period. In addition to outreach they initiate, they welcome current and former ASPIRA City College students and graduates to call with questions or for assistance.

WITHDRAWAL POLICY

The procedure to withdraw officially from ASPIRA City College is as follows:

- The student completes the ASPIRA City College Change of Status Form.
- The student submits the Change of Status Form to the School Director.
- The student informs ASPIRA City College as soon as possible after a final decision has been made to receive the most favorable refund on tuition paid.

An unofficial withdrawal may consist of but is not limited to 15 consecutive class absences and failure to notify the School Director of a decision to withdraw from school.

REFUND POLICIES

REGISTRATION FEE REFUNDS

An applicant denied admission by the school receives a full refund of the application fee paid. Registration fee refunds are issued by check and sent to the address on record for the applicant not later than ten (10) business days of the denial decision.

The school will refund the registration fee paid if a student requests in writing cancellation of their enrollment by notifying the School within five calendar days after signing and submitting the Application for Admission if no classes have been attended, no lessons completed or materials used.

A request for cancellation, which is not made in writing, shall be confirmed in writing by the student within an additional period of five days. If, after ten calendar days, the school has not received written confirmation of cancellation, the registration fee paid will be retained by the school.

CANCELATION, WITHDRAWAL AND TERMINATION REFUNDS

If a student withdraws, cancels enrollment, or is terminated from the program, tuition monies paid will be refunded as follows:

- Cancellation of enrollment within five calendar days: all monies paid by a student or on behalf of a student are refunded if the student withdraws within five calendar days after the date of signing the enrollment agreement and making an initial payment. Written notification is required and must be received or postmarked within five days of signing the enrollment agreement and making an initial payment.
- If a student withdraws their application after the fifth calendar day, the School will retain the $50.00 application fee. Tuition is refunded based on the funds that have been earned at the time when the student withdraws or is terminated. Title IV funds are returned based on the procedure stated below. Other funds are returned according to the specific grant under which they have been earned. All monies paid by the student are refunded according to the State Refund Policy.
- Students are billed the cost of their external hard drives. Students who withdraw from the program will be liable for the billed cost of the equipment.

ASPIRA City College reserves the right not to accept used textbooks, hard drives, and technology equipment in exchange for a refund in the event of either an official or unofficial withdrawal by the student from the school.

Return of Title IV Funds

In general, the law assumes that you earn your federal Title IV financial aid awards directly in proportion to the number of days of the trimester or academic period you attend. If you completely withdraw from school during a trimester or academic period, ASPIRA calculates the portion of the total scheduled financial assistance you have earned and are therefore entitled to receive up to the time you withdrew.

ASPIRA will:

1. Determine the date of withdrawal and the percentage of the enrollment period (trimester or academic period) attended by the student.

2. Determine the amount of Title IV aid earned by the student by multiplying the total Title IV aid for which the student was eligible by the percentage of time enrolled. That is, if the student completed 30% of the trimester or academic period, he or she earns 30% of the assistance initially scheduled to be received, and 70% of the scheduled award remains unearned. When the student completes more than 60% of the trimester or academic period, all Title IV Aid has been earned for that period.
3. Compare the amount earned to the amount disbursed. If the amount earned is greater than the amount disbursed, then a post-withdrawal disbursement may be made if the student is eligible for a post-withdrawal disbursement under the cash management rules. If the amount disbursed exceeds the amount earned, Title IV aid determined as ineligible must be returned.
4. Allocate the responsibility for returning unearned aid between the College and student according to the portion of disbursed aid that could have been used to cover institutional charges and the amount that could have been paid directly to the student once institutional charges are covered.
5. Distribute the unearned Title IV aid back to the Title IV programs.

State Refund Policy

1. For a student withdrawing from or discontinuing a program during the first seven (7) calendar days of the trimester, the tuition charges refunded are 75% of the tuition for the trimester or academic period.
2. For a student withdrawing from or discontinuing a program after the first seven (7) calendar days, but within the first 25% of the trimester, the tuition charges refunded are 55% of the tuition for the trimester or academic period.
3. For a student withdrawing from or discontinuing a program after 25%, but within 50% of the trimester, the tuition charges refunded are 30% of the tuition for the trimester or academic period.
4. For a student withdrawing from or discontinuing a program after 50% of the trimester, no part of the tuition is refunded.

Period and Order of Refund

Refunds calculated under this policy will be returned within thirty (30) days of the receipt of notice of cancellation or the date of determination for withdrawal, or the date that a student is terminated. Refunds are credited in the following order:

1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Federal Direct PLUS Loans
4. Federal Pell Grants
5. Federal Supplemental Education Opportunity Grant (FSEOG)
6. PA State Grants and Special Programs
7. WIA Grants
8. Student

The portion of the tuition the student is entitled to receive a refund is calculated on a percentage basis by comparing the total number of calendar days in the trimester or academic period to the number of calendar days you completed before you withdrew. If a student has not paid the total amount of the tuition and charges for the trimester or academic period in which the student is enrolled by the date the student withdraws, ASPIRA may credit the amount to be refunded toward the payment of the outstanding tuition and charges by the student.

ASPIRA issues a refund to the student if any portion of the amount to be refunded remains after the outstanding tuition and charges have been paid. Any calculated refund after returning any FSA Title IV funds due may be credited towards any unpaid charges owed, and the remainder sent directly to the student who signed the enrollment agreement.

Start Date

If ASPIRA City College postpones the date for a scheduled program, it provides enrolled students alternate start dates. If the College cancels without rescheduling the program start, or the student elects to cancel their enrollment, the student receives a full refund of monies paid within thirty (30) days.

Termination Date

The student's last day of actual attendance or an academic activity is the termination date for refund purposes.

Payment Period or Period of Enrollment

In determining refunds, the payment period is one trimester in the degree program or ½ of the enrollment period for non-term programs. The total number of calendar days in a payment period includes all days within the period that the student was scheduled to complete, except for scheduled breaks of at least five (5) consecutive days, which are excluded from the total number of calendar days in a payment period and the number of calendar days completed in that period.

PROGRAMS & CURRICULA

ASPIRA City College is committed to serving its students by providing education and training in Computer Support Services and Health Informatics career pathways, effectively preparing students for entry-level positions in these fields. In concert with the industry-driven career focus to ASPIRA programs, the College aims to empower students to lift and transform their lives and that of their family and community by emphasizing development or refinement of professional attitudes, coping skills, personal responsibility, and communication skills essential for achievement inside and outside the classroom. To accomplish these objectives, ASPIRA City College provides relevant student support services and guidance to help students complete their course of study and career job services to graduates to help them gain employment in the career cluster for which they completed training.

LEARNING MANAGEMENT SYSTEM - IT ALL HAPPENS ON ELECTA

ELECTA LIVE, a Learning Management System (LMS) and instructional platform ASPIRA uses to deliver our programs. With ELECTA, ASPIRA City College delivers and manages course content, online course development, tracking, and assessing student output. Instructors can provide material to the students, administer tests, quizzes, homework, or assignments, track student progress, and generate grade book reports. ELECTA also has built-in live virtual classroom software for synchronous live online instruction and meetings for student advising and support services. Students and instructors can access ELECTA LIVE from desktop or laptop computers and all major mobile devices for synchronous sessions and asynchronous training content anywhere they have high-speed internet. ELECTA LIVE's Learning Management System elements and tools allow instructors easy course content creation, administration, documentation, tracking, and reporting. Instructors can administer tests and other assignments, track student progress, and manage record-keeping. From Electa, students have 24/7 access to ProQuest, the

College's Learning Resource System. Electa also allows the College to facilitate engagement with enrolled pre-start students in New Student Orientation assignments.

MINIMUM COMPUTER & SOFTWARE SPECIFICATIONS

- Desktop or Laptop computer with 15-inches screen
- 56GB S.S.D.
- Built-in webcam & microphone
- 8GB Ram
- i5 Intel Core processor or equivalent
- Microsoft Productivity Suite Software

Students are responsible for ensuring they have a working computer at the beginning of each scheduled class session.

ASPIRA Student Experience

Our North Philadelphia campus provides a welcoming environment for students who value that hands-on experience and campus environments' social dynamics. ASPIRA is in a vibrant, bilingual community with elementary schools, parks, shops, and restaurants nearby. It is easy to reach from parkways and public transportation.

The College's Admissions, Financial Aid, and Student Service departments are on the second floor, long with the Learning Resource Center (LRC) and all lecture and lab classrooms. Our on-campus classrooms are spacious, temperature-controlled, and have beautiful wood floors and large, outfacing windows. Students appreciate the social environment and hands-on learning experience available to them on-campus.

CURRICULA SEGMENTS

1. Base Computer Literacy Segment - Trimesters 1 and 2 (day) and modules 1-4 (evening) focus on fundamental technical skills and the combination of people, social, communication skills, and behaviors to promote success in the workplace. Each trimester is 12weeks. Upon completion of the Segment, students will have acquired basic computer literacy skills.
2. Professional Area Specialty Segment - During trimester 3 (day) and 5 (evening), the segment balances class and lab instruction between technical and non-technical education. After completing the 12-week trimester, students have the basic concepts for their career track and have the foundation in place for the next segment.
3. Professional Area Practice Segment - Program trimester 4 (day) and 8 (evening) consist of intensified technical instruction. Emphasis is on practicing technical concepts through lab exercises and student projects. Externship assignments then provide the practical in-the-field experience to integrate theory and skills gained in the classroom and implement them by applying them in the workplace. Externship serves as a transitional step toward employment in the field. Satisfactory externship completion is a graduation requirement. Student attendance, performance, progress, and site supervisor feedback weighs in the course grade.

SCHOOL OF INFORMATION TECHNOLOGY SUPPORT AND SERVICES

COMPUTER TECHNOLOGY - COMPUTER SUPPORT SPECIALIST PROGRAM

Some people are born with it, and others grow into it – an aptitude for computer technology coupled with a knack for solving problems and a genuine desire to help others. Computer Support Specialists, also called Technical Support Specialists or Help Desk Technicians, resolve software and hardware problems providing technical assistance, support, and advice to computer users in person, on the phone, or electronically through remote access. They are embedded providing services to a single organization, work for large software companies, support service firms, or help- desk call centers, and an increasing number of Computer Support Specialists work remotely, from home. In today's technology-driven world, having direct access to Computer Support Specialists is critical to the individual home user as it is to organizations in every industry.

ASPIRA'S Computer Support Specialist Program focuses on acquiring knowledge, technical, and communication skills to prepare students for entry-level positions and the day-to-day realities of working in the field. Students who follow the recommended course sequence for this degree will see **general education courses noted with an asterisk (*)**

THE COMPUTER SUPPORT SPECIALIST PROGRAM - FACTS AT A		
Credential Award		Associate in Specialized Technology (AST) Degree
Total Credit Hours		62 credits
Total Clock Hours		1,575 clock hours
Schedule		On-Campus Monday through Friday 8:30 AM – 4:00 PM; 6 Trimesters, 12 Weeks Per Trimester; Total 72 Weeks - 18 Months. 6th Trimester includes Externship. Five 1-Week
	CIP Code	11.1006 Classification of Instructional Programs, IPEDS
	SOC Code	15-1150 (Standard Occupational Code)
Tuition & Fees Under Enrollment Agreement	**Tuition**	$23,994.00 ($387.00 per Credit Hour)
	Application Fee	$50 One-Time Fee
	Technology Fee	N/A
	Lab Fees	$50 Per Trimester
	Book Fee	$2,000 *Estimated Total*
	Graduation Fee	No Charge
	Total	$26,344.00 *Total cost may vary based on program tracks, books, and supplies*
Program Objective	Prepare individuals to provide technical assistance on computerized information systems to include installation, configuration, and maintaining workstations, servers, and other devices. Instruction includes troubleshooting and resolving computer and network problems, correcting connectivity issues, and provide helpful end-user support and help	

Core Competency Development	• Install & configure applications & work with free-standing and networked desktop computers • Install, configure, support internal & external networks, including MS & Linux-based computer networks • Deliver the productivity and efficiency promised by the hardware and software manufacturers • Analyze information needs; identify alternate hardware and software solutions • Plan, develop & implement systems; train others to use them effectively • Monitor & maintain a variety of computing devices requirements • Diagnose & repair microcomputers (IBM compatibles) using standard techniques. • Communicate verbally & in writing in a clear professional manner to provide positive customer service.

The College may not, at its discretion, open all published section/schedule options for enrollment.
If a student fails to complete a course required for graduation or does not achieve a passing grade in the course, he or she may be charged up to the per credit charge of $387.00 to retake the course.

PROGRAM AT-A-GLANCE | COMPUTER SUPPORT SPECIALIST

Entry Level Job Titles		Computer Specialist, Computer Support Specialist, Computer Technician, Desktop Support Technician, HelpDesk Analyst, Help Desk Technician, Information Technology Specialist (IT Specialist), Support Specialist, Technical Support Specialist, LAN Operator, Hardware Support Technician, LAN Administrator, PC User Support, Network Installer
Employment Objectives		Program graduates are equipped with the knowledge and skill to perform entry-level positions providingtechnical assistance on computerized information systems to include installation, configuration and maintaining workstations, servers and other devices. Able to troubleshoot and resolve computer and network problems as well as resolve connectivity issues.
Classroom Environment		Classrooms have whiteboards, overhead projectors (mounted or desktop), wireless Internet access, and printers. Furnishings include desk tables that seat two students each and task chairs. Internet access electrical outlets are available at each desk. Classroom technology comprises Microsoft Server, SQL server, Office 365; Windows. Through our Learning Management System, Electa, students have access to live instructor lead classes, class recordings, homework projects, discussion platform, access to quizzes assignments and grades, a virtual library, shared screen and raised hand functions, document resources (videos/power points), private and group chat functions as well as classroom work groups. Virtual classroom
Quizzes & Exams		Each course has assignments, quizzes, and exams. Time, dates, and criteria are within the syllabus.
Grading		Grading is a set alphabetic grade from A to F. Grades constitute a combination of quizzes, midterm, assignments, labs, research paper, team collaboration, and a final exam.
Out-of-Class Time		The average student reasonably can expect to spend approximately 755 hours on homework and assigned projects distributed over the total course of the program.
Externship	**Prerequisit**	Completion of required coursework with a grade of C or better
	Length	4 Credits/ 195 Hours total; 190 hours at externship site; 5 hours on virtual lecture
	Location	Vary based on student interest, availability of sites
	Status	Unpaid
	Scheduling	16 hours per week for 12 weeks
	Support	Virtual office hours; students are required to meet with ASPIRA City College advisor every three
	ASPIRA CC Responsibility	Develop & maintain externship site relations. Place students promptly; ensure that agreements are signed; track student progress, support students through their externship.

	Site Responsibility	Prepare position description for student experience; provide student externship experience that aligns withthe course; submit signed and completed timesheets weekly; communicate any issues to ASPIRA City College liaison	
	Extern Responsibility	Complying with site policies, arriving on time, maintaining good attendance, completing assignments to the best of their ability; attending 5 hours of scheduled virtual externship sessions. A student extern may be terminated by the externship site for not complying with site policies including	
Graduation Requirements		To qualify for the Associate in Specialized Technology (AST) Degree in the Computer Technology Program students are required to accomplish the following: • Achieve a minimum grade point average of 2.0. • Pass all courses; Grades of "F" or "I" are not accepted for graduation. • Settle all financial obligations to the school before graduation	
Graduate Eligibility 3rd-		**Exam Name(s)**	CompTIA A+; CompTIA Network+; Security+; Microsoft Certified Professional
		Organization	Microsoft; CompTIA
		Status	Voluntary
Party Credentials		**Cost of Exam**	CompTIA A+ - $211; CompTIA Network+ - $302; Security+ - $330; Microsoft Certified Professional - $125. Subject to change by credentialed.
		Payment	Responsibility of the student/graduate
		Policies	Fees & policies are established by the credentialing entity.

THE COMPUTER SUPPORT SPECIALIST PROGRAM - COURSE

	NEW CODE		ON-CAMPUS & ONLINE [DISTANCE EDUCATION]	HOURS				
	DISTANCE EDUCATION	On-Campus	COURSE NAME	TOTAL	LECTURE	LAB	EXTERN	CREDITS
TRIMESTER 1								
	CTEC 101-DE	CTEC 101	Introduction to PC Technology Fundamentals	90	30	60	0	3
	CTEC134-DE	CTEC 134	Network Technologies	105	85	20	0	4
	*ENGL 101-DE	*ENGL 101	Basic Composition	45	35	10	0	3
	*PSYC 101-DE	*PSYC 101	Personal Development	30	20	10	0	2
			TRIMESTER TOTAL	**270**	**170**	**100**	**0**	**12**
TRIMESTER 2								
	CTEC204-DE	CTEC 204	Intro to Computer Programming	90	20	70	0	3
	*MATH 101-DE	*MT 101	Technical Mathematics	60	50	10	0	3
	*ENGL 103-DE	*ENGL 103	Oral Communications	45	35	10	0	3
			TRIMESTER TOTAL	**195**	**105**	**90**	**0**	**9**
TRIMESTER 3								
	CTEC 220-DE	CTEC 220	Introduction to Microsoft Desktop & Server	120	50	70	0	4
	CTEC 175-DE	CTEC 175	Network Operations & Emerging Technologies	60	30	30	0	3
	*MT 201-DE	*MT 201	College Math	45	35	10	0	3
			TRIMESTER TOTAL	**225**	**115**	**110**	**0**	**10**
TRIMESTER 4								
	CTEC 201-DE	CTEC 201	Linux Operating Systems	75	25	50	0	3
	CTEC 200-DE	CTEC 200	Routers & Routing	75	35	40	0	3
	CTEC 103-DE	CTEC 103	Database Management SQL	105	35	70	0	4
			TRIMESTER TOTAL	**255**	**95**	**160**	**0**	**10**
TRIMESTER 5								
	CTEC 325-DE	CTEC 325	Structured Cabling	75	35	40	0	3
	CTEC 405-DE	CTEC 405	Electronics & Troubleshooting	105	35	70	0	4
	CTEC 420-DE	CTEC 420	Advanced Servers Technology	105	40	65	0	4
			TRIMESTER TOTAL	**285**	**110**	**175**	**0**	**11**
TRIMESTER 6								
	CTEC 124-DE	CTEC 124	Enhanced PC Technology	90	10	80	0	3
	*BUSN 105-DE	*BUSN 105	Organizational Behavior/Pro Development	60	50	10	0	3

	CTEC 195-DE	CTEC 195	Externship	195	5	0	190	4
			TRIMESTER TOTAL	**345**	**65**	**90**	**190**	**10**
			PROGRAM TOAL	**1575**	**660**	**725**	**190**	**62**
THE COURSE SEQUENCE IS SUBJECT TO CHANGE AT THE COLLEGE'S DISCRETION								

COURSE DESCRIPTIONS

SCHOOL OF INFORMATION TECHNOLOGIES

BUSN 105 – Organizational Behavior/Professional Development, 60 clock hours; 3 credit hours
This course increases student self-awareness and self-confidence with an emphasis on developing behaviors and attitudes needed to succeed in a career search. This course prepares students to be successful in their career search through resume building and interview preparation. Students will apply professional skills gained throughout the program to start their careers as well as throughout their life. Critical skills include how to search for a job, how to write a resume and cover letter, how to handle an interview as well as follow-up techniques. **"This course meets the general education requirement".**

CTEC 101– Introduction to PC Technology Fundamentals, 90 clock hours; 3 credit hours
This course provides a basic introduction to technology in today's environment. Students will learn the evolution of the care for and selection of computers as well as gain basic knowledge of various operating systems and standard applications. Attendees will also be able to identify computer hardware components both internal as well as external and gain an understanding of digital security practices and ethics when working within a professional environment.

CTEC 134 – Network Technologies, 105 clock hours; 4 credit hours
This course is designed to give students a deeper understanding of such topics as the OSI model, the TCP/IP protocol suite, network topologies, and network devices. Students will gain an understanding of essential technologies such as IP addressing, Sub- Netting, Routing Protocols, Switches, and Virtual LANs, as well as how to secure a network and troubleshoot common errors. Upon completion, students will be prepared to take the CompTIA Network+ Certification Exam.

CTEC 204 – Intro to Computer Programing, 90 clock hours; 3 credit hours
This course serves as a foundation for understanding the logical function and process of computer programming in a given language environment. Basic computer programming knowledge and skills in

logic and syntax will be covered. Coding conventions and procedures will be discussed relevant to the given programming language environment.

CTEC 220 – Introduction to Microsoft Desktop & Server, 120 clock hours; 4 credit hours
This course is designed to introduce students to the most popular operating systems, Microsoft Windows Desktop and Microsoft Windows Servers. Students will gain knowledge and skills required to install, configure, and manage Microsoft desktop and Server operating systems, with the main focus on Microsoft's client-server administration functions.

CTEC 201 – Introduction to Linux Operating Systems, 75 clock hours; 3 credit hours
This course is designed to explore the installation, configuration, and management of a Linux operating system. Students will focus on functions that resemble the UNIX environment, directory and file management, user account management, and specific device management (such as drives, printers, interface cards, etc.) will be discussed.

CTEC 325 – Structured Cabling, 75 clock hours; 3 credit hours
This course provides the study of industry standards and practices involved in wiring a computer network, including media and protocol specifications, connection topologies, installation, testing, and troubleshooting.

CTEC 405 – Electronic Communications & Troubleshooting, 105 clock hours; 4 credit hours
This course will provide the student with an introduction to the theory and application of how the field of electronics is intertwined in today's networked environment. Students will gain a hands-on understanding of electronic concepts, Computer repair, as well as troubleshoot and repair today's electronic equipment.
Prerequisites: CTEC 124 Enhanced PC Technology

CTEC 103 – Database Management SQL, 105 clock hours; 4 credit hours
This course introduces students to the role of a database administrator (DBA) and the importance of databases from a business and a technological perspective. This course emphasizes database design concepts, techniques, and daily operations of a DBA. Topics include managing and creating databases using SQL Server, T-SQL, managing security, backup and recovery, and data replication.

CTEC 124 – Enhance PC Technology, 90 clock hours; 3 credit hours
This course is designed to give students a deeper understanding of computers and software, as well as operating systems, networking concepts, mobile devices, IT security and troubleshooting. Students will also learn troubleshooting methods, repair procedures, preventive maintenance and hands-on experience in disassembly and assembly of personal computers and mobile devices.
Prerequisites: CTEC 101 – Introduction to PC Technology Fundamentals

CTEC 420 – Advanced Servers Technology, 105 clock hours; 4 credit hours
This course serves as an extension of Microsoft network server technologies. The main focus is on advance issues, services and infrastructure administration to include the development of a network enterprise.
Prerequisites: CTEC 220 – Introduction to Microsoft Desktop & Server

CTEC 175 –Network Operations and Emerging Technologies, 60 clock hours; 3 credit hours
The course was designed to meet the needs of students who want to gain basic knowledge in the new field of information security. Students will obtain information that will prepare them for the challenges of network and computer security. Hands-on projects will guide the student through the implementation of hardware, software, network, and internet security configurations.

CTEC 195 – Externship, 195 clock hours; 4 credit hours
This course is designed to provide students with work experience in their specialty area of study at a local business or organization. This will be the student's first step toward full-time employment. Student progress will be monitored weekly during this phase of training.

CTEC 200 - Routers and Routing, 75 clock hours; 3 credit hours
This course introduces the architecture, structure, functions, components, and models of the Intranet and other computer networks. Students learn the importance of IP addressing and fundamentals of Ethernet concepts, media, and operations. By the end of the course, students will be able to build a simple network, perform basic configurations for routers and switches, and implement IP addressing schemes as well as sub-net a congested network.

ENGL 101 – Basic Composition, 45 Clock hours; 3 credits
This course focuses on literacy skills, and it emphasizes the development and reinforcement of fundamental writing skills, including the writing process. This course examines word choice, writing sentences and paragraphs to convey information, and outlining text for writing successfully. Students also develop reading comprehension skills for detail recollection and to draw conclusions and inferences. **"This course meets the general education requirement".**

ENGL 103 - Oral Communication, 45 clock hours; 3 credit hours
This course helps students to attain success in public speaking. Students will have opportunities to enhance skills and to access resources that are critical to speaking well and effectively in public. The course will focus on several units covering the ever-changing process of communication, interpersonal communications, and group communications, preparing and delivering presentations. **"This course meets the general education requirement".**

MATH 101 - Technical Mathematics, 60 clock hours; 3 credit hours
This course reviews the fundamentals of math, logic, and reasoning with an emphasis on reasonable judgments when planning and completing calculations. These concepts will build students' speed, accuracy, and confidence in performing computational tasks. **"This course meets the general education requirement".**

PSYC 101 - Personal Development, 30 clock hours; 2 credit hours
This course will empower individuals in improving themselves through activities that enhance employment skills and increase confidence. The student will learn the skills to overcome their personal barriers, use time management effectively by working towards positive goals that will enhance their future. **"This course meets the general education requirement".**

MT 201 – College Mathematics, 45 Clock hours; 3 credits
This course provides a transition from arithmetic to the fundamental algebraic concepts necessary to the IT field. Students will use algebra to solve real-world applications while increasing critical thinking and mathematical reasoning skills. **"This course meets the general education requirement".**

SCHOOL OF HEALTH SCIENCES
MEDICAL SECRETARY PROGRAM

Medical Secretaries are in demand, and the occupation does not require a college degree. Formal training can be completed in under a year, which makes this occupation very appealing. Although some Medical Secretaries are trained on the job, healthcare employers generally prefer formally trained Medical Secretaries, who have taken and passed the medical office and medical coding and billing certification exams. ASPIRA City College graduates are eligible to sit for Medical Administrative Assistant (MAAC), Billing Coding Specialist (BCSC), and Electronic Health Records (EHRC) Certification Exams.

Medical Secretaries work in small, medium, and large medical practices, hospitals, clinics, or other health care facilities under the supervision of office managers and other professionals. The work can be fast-paced, and the duties of each Medical Secretaries vary by the facility. However, in general, they perform a range of routine administrative tasks, including scheduling patient appointments, billing patients, compiling and recording medical charts, reports, and correspondence.

A strong customer service orientation, a calming manner, and the ability to interact positively with people from a wide range of cultures are essential qualities. The Medical Secretary typically handles a waiting room full of patients who may be annoyed if the practitioner is running late and tense about their condition or seeing the provider, including many who don't speak English. While the phone can be ringing off the hook, the Medical Secretary must be able to multi-task while being especially sensitive to the parents, and patient concerns.

ASPIRA City College's Medical Secretary Program prepares students for a career supporting the delivery of healthcare. Graduate capabilities include management of patient health information and medical records, appointment scheduling, collecting payments, completing insurance forms, coding and billing, collecting and analyzing patient data, and analyzing financial data. Students who follow the recommended course sequence for this program will see **general education courses noted with an asterisk (*).**

Graduates are able to operate computers or computerized equipment including office equipment, such as voice mail messaging systems, and use word processing, spreadsheet, or other software applications to prepare reports, invoices, financial statements, letters, case histories, or medical records.

THE MEDICAL SECRETARY PROGRAM - FACTS AT A GLANCE

Credential Award		Post-Secondary Diploma
Total Credit Hours		45 credits
Total Clock Hours		900 clock hours
SCHEDULE		Monday through Friday 8:30 AM – 4:00 PM; 5 Modules, 6 Weeks Per Module; Total 30 Weeks – 7.5Months. 5th Module Externship. Two 1-Week Breaks
	CIP Code	51.0705, Classification of Instructional Programs - IPEDS
	SOC Code	31-9092.00, Standard Occupational Classification
Tuition & Fees Under Enrollment Agreement	**Tuition**	$12,431.25 ($276.25 per credit hour)
	Application Fee	$50 One-Time Fee
	Lab Fee	$50 Per Trimester
	Book Fee	1,000 *Estimated total*
	Graduation Fees	No Charge
	Total	$13,681.25 *Total cost may vary based on program tracks, books, and supplies*
Program Objective		Prepare individuals to perform the duties of a medical secretary for physicians, nurses, or other allied health providers to facilitate the delivery of health care in small, medium, and large medical offices, hospitals, and clinics. Curricula deliver entry-level instruction in administrative duties, managing patient health information and medical records, collecting, and analyzingpatient data, analyzing financial data, maintaining medical billing and insurance coding classifications, performing coding and billing, utilizing computer information systems.
Core Competency Development		• Effect billing, reimbursement, and collection processes based on standard procedures • Utilize Medical Software using MEd iSOFT, Prime Suites, and ICD-10 Coding • Complete insurance claim forms; arrange a diagnostic appointment, consultations, surgeries, and hospital admission • Utilize MS Office productivity applications in daily office activities • Develop a comprehensive skill and proper use of root words, prefixes, and suffixes of Medical Terminology • Organize, assemble, and maintain HIPPA compliant paper and electronic medical records • Provide customer service, route calls & communication between patients and healthcare providers • Prepare paper and email correspondences; assist in the preparation of reports, speeches, and articles for publication

The College, at its discretion, may not open all published section/schedule options for enrollment
If a student fails to complete a course required for graduation or does not achieve a passing grade in the course, he or she may be charged up to the per credit charge of $276.25 to retake the course

PROGRAM AT-A-GLANCE | MEDICAL SECRETARY PROGRAM

Entry Level Job Titles		Medical Secretary, Medical Office Secretary, Medical Office Specialist, Medical Receptionist, Medical Billing Clerk, Medical Biller, Billing Coordinator, Patient Coordinator, Physician Office Specialist, Unit Secretary, Unit Support Representative, Ward Clerk, Claims Processors, Admissions Coordinator
Employment Objectives		Graduates are equipped with the knowledge and skills to perform entry-level medical administrative duties using specific knowledge of medical terminology, appointment scheduling, insurance coding and
Classroom Environment		Classrooms have whiteboards, overhead projector (mounted or desktop), wireless Internet access, and printers. Furnishings include desk tables that seat two students each and task chairs. Internet access electrical outlets are available at each desk. Classroom technology comprises Microsoft Server, SQL Server, Office 365; Windows and MEd iSOFT, Prime Suites, and ICD-Coding Software. Through our Learning Management System, Electa, students have access to live instructor lead classes, class recordings, homework projects, discussion platform, access to quizzes assignments and grades, a virtual library, shared screen and raised hand functions, document resources (videos/power points), private and group chat functions as well as classroom work groups. Virtual classroom
Quizzes & Exams		Each course has assignments, quizzes, and exams. Time, dates, and criteria are within the syllabus
Grading		Grading is a set alphabetic grade from A to F. Grades constitute a combination of quizzes, midterms, assignments, labs, research papers, team collaboration, and a final exam.
Estimate Required Out-of-Class Time		The average student reasonably can expect to spend approximately 225 hours on homeworkand assigned projects distributed over the total course of the program.
EXTERNSHIP	**Prerequisite**	Students must complete all required coursework with a grade of C or better.
	Length	4 Credits/ 120 Hours total; 105 hours at externship site; 5 hours on campus lecture
	Location	Vary based on student interest, availability of sites in commuting proximity
	Status	Unpaid
	Scheduling	20-40 hours per week for 5-10 weeks
	Support	5 hours lecture | roundtable; students are required to meet with ASPIRA advisor every three weeks
	ASPIRA Responsibilit	Develop & maintain externship site relations. Place students promptly, ensure that agreements are signed,track student progress, support students through their externship.
	Site Responsibilit y	Prepare position description for student experience; provide student externship experience that aligns with the course; submit signed and completed timesheets weekly; communicate any issues to ASPIRACity College liaison
	Extern Responsibilit y	Externs must comply with site policies, arrive on time, maintain good attendance, complete assignments to the best of their ability, and attend 5 hours of scheduled on-campus externship round table sessions. The externship site may terminate a student for not complying with site policies, including poor attendance, tardiness, or poor performance.
Graduation Requirements		• Achieve a minimum grade point average of 2.0 • Pass all courses. Grades of "F" or "I" are not accepted for graduation • Settle all financial obligations to the school before graduation.
Graduate Eligibility 3rd Party Credentials	**Credential**	American Medical Certification Association (AMCA)
	Exam Name(s)	Electronic Health Records Certification (EHRC), Medical Administrative Assistant Certification (MAAC), Billing and Coding Specialist Certification (BCSC); Bundle Option (EHRC, MAAC, BCSC).
	Status	Voluntary

	Cost of Exam	EHRC exam - $109.00, MAAC exam - $109.00, BCSC exam $109.00, Bundle Option (EHRC, MAAC, BCSC - $169.00). *Fees are subject to change without notification.*
	Payment	Cost is and out-of-pocket expense, and is the graduate's responsibility

Trimester-Distance Education

MEDICAL SECRETARY PROGRAM ❖ COURSE SEQUENCE								
	NEW CODE		ON-CAMPUS & ONLINE [DISTANCE EDUCATION]	HOURS				
	DISTANCE EDUCATION	On-Campus	COURSE NAME	TOTAL	LECTURE	LAB	EXTERN	CREDITS
TRIMESTER 1 - MODULE 1								
	*BC 101-DE	*BC 101	Business Communication	60	35	25	0	3
	EHR 144-DE	EHR 144	Electronic Health Records	75	40	35	0	3
	*PEDDV 142- DE	*PEDDV 142	Personal Development (1st part of 12-week course)	45	45	0	0	3
	LAW 101 -DE	LAW 101	Medical Law and Ethics	45	45	0	0	3
			MODULE TOTAL	**225**	**165**	**60**	**0**	**12**
TRIMESTER 1 - MODULE 2								
	BBC 124-DE	BBC 124	Basic Billing and Coding	60	35	25	0	3
	MT 131-DE	MT 131	Medical Terminology	60	35	25	0	3
	MOP 122-DE	MOP 122	Medical Office Procedures I	75	40	35	0	4
			MODULE TOTAL	**195**	**110**	**85**	**0**	**10**
TRIMESTER 2 - MODULE 3								
	MOP 223-DE	MOP 223	Medical Office Procedures II	60	30	30	0	3
	MBA 203-DE	MBA 203	Medical Billing Applications	60	20	40	0	3
	APO 233-DE	APO 233	Anatomy & Physiology	45	45	0	0	3
			MODULE TOTAL	**165**	**95**	**70**	**0**	**9**
TRIMESTER 2 - MODULE 4								
	*PRDV 234-DE	*PRDV 234	Professional Development	45	45	0	0	3
	TPB 232-DE	TPB 232	Third Party Billing	90	50	40	0	4
	*BM 211-DE	*BM 211	Business Math	60	35	25	0	3
			MODULE TOTAL	**195**	**130**	**65**	**0**	**10**
TRIMESTER 3 - MODULE 5								
	EXT 100-DE	EXT 100	Externship	120	0	15	105	4
			MODULE TOTAL	**120**	**0**	**15**	**105**	**4**
			PROGRAM TOTAL	**900**	**500**	**295**	**105**	**45**
THE COURSE SEQUENCE IS SUBJECT TO CHANGE AT THE COLLEGE'S DISCRETION								

COURSE DESCRIPTIONS

SCHOOL OF HEALTH SCIENCES

142 PEDDV – Personal Development, 45 clock hours: 3 credit hours
This course will empower individuals in improving themselves through activities that enhance employment skills, increase conscious and acquiring new skills. The student will learn the skills to overcome their personal barriers, use time management effectively by working towards positive goals that will enhance their future. **"This course meets the general education requirement".**

144 EHR - Electronic Health Records, 75 clock hours; 3 credit hours
This course provides a foundation for the student to understand and utilize electronic health records within a clinical workplace. It is designed to help build through practical experience and exercises a level of comfort by using real EHR software to transform theoretical EHR concepts into practical understanding that can be applied directly in the clinical setting.

122 MOP Medical Office Procedures I, 75 clock hours; 4 credit hours
This course provides students with experience necessary to work within a medical office to include word processing and procedures using Microsoft Word. This course allows students to practice and acquire the skills needed to perform fundamental office tasks. Students will review the necessary telephone procedures, file management as well as report writing, through classroom instruction and hands-on-tasks, each student gets an opportunity to comprehend and interpret written instruction, use reference materials, manage records and handle mail in accordance with federal policy.

223 MOP – Medical Office Procedures II, 60 clock hours; 3 credit hours
This course is a continuation of Medical Office Procedures l. It is designed to provide students with Excel computer skills as well as advanced office procedures necessary for entry-level positions. Students will develop a thorough knowledge of spreadsheets, charts, schedules, and graphs. Students will study Excel functions that are used in the medical office.

203 MBA – Medical Billing Applications, 60 clock hours; 3 credit hours
The object of this course is to inform students on how to utilize today's medical management systems. Students are instructed on how to input information about patients, providers, insurance carriers, procedures, and diagnoses to bill insurance carriers and patients for healthcare services.

101 BC – Business Communications, 60 clock hours; 3 credit hours
This course strengthens the writing skills necessary to effectively communicate in a medical office setting through group projects and office simulations. Topics include a review of sentence structure, grammar, number expression and common language usage errors. This course emphasizes the precision of expressive communication, proofreading, and vocabulary using the typical business forms required in an office setting. **"This course meets the general education requirement".**

211 BM – Business Mathematics, 60 clock hours; 3 credit hours
This business mathematics course reviews basic arithmetic skills for students preparing for medical office related careers and assists individuals in preparing for workplace upgrades, transitions, or changes. **"This course meets the general education requirement".**

234 PRDV - Professional Development, 45 clock hours; 3 credit hours

This course increases student self-awareness and self-confidence with an emphasis on developing behaviors and attitudes needed to succeed in a career search. This course prepares students to be successful in their career search through resume building and interview preparation. Students will apply professional skills gained throughout the program to start their careers as well as throughout their life. The critical skills presented include how to search for a job, how to write a resume and cover, how to handle an interview as well as follow-up techniques. **"This course meets the general education requirement".**

101 LAW – Medical Laws & Ethics, 45 clock hours; 3 credit hours
This course will introduce students to how law and ethics impact their career as a healthcare professional. Students will learn about the legal responsibilities and duties associated with medical professions, including the Health Insurance Portability and Accountability Act (HIPAA).

124 BBC – Basic Billing and Coding, 60 clock hours; 3 credit hours
This course teaches the student basic skills in Billing and Coding ICD9-10, and students learn the Explanation of Benefits (EOB). Also, students will review HIPAA compliance requirements, as well as legal, ethical, and regulatory concepts of billing and coding.

131 MT – Medical Terminology, 60 clock hours; 3 credit hours
This course offers an overview of anatomy & physiology and medical terminology. Students will develop an understanding of common terms used in medical fields by learning root words, prefixes and suffixes.

132 TPB - Third Party Billing, 90 clock hours; 4 credit hours
This course introduces the practice of third-party billing. Topics include insurance terminology, ICD, and CPT coding. Students will practice completing insurance claims and other insurance forms.

233 APO – Anatomy and Physiology, 45 clock hours; 3 credit hours
Students will gain a basic understanding of the structure and function of the human body. Students will learn essential human body functions and life processes, name the major human body systems and relate their roles, and name the major components of each system, describing their anatomical locations, structures, and physiological functions briefly.

100 EXT – Externship, 120 clock hours; 4 credit hours
This course is designed to provide students with work experience in their specialty areas of study. This will be the student's first step toward full-time employment. Student progress will be monitored weekly during this phase of training.

2024 - 2025 School Academic Calendar ASPIRA City College

July 2024	
1	MS & CSS Continuing Students (break whole week no classes)
4	**Independence Day (No Classes)**
8	IT Summer Trimester Starts (new & continuing students returning)
8	MS Summer Module Starts (new & continuing students returning)
19	IT Summer Add/Drop Deadline
19	MS (module) Add/Drop Deadline
August 2024	
16	Last Day MS (Module summer new & continuing students)
19	MS Continuing & New Students start (summer module)
30	MS (module) Add/Drop Deadline
September 2024	
2	**Labor Day (No Classes)**
20	**Grito De Lares** (Asynchronous Classes)
27	Last Day MS (Module summer new & continuing students
27	Last Day IT (Summer)
30	MS & CSS Continuing Students summer (break whole w week no classes)
October 2024	
7	IT Fall Trimester Starts (new & continuing students)
7	MS Fall (module) New Start
7	MS Fall (module) Continuing students start
14	**Indigenous People's Day (No Classes)**
18	IT Fall Add/Drop Deadline
November 2024	
11	**Veterans Day** (Asynchronous)
15	Last Day MS (module Fall) Classes
18	MS (continuing students return) Fall

January 2025	
1	**New Year's Day**
2	**Day After New Year's Observed (No Classes)**
6	MS Winter (Module)-(new) & continuing) – IT Winter Trimester Starts (new & continuing students)
17	IT Winter Add/Drop Deadline
17	MS (module) Add/Drop Deadline
20	**Martin Luther King Jr. Day (No Classes)**
February 2025	
14	Valentine's Day
14	Last Day Class MS – (module winter) new & continuing
17	MS (module) Starts Winter (continuing students)
March 2025	
17	**St. Patrick's Day**
28	Last Day IT (Winter)
28	Last Day MS (Module Winter)
31	MS & CSS Continuing Students (break whole week no classes)
April 2025	
1	**April Fool's Day**
7	MS Spring (Module)-(new) & continuing) – IT Spring Trimester Starts (new & continuing students)
18	MS Spring (module) Add/Drop Deadline
18	IT Spring Add/Drop Deadline
18	Good Friday (No classes)
May 2025	
5	**Cinco De Mayo**
16	Last Day Class MS – (module)
19	MS Spring (Module Starts) continuing

25	Virtual Classes (Electa)
27	Virtual Classes (Electa)
28	**Thanksgiving Day (No Classes)**
29	**Day After Thanksgiving (No Classes)**
29	MS (module) Add/Drop Deadline
December 2024	
25	**Christmas Day (No classes)**
26	**Day after Christmas (No classes)**
27	Last Day IT Fall Classes (Asynchronous)
27	Last Day MS Fall Module (Asynchronous)
30	MS & CSS Continuing Students (break whole week no classes)
31	**New Year's Eve**

26	**Memorial Day (No Classes)**
30	MS (module) Add/Drop Deadline
June 2025	
14	**Flag Day**
19	**Juneteenth Observed (No Classes)**
27	Last Day IT (Spring)
27	Last Day MS (Spring Module)
29	MS & CSS Continuing Students (break whole week no classes)
30	**Last Day of LGBTQ+ Pride (Month)**

Find Your Fit- Here®

Notes: