



## Orleans Technical College

### School Catalog 2021-2022

Additional program information is available in the Catalog Supplement.

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# School Staff/Faculty

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## ADMINISTRATION

Lisa Washington, Esq.	Chair, Board of Directors, JEVS Human Services
Jay Spector, MRP	President & CEO, JEVS Human Services
John Colborn, MBA	COO, JEVS Human Services
Phil Moran	CFO, JEVS Human Services
Dalia Arnold, BBA	Fiscal Analyst
TBD	Director of Information and Student Services
Kenya Barrett	Senior Human Resources Manager
Deborah Bello	Director of Admissions/Acting Director
Christine Bronson	Director of Career Services
Anna Bogdanov, M.Ed.	Academic Affairs Director/Acting Director
Latanya Byrd, BS	Director of Student Financial Services
Mary Foley	Business Office Manager
James Jesberger	Evening Supervisor/Acting Director
Chad Morgan	Vice President of Facilities
Sylvia Ocasio	Youth Program Manager
Melissa Parsons	Director of Quality Assurance
Evelyn Santiago	Administrative Assistant

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## ADMISSIONS

Ryan Stanford	Admissions Representative
Jennifer Trueblood, BA	Admissions Representative
Dennis Zimmer, AA	Admissions Representative

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## STUDENT FINANCIAL SERVICES

### *Financial Aid*

Giannina Berrocal	Financial Aid Manager
Nila Bederman	Senior Financial Aid Officer

### *Business Office*

Alyssa Reyes, BA	Bursar
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## STUDENT AND CAREER SERVICES

Kelvin Beckwith	Student Success Advisor
David Delgado	Employment Specialist
Tamika Gary-McClay	Employment Specialist
Bob Johnson	Employment Specialist
Terance Johnson	Youth Placement Coach
Chamoya Waller, MEd	Student Success Advisor

## **FACULTY**

Louis Abruzzese..... Instructor  
Gregory Burke..... Instructor  
Cliff Campbell..... Instructor  
Paul Carroll ..... Instructor  
Michael Coyle..... Instructor  
Milton Dillard ..... Instructor  
Linda Dunphy..... Instructor  
Michael Engler ..... Instructor  
Sean Fretz..... Instructor  
Lee Friedman ..... Instructor  
Larry Girard ..... Instructor  
Jason Greer ..... Instructor  
David Henderson ..... Assistant Instructor  
Raymond Knapp ..... Instructor  
William Madel..... Instructor  
James Manigrassi ..... Instructor  
Frank Moeller ..... Assistant Instructor  
Ronald Ricci ..... Instructor  
Hugh Ridenour ..... Assistant Instructor  
Dawn Stoecker, M.L.S..... Librarian  
Joseph Szambelak..... Instructor  
Paul Varallo ..... Instructor  
Robert Watts ..... Assistant Instructor

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## **ADMINISTRATIVE SUPPORT STAFF**

Christine Menth..... Purchasing Assistant  
Wendy Montell ..... Student Records Data Clerk  
Evelyn Santiago..... Administrative Assistant  
Rachel Ziring, BS ..... Admissions Secretary

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## **MAINTENANCE SUPPORT STAFF**

Frank McCrorey ..... Maintenance  
Francisco Caban ..... Maintenance  
Bob Herrmann ..... Maintenance

# General Information

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## HISTORY

Orleans Technical College, a program of JEVS Human Services, a large non-profit, social service agency, provides training, support services and job search assistance to residents of the greater Philadelphia metropolitan area. Orleans Tech began enrolling students in 1974 when it was licensed by the Pennsylvania State Board of Private Business Schools as the JEVS School of Business. It originally offered clerical courses to women returning to the workforce. In 1976 and 1977, the JEVS School of Trades was licensed by the Pennsylvania State Board of Trades and three trade programs in Air Conditioning and Refrigeration, Plumbing and Heating, and Residential and Commercial Electricity were established. Licensed in 1978 as the JEVS School of Business and Trades, when the two State Boards were merged, the school continued to grow as did the number and variety of its training programs based on the employment driven needs of area industries.

In 1981, Orleans Technical College was accredited by the Accrediting Commission of Career Schools and Colleges (formerly the National Association of Trade and Technical Schools). Our evening school division was added in 1985.

Orleans Technical College opened a branch campus in center city Philadelphia in 1986 offering training in court reporting with programs for beginning and practicing reporters seeking to learn or upgrade their proficiency in machine shorthand. In October 1991, the Pennsylvania Department of Education and the accrediting body granted approval to award an Associate Degree in Specialized Business (ASB) to graduates of the Court Reporting program. This program was updated and approved as a new program in 2007.

By 2007, the growth of the school and the desire to combine all program offerings at one location resulted in the move of all training to 2770 Red Lion Road in Northeast Philadelphia. The \$21 million, 88,000 square foot facility was well designed to meet the needs of the training programs we provide. Currently, the programs offered at Orleans Technical College are Air Conditioning, Refrigeration and Heating; Building Maintenance; Carpentry; Plumbing and Heating; and Residential and Commercial Electricity. Orleans Tech continues to involve its Program Advisory Committees closely in the on-going development of its programs so that its graduates consistently have the skills that meet the hiring needs of area employers.

In 2015, the school changed its official name from Orleans Technical Institute to Orleans Technical College.

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## PHILOSOPHY

Orleans Technical College was founded upon the concept that intensive skill training is the key to finding and retaining employment in a competitive job market. As the College has grown, so has its belief that it offers a vitally important educational service, on an equal opportunity basis, to Philadelphia-area residents. The philosophy of Orleans Technical College is that men and women who are seeking careers in business and industry need strong skills to offer to potential employers. It prepares students to proceed quickly and smoothly from training in the classroom to entry-level positions in the labor force. Graduates of Orleans Technical College have the skills and confidence required by today's workforce, thus securing bright and productive futures.

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## MISSION STATEMENT

Orleans Technical College, a non-profit career school, is committed to providing: (1) high quality education through a program of continuous improvement; (2) a student centered environment devoted to helping adults develop the skills they need to succeed in today's workplace; (3) employer responsive training that changes as technology and the job market change; (4) a supportive work environment where our dedicated staff can develop to their fullest potential, while motivating students to succeed.

## **GOVERNANCE**

Orleans Technical College is a program of JEVS Human Services which is governed by a Board of Directors elected at an annual meeting of the organization. A copy of the JEVS Human Services organizational chart, which outlines the oversight structure of the program, is available from the Campus President.

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## **AVAILABILITY OF EMPLOYEE FOR DISSEMINATION PURPOSES**

Orleans Technical College has designated the Campus President to assist enrolled or prospective students in obtaining information on financial assistance, the school, graduation and completion rates, and security policies and crime statistics. Requests for information should be made in writing to the Campus President who will make the information available, with reasonable notice, to any active, enrolled, or prospective student throughout the normal administrative working hours of the College.

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## **METHOD OF DISCLOSURE**

Orleans Technical College provides required disclosure information to all prospective students through a variety of channels including, but not limited to, the College's catalog; website; Consumer Information Guide; and other related documents. Enrolled or prospective students may contact the Campus President for additional information about consumer disclosures.

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## **LOCATION AND FACILITIES**

Orleans Technical College is located at, 2770 Red Lion Road, Philadelphia, PA 19114-1014.

The College is housed in an 88,000-square-foot facility. The College is convenient to public transportation and free parking is available. A Learning Resource Center consisting of reference books and materials is available for supplementary study, along with a variety of audiovisual aids. Internet-connected computers are available for student use. Smoking (including vaping) is not permitted in any part of the building.

The College has classrooms for lectures and shop and lab areas for hands-on learning. Equipment used by students is representative of the type of equipment being used in today's workplaces. Examples of equipment utilized in each program are:

### **Air Conditioning, Refrigeration, and Heating**

Motors, transformers, capacitors, compressors, furnaces, heat pumps, hydronic heaters, freezers, ice machines, air conditioning and refrigeration units, training equipment meeting Federal requirements for refrigerant recycling, reclamation, and environmental conservation.

### **Building Maintenance**

Gas heaters, hot water heaters, plumbing fixtures and accessories, carpentry and masonry supplies, air conditioners, appliances, switches and replacing circuit breakers, and carpentry saws.

### **Carpentry**

Circular saws, jig saws, miter saws, belt sanders, routers, portable table saws, engineer's level, powder-actuated fastening systems, aluminum bending brakes, tile saws, power planers, drywall guns, drills, and plate jointers.

### **Plumbing and Heating**

Oil and gas heaters, water heaters, circular saws, band saws, reciprocating saws, shears, flaring tools, plumbing fixtures and accessories, and green technology equipment.



### **Residential and Commercial Electricity**

Motors, controllers, circuit breakers, voltmeters, ohmmeters, multimeters, meter boxes, load centers, PLCs, variable frequency drives and transformers, fire alarm and security systems, EMT benders, practice facilities for residential and commercial wire testing, stick houses, wire fishing rods, ladders, and green technology equipment.

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## **ACCREDITATION, APPROVALS, AND LICENSURES**

Orleans Technical College is:

- Licensed by the State Board of Private Licensed Schools of the Pennsylvania Department of Education
- Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC)
- Approved for Veterans Training, Veterans Rehabilitation Training, and Vocational Rehabilitation Training under Title 38
- Approved under Pennsylvania's Statewide Eligible Training Provider Program (ETPP) and Trade Adjustment Assistance (TAA)
- Approved by the Pennsylvania Board of Vocational Education, Office of Vocational Rehabilitation
- Approved by the New Jersey Department of Labor and Workforce Development
- Approved under programs of the Pennsylvania Higher Education Assistance Agency (PHEAA)
- Interested parties may learn more about accreditation, approvals, and/or licensures at:
  - [www.accsc.org](http://www.accsc.org)
  - <http://www.education.pa.gov/Postsecondary-Adult>

For additional information regarding documentation describing accreditation, approval, or licensure, submit a written request to the Campus President. The request will be addressed within thirty (30) days of receipt.

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## **MEMBERSHIPS AND AFFILIATIONS**

Orleans Technical College's faculty and staff are members of:

- Associated Builders and Contractors (ABC)
- Building Industry Association (BIA)
- Eastern Association of Student Financial Aid Administrators (EASFAA)
- Environmental Protection Agency (EPA)
- Greater Philadelphia Chamber of Commerce
- Greater Northeast Philadelphia Chamber of Commerce
- Home Builders Institute (HBI)
- Independent Electrical Contractors Association
- International Association of Electrical Inspectors (IAEI)
- International Brotherhood of Electrical Workers
- International Union of Operating Engineers
- Mainstream Engineering Corporation
- National Alliance for Partnerships in Equality
- (NAPE)
- National Association of Home Builders (NAHB)
- National Association of Student Financial Aid Administrators
- National Center for Construction Education & Research (NCCER)
- National Coalition of Certification Centers (NC3)
- Network of Jewish Human Service Agencies
- Pennsylvania Apartment Association (PAA)
- Mid Atlantic Association of Career Schools (MAACS)
- Pennsylvania Association of Student Financial Aid Administrators (PASFAA)
- Residential Construction Academy
- Refrigeration Service Engineers Society (RSES)
- Society for Human Resource Management

*JEVS Human Services is a constituent agency of the Jewish Federation of Greater Philadelphia and the United Way of Greater Philadelphia and Southern New Jersey.*

## **ADVISORY COUNCILS**

Orleans Technical College's Program Advisory Committees advise the College's staff and administration on the skills training programs. Members in these organizations are selected on the basis of their expertise in specific technical and educational areas. The council and committees make recommendations regarding the relevance and adequacy of equipment, review and evaluate curricula, and support the College's vocational education, job search, and student service efforts. They also review and comment on graduation, employment, and retention rates and provide mentoring, presentations, internships, and employment opportunities.

# Admissions

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## NON-DISCRIMINATION POLICY

Orleans Technical College is an equal opportunity education institution. Students are admitted, trained, and referred for employment opportunities without regard to race, color, creed, national origin, gender, disability or age. Orleans Technical College encourages men and women to participate in skills programs considered to be non-traditional. Orleans Technical College is in compliance with Title VI of the Civil Rights Act of 1972 and Section 504 of the Rehabilitation Act of 1973.

Any issues or questions regarding this policy should be directed to the Title IX coordinator:

Campus President  
2770 Red Lion Road  
Philadelphia, PA 19114  
Office: A-109  
215-728-4488

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## ADMISSIONS/APPLICATION PROCEDURE

Students may enroll at any time during the year by contacting the Admissions Department at:

Orleans Technical College  
2770 Red Lion Road  
Philadelphia, PA 19114-1014  
215-728-4700  
info@orleanstech.edu

Applicants will meet with an Admissions Representative, complete an Admissions Packet, and obtain a tour of the classrooms. If financial assistance is desired, an appointment will be made with a Financial Aid Officer prior to being officially accepted. When enrollment requirements have been fulfilled, the applicants are required to complete remaining registration and financial prerequisites in order to reserve a place in class. All applicants must sign and agree to the terms of Orleans Technical College's enrollment agreement prior to starting class. Students' spots on each class's roster are determined by the date applicants complete their enrollment agreement and packaging/financial obligation agreement with Student Financial Services.

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## ADMISSIONS REQUIREMENTS

1. Applicants must be 18 years of age or older. (Applicants may be 17 years of age but must be 18 prior to entering the program.)
2. Applicants must have a high school diploma or equivalent from an approved school or agency
  - a. Admissions documentation for applicants from foreign countries is to be translated and certified as equivalent to a high school diploma in the United States.
  - b. Applicants are responsible for the translation and certification of their documents.
3. Applicants for diploma programs must have a valid driver's license.
4. Applicants must pass an entrance test.
  - a. Orleans Technical College administers the Wonderlic Basic Skills Test. The test is comprised of two sections: Verbal and Quantitative. The minimum score for admission to the school is 150 on the verbal section and 165 on the quantitative section during the same testing period; scores from

multiple testing periods may not be combined. Applicants who do not meet or exceed the minimum scores for admission on the first test may take a re-test at the next available testing session; however, applicants are encouraged to correct the issue that caused the need for a retest prior to attending the re-test. Applicants who do not meet or exceed the minimum scores for admission on the re-test must wait 60 days from the first test to sit for their 3rd testing period. Applicants who do not meet or exceed the minimum scores for admission in the third testing period must wait 60 days from the second test to sit for their 4th testing period. Applicants who do not meet or exceed the minimum scores required for admission after the 4th testing period must wait 1 year from the 4th testing period to re-start the testing process.

- b. Exceptions to the above process due to unforeseen or extenuating circumstances may be made at discretion of the Director of Quality Assurance.

**Criminal History** – Due to the requirements that post-secondary schools provide graduates with job search training and employment opportunities in their training fields, and Orleans Technical College’s determination that the College cannot facilitate employment for graduates with felony records in certain academic programs, Orleans Technical College can only accept applicants who do not have a felony conviction in the Air Conditioning, Refrigeration, & Heating program. Many crimes are assessed at different levels, such as, summary offenses, misdemeanors, and felonies. Admission to this program will not be granted if an adult criminal conviction record appears for the applicant at the felony level. Applicants are responsible for the cost of the criminal background check.

**Examples of Felony Crimes in Pennsylvania:**

(This list is a sample list and is not comprehensive of all possible felony crimes.)

- Murder/ Homicide/Assault/ Reckless Endangerment/Riot
- Terroristic Threats/Eco-terrorism
- Firearms/Weapons Offenses/Incapacitation devices/Explosives
- Stalking/Torture/Corruption of a Minor/Neglect of Care
- Kidnapping/Trafficking/Concealment of Child
- Rape/IDS/ Sexual Assault or Exploitation/Incest
- Arson
- Burglary/Robbery/Theft/Extortion
- Identity Theft/ Forgery/Fraud/Deception/Bribery/Tampering
- Intimidation/Retaliation
- Prostitution/Promoting Prostitution/Obscene Materials
- Computer Crime
- Controlled Substance Crime
- Criminal Mischief or Vandalism/ Criminal Trespass
- Hazardous Waste Crime

All applicants are notified in writing of their acceptance or non-acceptance into any requested program.

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**ADMISSIONS APPEALS**

Any applicant that has been denied admission due to not possessing a valid driver’s license or having a criminal record at the felony level can appeal the denial by submitting a written request clearly outlining the reasons the school should make an exception to:

Admissions Appeal Committee  
Orleans Technical College  
2770 Red Lion Road  
Philadelphia, PA 19114

Appeals will receive a written response within 30 days of receipt.

Examples of appeals that could possibly reverse an admissions denial decision include, but are not limited to:

- Applicant is able to provide verifiable documentation of a firm training-related employment offer upon completion of training despite a criminal record or lack of valid driver's license.
- Applicant is able to demonstrate that the criminal record is not his/hers due to identity theft or some other verifiable cause.
- Applicant is able to provide documentation that the felony conviction record has been expunged.

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## **POLICY FOR RE-ENTRY**

Students who dropped or have been terminated by the College may be considered for re-entry if supporting documentation is submitted to the College. It is the goal of Orleans Technical College to ensure that all returning students are qualified and capable of completing training and finding and maintaining full-time employment. However, Orleans Technical College is under no obligation to re-admit former students. Submitting a request for re-entry does not guarantee re-entry into the school. A student may be denied re-entry at any point in the process. When evaluating requests for re-entry, the school evaluates both the request and prior school record in totality.

### **Re-Entry Procedure**

- Submit in writing a description of the issues that resulted in your leaving the training program. Your letter should include your current mailing address, phone number, driver's license number, and it should answer the following questions: (1) Why did you leave school; (2) how have you resolved any problems that caused you to leave the school; and (3) why should you be considered for re-admission. Please submit your letter in writing to: the Acting Director, Orleans Technical College, 2770 Red Lion Road, Philadelphia, PA 19114.
- Students applying for re-entry must meet with a Student Success Advisor to complete a general disclosure form, be assigned and complete a CareerPrepped task, discuss the expectations of returning to the school with the goal of completing and finding employment, and ask any questions.
- After completing the meeting with the Student Success Advisor, the student must complete the assigned CareerPrepped task(s) and e-mail completion confirmation to the Student Success Advisor.
- Upon approval of re-entry, students must meet with the Admissions Department for re-enrollment.
- After signing a new enrollment agreement, students must meet with Student Financial Services to resolve any previous financial issues, explore financial aid options, and discuss tuition payment plans.

Typically, students are only considered once for re-entry; however, if a student can demonstrate, through their letter and any supporting documentation, that prior reasons for termination and/or drops have been remedied or were outside of the control of the student, additional re-entry requests may be submitted. Re-entry requests after a second drop or termination will be subject to evaluation by a re-entry committee that will evaluate the request and either (1) deny the request and any future requests, (2) deny the current request and delay future requests for a set period of time, or (3) grant the request. Students terminated as a result of violating the rules and regulations of the College or the conditions of a behavior probation will not be considered for re-entry and will be notified in writing of the decision.

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## **POLICY FOR MULTIPLE ENROLLMENT**

Graduates wishing to re-enroll in second program must complete all Admissions and Enrollment forms and:

- Submit their plan to obtain employment in the field on a work plan,
  - Work plans will be reviewed by Career Services. At that time, Career Services may request to speak to the student about their plan.

- Graduates who were placed on any attendance and/or behavior probation(s) must have a verified training related employment recorded before being considered for a second enrollment.

Graduates wishing to re-enroll in a third (or more) program must completed all Admissions and Enrollment forms and:

- comply with the steps outlined for graduates wishing to re-enroll in a second program, and
- provide documentation of training related placement.

Graduates who were placed on any attendance and/or behavior probation(s) in the most recent prior enrollment must have a verified training related employment recorded before being considered for a second enrollment.

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## TRANSFER OF CREDITS TO ANOTHER INSTITUTION

Decisions concerning the acceptance of credits by any institution, other than the granting institution, are made at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability of Orleans Technical College credits to any institution, unless a formal articulation agreement is in place.

Students interested in continuing their education at, or transferring to, other institutions, should not assume that credits earned at Orleans Technical College will be accepted by the receiving institution. An institution's accreditation does not guarantee that credits earned at the institution will be accepted for transfer by any other institution. Students must contact the Registrar of the receiving institution to determine which Orleans Technical College credits, if any, that institution will accept.

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## ACADEMIC CALENDAR

Orleans Technical College is open from 7:45 a.m. to 10:00 p.m., Monday through Thursday, and 7:45 a.m. to 5:00 p.m. on Friday.

Program start and end dates are listed on the class schedule in the catalog supplement, which can be accessed here: <https://orleanstech.edu/school-catalog/>. Diploma programs operate on a 12-month schedule. New classes begin at periodic intervals throughout the year. While every effort is made to assign students to the schedule they prefer, the College reserves the right to alter class schedules and dates when necessary.

The College is closed for the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Eve of Passover (Evening Classes Only)
- Passover (1<sup>st</sup> Day)
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Eve of Rosh Hashanah (Evening Classes Only)
- Rosh Hashanah (1<sup>st</sup> and 2<sup>nd</sup> Days)
- Eve of Yom Kippur (Evening Classes Only)
- Yom Kippur
- Veterans' Day
- Eve of Thanksgiving (Evening Classes Only)
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

The academic calendar can be accessed at: <https://orleanstech.edu/for-students/academic-calendar/>.  
In addition, OTC schedules winter and summer breaks.

# Financing Your Education

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## TUITION AND FEES

Tuition and fees are listed on the “Tuition and Fees Schedule” for each program which is an addendum to this catalog. Tuition charges and payments are made according to the schedule established on the enrollment agreement.

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## INFORMATION REGARDING COMPARABLE PROGRAMS

Information regarding comparable program tuition, fees, and program length is available from:

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
703-247-4212

Additional information on comparable programs is available through the U.S. Department of Education at <http://collegenavigator.ed.gov>.

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## PAYMENT OPTIONS

Tuition is due 10 days before the start of class. However, special arrangements may be made for students unable to meet this obligation.

### I. Payment in Full

The student may make one payment in full for the entire program 10 days prior to class start but no later than the program’s first day of class.

### II. Monthly Payments

Students may choose to pay by making convenient monthly payments. These payment plans normally extend throughout the student’s enrollment. The first payment is typically due 10 days prior to class start but no later than the program’s scheduled first day of class.

To meet financial obligations, students must do one of the following:

- Make a payment in full to cover the tuition, fees, books, supplies, and/or tools
  - Select a payment option listed above and have an approved signed payment plan with Student Financial Services
  - Have an approved signed payment plan with Student Financial Services using a combination of the above payment options and/or financial aid assistance from one of the approved fund sources listed below under **Sources of Financial Aid**
- 

## FINANCIAL AID APPLICANTS

Orleans Technical College believes that tuition costs should not prevent qualified and interested individuals from enrolling in its programs and will make every effort to assist applicants in securing financial aid for those who qualify. Its programs are approved the U.S. Department of Education to participate in the administration of Title IV funds. The College will make every effort to assist applicants in applying for financial aid and/or set-up a reasonable payment plan while in school.

## **DEFINITION OF AN ACADEMIC YEAR**

Orleans Technical College defines an academic year as one which requires a minimum of 30 weeks of instructional time in which:

Diploma program students are expected to complete at least 12 credits per payment period for full-time; 9-11 credits per payment period for three-quarter-time; and a minimum of 6 credits per payment period for half-time.

A payment period is a minimum of 12 weeks for day diploma programs and 26 weeks for evening diploma programs.

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## **SOURCES OF FINANCIAL AID**

### ***Federal Pell Grant:***

Federally funded program to assist needy undergraduate students. Eligibility for this grant is determined by the U.S. Department of Education's analysis of the information provided on the Free Application for Federal Student Aid (FAFSA). Students with a bachelor's degree are not eligible for a Federal Pell Grant.

### ***Federal Supplemental Education Opportunity Grant (FSEOG):***

Federally funded program to assist students who are eligible for a Federal Pell Grant and have exceptional financial need. The amounts of these grants are based on the need and the availability of funds.

### ***The William D. Ford Federal Direct Loans:***

These loans are low-interest loans that are borrowed directly from the U.S. Federal Government by students attending school at least half-time.

### ***Federal Stafford Loans:***

There are two types of Federal Stafford Loans, subsidized and unsubsidized. A subsidized loan is awarded based on financial need. Students will not be charged interest while enrolled in school at-least half-time or during grace and deferment periods; the Federal Government "subsidizes" the interest during these periods. First-time subsidized student loan borrowers are limited to borrowing up to 150% of the length of their program of study. Unlike a subsidized loan, an unsubsidized loan is not awarded based on need. Students will be charged interest from the time the loan is disbursed until it is paid in full. Students may choose to pay the interest quarterly as it accumulates. If students allow this interest to accumulate, it will be capitalized; that is, the accrued interest will be added to the principal balance of the loan. This will increase the amount that the student must repay. Repayment normally begins 6 months after the student's last date of attendance. Repayment may begin as early as 30 days after the student's attendance falls below half-time status if the student has prior educational loans.

### ***Federal Direct Plus Loans (PLUS):***

PLUS Loans are available to assist parents with the education expenses of each child who is a dependent student enrolled in school at least half-time. Parents are subject to a credit check. Repayment of this loan begins typically within 30 days after the loan is fully disbursed.

### ***Consolidation Loans:***

Under federal guidelines, consolidation pays off existing student loans and consolidates them into one monthly payment on a single, new loan, generally with an extended repayment period and fixed interest rate. Consolidation also allows students to take advantage of different repayment options designed to provide the lowest possible monthly payments.

### ***Federal Work Study (FWS):***

FWS provides jobs for undergraduate students who need financial aid to help pay educational expenses. The program encourages community service work. Eligible students may apply for FWS jobs through Student Financial Services.



***Veteran’s Benefits:***

The United States Department of Veterans Affairs (VA) provides tuition assistance and may assist with other educational expenses for eligible veterans who are interested in education advancement and skills training.

**Title 38 United States Code Section 3679(e) School Compliance Policy**

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended, Orleans Technical College complies with the requirements as outlined.

**NOTE:** A ***Covered Individual*** is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.

- Orleans Technical College permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
  1. The date on which payment from VA is made to the institution.
  2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- Orleans Technical College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

In addition, this statute allows Orleans Technical College to require Ch. 31 and Ch. 33 students to take the following additional actions:

1. Submit a copy of DD form 214
2. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
3. Veterans to make payment arrangements for the difference between the amount of the student’s financial obligation and the amount of the VA education benefit disbursement.

***Pennsylvania Higher Education Assistance Agency (PHEAA) Grants:***

PHEAA grants provide assistance that does not have to be repaid to eligible full-time and part-time Pennsylvania residents. Students must be able to meet the domicile requirements. The information provided on the Free Application for Federal Student Aid (FAFSA) is automatically forwarded to PHEAA. Students may be required to provide additional information.

Students in trades programs may qualify for certain types of PHEAA grants.

**The Fostering Independence Tuition Waiver Program**, created by Act 16 of 2019, seeks to remove barriers in accessing a postsecondary education for youth who are or have been in foster care. This allows eligible foster youth to complete their studies, graduate with less debt, and have the opportunity to build a network of support. The program is being administered collaboratively by the Pennsylvania Higher Education Assistance Agency (PHEAA) in conjunction with the PA departments of Education, Human Services, and Labor & Industry. Students

The Fostering Independence Through Education Tuition Waiver Program (FosterEd) provides a waiver for tuition and mandatory fees charged by most postsecondary institutions located in the Commonwealth for youth who are or were in foster care. **Orleans Technical College** participates in the FosterEd program.

Applicants must submit a FAFSA® and a PA Chafee ETG application. Your Point of Contact will be able to assist you in identifying further scholarship and grant opportunities. Students can review the eligibility requirements by going [www.PHEAA.org/FosterEd](http://www.PHEAA.org/FosterEd). The FAFSA application can be complete at [www.studentaid.gov](http://www.studentaid.gov). Each school has a Point of Contact available to support eligible students. Director of Student Financial Services, is the FAA (Financial Aid Administrator and POC).

***Office of Vocational Rehabilitation (OVR):***

The Pennsylvania Office of Vocational Rehabilitation (OVR) provides vocational rehabilitation services to assist persons with disabilities to prepare for, obtain, or maintain employment.

Students who meet OVR eligibility requirements may qualify for many services from OVR, including financial help with educational related expenses.

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**SCHOLARSHIP AND AWARD PROGRAMS**

Scholarships may also be available for Orleans Technical College students from outside sources. These scholarships are not guaranteed or offered every year. The availability of the funds and the award amounts may vary, depending on the funding source. Most of the outside scholarships require that the student have financial need, provide letters of recommendation, meet satisfactory attendance and academic standards, and participate in interviews.

Scholarships are only awarded to reduce a student's out of pocket payments and may not be included in any part of a refund to students. If you are awarded additional funds from any other source, the scholarship funds may be reduced and returned to the funder.

Students may contact the Student Financial Services Department for scholarship information.

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**LATE TUITION PAYMENTS**

Tuition payments are due on the date set forth in the enrollment agreement and/or signed payment plan. For any tuition payment more than 10 calendar days late, the student may be charged a 1.5% late fee. The student will receive a warning letter allowing two weeks for the arrears to be paid.

If the tuition is not paid by the date stipulated in the warning letter, the student will be placed on financial suspension and will not be permitted to attend class. When the student makes payment, class attendance may resume. If the payment in arrears has not been made by the conclusion of the suspension period, the student will be terminated from the program. This policy does not apply to those students whose tuition is paid directly to the school by their employers or by other funding sources.

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**CANCELLATION, WITHDRAWAL, AND REFUND POLICY**

Orleans Technical College charges students by the term as indicated below. Payment for each term is due ten days prior to the start of each term unless a payment plan has been arranged with the Student Financial Services Department.

**Cancellation Prior to Starting Classes:**

If an applicant is not accepted by the College, a full refund of all monies paid will be made to the applicant, including the registration fee, if previously paid. Applicants may cancel enrollment at any time before the start of classes. If the

applicant cancels the enrollment, all monies paid by the applicant, including the registration fee, will be refunded if requested on or before the fifth calendar day following the signing of the enrollment agreement. The student must provide a receipt of his or her payment. If cancellation notification is made in writing, the postmark date will be the effective date of cancellation. If cancellation notification is made verbally, it shall be confirmed in writing by the student within an additional period of five calendar days. If an applicant is a minor, the cancellation notice must be signed by a parent or guardian. Upon cancellation after the fifth calendar day following the date of the signing of the enrollment agreement, but prior to the start of training in the program, all monies paid to the school will be refunded, with the exception of the registration fee, which shall be nonrefundable and retained by the school at any time that the student cancels enrollment after the foregoing five calendar day period.

### **Withdrawal After Starting Classes:**

In accordance with state guidelines, the following refund policy shall apply if the student withdraws after classes begin. If a student cancels enrollment by means of withdrawing from the school, or being terminated by the school, after initiating training but during the first 7 calendar days of the term, the student is entitled to a 75% tuition refund for that term plus any tuition paid beyond that term. If cancellation occurs after the first 7 days, but within 25% of the term, the student is entitled to a refund of 55% of the tuition for the term plus any tuition paid beyond that term. Upon cancellation after 25% but within 50% of the term, the student is entitled to a refund of 30% of the tuition for the term plus any tuition paid beyond that term. Upon cancellation beyond 50% of the term, there will be no refund due for that term. Students are charged 100% of tuition and fees for all completed terms whether they withdraw or are terminated. Students will be charged 100% of the cost of books, equipment, supplies, and tools to their account during the term regardless of when they withdraw or are terminated. Any tuition paid beyond that term will be refunded in full. All refunds, if required, will be made within 30 calendar days of the date the student fails to enter a term or the date of determination that the student has officially withdrawn, been terminated, or fails to return from a leave of absence. If at the end of the term, the institution determines that the student has unofficially withdrawn, the student will be terminated.

The termination date for refund computation purposes is the last date of recorded attendance.

For refund purposes, programs are divided into terms as follows:

- Diploma Programs of 24 weeks are two 12-week terms.
- Diploma Programs of 52 weeks are four 13-week terms.

### **Return of Federal Funds:**

The federal government mandates that students who withdraw from all classes prior to completing 60 percent of the term may only keep the federal financial aid they have "earned" up to the time of withdrawal. Title IV funds that were disbursed in excess of the earned amount must be returned by the school and/or the student to the federal program and/or the federal loan lender. To determine the amount of federal aid earned up to the time of withdrawal, the school will divide the number of calendar days you attended classes by the total number of calendar days in the semester (less any scheduled break of five days or more). The resulting percentage is then multiplied by the total federal funds that you accepted. This calculation determines the amount of aid that you earned and are allowed to keep. For specific information on this policy, please refer to the *Student Consumer Information Handbook*.

### **Return of Unearned Military Tuition Assistance Funds:**

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded.

When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the Department of Defense policy, Orleans Technical College will return any unearned TA funds on a proportional basis up to 60% of the period for which the funds were approved. Once a student has attended at least 60% of the period for which TA funds were approved, the student is considered to have earned 100% of the TA funds.

When a student withdraws or is terminated from a program after classes begin, the last recorded date of attendance will be used as the last date of attendance (LDA). Once the LDA has been determined, Orleans Technical College will recalculate the student's TA eligibility based on the following formula:

- $\text{Number of days completed} / \text{Total days of the period (start to end date)} = \text{Percent of TA earned}$

Determining eligibility for TA is class specific. The start and end date will be used for each class to determine eligibility. Using the formula above, Orleans Technical College will be required to return some, or all the TA awarded to service members who did not complete at least 60% of each course, possibly creating a balance on the student's Orleans Technical College account. For example, if a student completed 30% of the course, s/he earned 30% of the TA funds that s/he was originally scheduled to receive. The remainder of the unearned funds (70%) will be returned to the TA program. If this results in an unpaid tuition balance, the student will be responsible for payment.

If a service member stops attending due to a military service obligation, and the service member notifies the school of their obligation, Orleans Technical College will work with the affected service member to identify solutions that will not result in a student debt for the returned portion.

#### **Entrance Dates, Class Schedules, and Curricula:**

Enrolled students must report the first day of class start in order to maintain a position in class; however, the student will be given a reasonable extension of time to report should it be an act of God that would necessitate a delay in starting. The school reserves the right to alter class schedules, cancel courses or programs, change instructors, sequence of instruction, class location or postpone starting dates. Students will not incur extra tuition or fee charges in the case of such changes. Students who have enrolled but have not started attending school because of postponement by the school will be issued a refund of all monies paid if postponement exceeds 2 weeks.

#### **Termination by the School:**

Any student who fails to attend regularly, violates the school's rules and regulations, or does not maintain satisfactory progress is subject to suspension and or termination from the school. Students who are terminated will be governed by the refund policy set forth in this agreement and in the current school catalog. The student understands that absence from a regularly scheduled class including suspension does not relieve him/her of tuition liability.

**PLACEMENT SERVICES: ALTHOUGH JOB SEARCH ASSISTANCE WILL BE PROVIDED BY THE SCHOOL AT NO ADDITIONAL COST, THE SCHOOL CANNOT GUARANTEE EMPLOYMENT.**

#### **Program Completion:**

Upon satisfactory completion of academic, attendance, and tuition requirements, the student will receive a diploma or certificate, as applicable under this Agreement, provided he/she meets the graduation requirements as stipulated in the current school catalog.

#### **Pennsylvania State Refund Policy:**

If a student cancels enrollment by means of withdrawing from the school, or being terminated by the school, after initiating training but during the first seven calendar days of the term, the student is entitled to a 75% tuition refund for that term plus any tuition paid beyond that term. If cancellation occurs after the first seven days, but within 25% of the term, the student is entitled to a refund of 55% of the tuition for the term plus any tuition paid beyond that term.

Upon cancellation after 25% but within 50% of the term, the student is entitled to a refund of 30% of the tuition for the term plus any tuition paid beyond that term.

Upon cancellation beyond 50% of the term, there will be no refund due for that term. Any tuition paid beyond that term

will be refunded in full.

**FOR REFUND PURPOSES, PROGRAMS ARE DIVIDED INTO TERMS AS FOLLOWS:**

Programs of 24 weeks (two 12-week terms)

Programs of 52 weeks (four 13-week terms)

The last date of recorded attendance is used for refund computation purposes.

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**FEDERAL POLICY REGARDING THE RETURN OF FEDERAL FUNDS**

Many students at the school receive Federal (Title IV) funds to assist them in paying for the institutional costs (tuition, fees, books, equipment) as well as other school-related expenses (transportation, childcare, personal expenses, housing, food). Title IV funds include Unsubsidized Federal Stafford loans, Subsidized Stafford loans, Federal PLUS loans, Federal Pell Grants, and Federal SEOG grants.

When a student withdraws or is terminated from school, that student's earned Title IV aid is recalculated based on the actual number of days attended during the payment period (term). Any unearned aid is returned to the appropriate Title IV aid programs. If a student completes more than 60% of the payment period (term), that student earns 100% of the Title IV aid awarded during that payment period (term). If a student completes 60% or less of the payment period (term), the Title IV aid earned is directly proportional to the percentage of days attended. The number of days attended is determined by counting from the first day of the term to the student's last day of attendance; the percentage of days attended is calculated by dividing the number of days attended by the number of days in the payment period (term). For example, if a student attends 27 days in a term of 105 days, that student earned 25.7% (27/105) of the Title IV aid awarded during that payment period.

If the amount of the Title IV aid the student has earned is less than the amount of Title IV aid that has already been disbursed to the student, then Title IV aid must be returned. No additional disbursements will be made. However, if the amount of Title IV aid the student has earned is greater than the amount of Title IV aid received and there is additional Title IV aid that could have been disbursed, then a post-withdrawal disbursement is due.

This policy specifies, by program, the order in which a school and a student must return the Title IV funds. Unearned Title IV funds are returned first to the Title IV loan program in the following order: Unsubsidized Federal Stafford loans, Subsidized Stafford loans, and Federal PLUS loans. Any remaining funds are returned to the grant programs in the following order: Federal Pell Grants, Federal SEOG grants, other Title IV grant or loan assistance. When students are required to return grant funds, the student receives a 50% discount so that the student only returns half of the grant overpayment.

All refunds, if required, will be made within 30 calendar days of the date the student fails to enter or the date of determination that the student has officially withdrawn, been terminated, or fails to return from a leave of absence. If at the end of the term, the institution determines that the student has unofficially withdrawn, the student will be terminated.

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**SATISFACTORY ACADEMIC PROGRESS (SAP) FOR DIPLOMA PROGRAMS**

The Satisfactory Academic Progress policy applies to all students, including Title IV recipients and Veteran Education beneficiaries. Federal financial aid eligibility is impacted by a student's ability to maintain satisfactory academic progress (SAP). In order to satisfy the requirements of SAP, a student must maintain a specified grade point average (2.0) and also be proceeding through the program at a pace which leads to completion within a specified time frame (150% of normal completion, measured in credit hours). A student's SAP status will be evaluated at the conclusion of each payment period.

<b>SAP Pace Requirements</b>				
<b>Minimum and Maximum Credits Required to Maintain Title IV Financial Aid Eligibility And</b>				
<b>Program Maximum Attempted Allowed (150% Maximum Timeframe)</b>				
<b>Program Name</b>	<b>Total Credit Hours</b>	<b>Credits Attempted by Conclusion of 1st Payment Period</b>	<b>67% of Attempted Credits are acceptable by end of 1st Payment Period</b>	<b>Maximum Allowed 150%</b>
Air Conditioning, Refrigeration, & Heating	24	12	8.04	36
Building Maintenance	25	12.5	8.37	37.5
Carpentry	25.5	12.75	8.54	38.25
Plumbing and Heating	25	12.5	8.37	37.5
Residential and Commercial Electricity	26	13	8.71	39

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. 67% of credits attempted must be earned by the conclusion of the 1st payment period. See SAP Pace Requirements table below.

A student will receive a grade report both at the conclusion of the first payment period and at the second payment period/completion of the program. If either of the two criteria given above is not satisfied, a student will be placed on a **financial aid warning** status. Although the student may continue to receive financial aid during the subsequent period of enrollment, students may not be granted consecutive financial aid warning statuses. In addition, if the student fails to re-establish satisfactory academic progress by the end of the program, the student will not be eligible to receive federal financial aid.

Failure to meet SAP by the conclusion of the payment period following a status of **financial aid warning** will result in termination from the program.

**SAP Pace** is defined as a percentage of the number of cumulative number of credit hours completed divided by the cumulative number of credit hours attempted or scheduled. Please see the SAP Pace requirements for the diploma programs below:

**Incompletes, Withdrawals, and/or Repeated Courses:**

All incomplete, withdrawn, and repeated courses will count as attempted credits which may prohibit the student from completing within the maximum timeframe.

An “I” for incomplete may be given for specific courses when a student has work or tests to make up. Incomplete work must be made up within 5 consecutive scheduled school days from the date the “I” was assigned. Failure to meet this

requirement will result in an “F” for the course.

**Transfer Credit Hours** will be counted in both completed and attempted/scheduled number of credit hours when determining the student’s pace of completing the program.

**Financial Aid Warning:** A student will be placed on a financial aid warning if any of the requirements listed in points (1) or (2) are not met by the next evaluation. If the evaluation following the financial aid warning payment period is unsatisfactory, Title IV financial aid eligibility will be suspended, and no further financial aid award will be made.

**Suspension:** status granted to a student who has not met the satisfactory academic progress requirement as stated above and is not eligible to receive **Federal Financial Aid**.

**Financial Aid Probation:** status granted to a student who has won an appeal to have his/her federal financial aid reinstated.

**Appeals:** A student has the right to appeal the status of “suspension” by submitting a letter to the Appeals Committee in care of the Academic Affairs Director. A student will only be allowed to appeal a status of “suspension” once during the student’s enrollment.

The letter should describe any circumstances such as a family death, student injury or illness, or other extenuating circumstances the student feels deserve further consideration. The appeal letter should include the details of the mitigating circumstances that had contributed to the unsatisfactory attempts to meet academic progress. For example, medical conditions should include a doctor’s note. The doctor’s note should include a release to return to school without any limitations to successfully complete the program of study and find gainful employment. The student should also explain how his/her situation has changed to allow him/her to regain the required satisfactory academic progress by the conclusion of the next payment period.

**Submitting an appeal does not guarantee Title IV Financial Aid reinstatement. Students will be notified by the Academic Affairs Director if their appeal has been approved or denied within 15 calendar days of the receipt of the student’s appeal letter.**

**Appeal Approval:** If the student’s appeal is approved, the student will be placed on **Financial Aid Probation**. The student’s financial aid will be reinstated. The student’s progress will be evaluated at the end of an established period of enrollment (typically one payment period). The **Academic Affairs Director may require the student to sign an institutional academic plan established by the Director to ensure that the student meets satisfactory academic progress within the specified program’s maximum timeframe, as measured in credit hours (see SAP Pace table above).**

**Appeal Denials:** If the student’s appeal is denied, the student’s federal financial aid will be terminated. Students may complete the remainder of the program **without** Title IV financial aid assistance by establishing a reasonable private payment plan. If the student is unable to complete the program within the maximum timeframe, he/she will be ineligible to receive a diploma.

**Financial Aid Reinstatement:** Financial Aid eligibility will be reinstated when the student re-establishes satisfactory progress status. This is accomplished by either:

1. elevating the grade average to the stated level **and** demonstrating a satisfactory pace that would lead to timely completion of the course; **or**
2. having the appeal granted.

A student whose financial aid has been suspended and who transfers from the one shift to another (Day to Evening/vice versa) or who re-enters school following a withdrawal, will remain on suspension. Financial aid eligibility will be reinstated when the student re-establishes satisfactory academic progress status.



# Academic/Attendance Policies

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## CLOCK AND CREDIT HOUR DEFINITION

A clock hour is defined at Orleans Technical College as 55 minutes.

### Credit Hour Definition:

1 Semester Credit Hour = 45 units.

1 Clock Hour Didactic = 2 units,

1 Clock Hour Supervised Lab = 1.5 units, 1 Clock Hour Externship = 1 unit and 1 Clock Hour Outside Work = 0.5 units.

A semester credit hour is a unit of measure and not necessarily an indicator of transferability of credit. The receiving institution, rather than the training institution, decides whether to accept credits for transfer.

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## MAXIMUM CLASS SIZE

Diploma program classes may not exceed 24 students.

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## ATTENDANCE POLICY FOR DIPLOMA PROGRAMS

Classes starting prior to 5/1/2021:

- The amended attendance policy is outlined in the College's Welcome Back Guide that was issued at the time of Orientation and/or Professional Development.

Classes starting 5/1/2021 and after:

Regular class attendance is essential. If class time is missed, students lose the benefits of participation in class discussion and instruction. Class work that is missed must be made up in order to ensure satisfactory academic progress. In order to establish a basis for good attendance, the following rules and regulations apply:

The school should be notified (in person, by phone/text, or by e-mail) of the reason for an absence either before the absence occurs or on the day of the absence itself prior to the class dismissal time.

Students should submit documentation for class time missed for appointments with public agencies, job centers, or for legal contingencies. Such missed time **is not excused** and is recorded as an absence on the student's attendance record; however, submitted documentation will be kept in the student's file. In addition, the student is responsible for making up missed assignments.

Instructors record attendance daily. Any student not physically present at the start of a scheduled class period will be considered late. The exact number of minutes will be recorded by the instructor. Any student who has reported to class, but who is not present at the end of a scheduled class period, will be considered to have departed early. Students departing early are required to notify their instructor. Students who depart early from class and do not notify their instructor will be marked as departing early by their instructor at the latest time the instructor noted the student's presence. Lateness and early departures are included in all absence totals.

If the school opens late or closes early due to a weather or other unseen event, students present will have their attendance recorded as described in the paragraph above, accounting for a revised start or end time. Students who do not attend class on such days will be marked absent for the entire day.

Attendance at job search appointments or job interviews is credited only when authorized by a school Employment Specialist and when verification of the appointment/interview is submitted.

A student may be placed on attendance probation if he or she incurs:

- five consecutive absences;
- fifteen late arrivals and/or early departures; or
- cumulative absences totaling 15% of total program hours.

Students on attendance probation are advised that employment opportunities may be negatively impacted by a lack of a reliable attendance history.

**Students who miss 25% of total program hours will be terminated from the program.**

Any student who is absent for **seven (7) consecutive scheduled class days** will be terminated from the program on the seventh consecutive scheduled class day. Scheduled class days include any and all days Orleans Technical College is open and providing instruction to enrolled students. Class days do not include weekends, holidays, scheduled days off, scheduled breaks, or days the school is otherwise closed due to inclement weather or unforeseen circumstances. If the school opens late or closes early due to a weather or other unseen event, that day is considered a scheduled class day.

**Make-up Time:** Students are responsible for maintaining academic progress and completing and submitting missed work related to all absences. Students may request to schedule make-up time to be credited toward time missed in class. In order to make this request, students must:

1. record five consecutive days of perfect attendance,
2. schedule the make-up time with the Academic Affairs Director and instructor who document the make-up time, and
3. maintain perfect attendance during the scheduled make-up period.

Only scheduled time approved by the Academic Affairs Director will be eligible to be entered as time credited toward a student's absence total. Students who do not meet the three criteria above are still able to make-up missed work and assignments; however, such time and work will not be credited toward a student's absence total.;

**Extenuating Circumstances Amending the Seven Consecutive Scheduled Class Day Rule:**

Students may miss more than seven (7) consecutive scheduled class days if all of the following criteria are met:

1. **Prior to the seventh (7<sup>th</sup>) consecutive scheduled class day**, the student notifies the school that the student is absent for one of the following reasons:
  - a. Medical – documentation from a doctor or hospital is required excusing the student from school for specific dates/time period – not applicable to routine doctor's appointments which should be scheduled outside of class time.
  - b. Military – documentation of military orders is required
  - c. Jury Duty – documentation of jury duty is required
  - d. Severe Circumstances as approved by the Campus President – supporting documentation of the severe circumstance is required (for example, travel due to the death of a relative, catastrophic life event requiring extended attention, etc.)
2. Provides the appropriate documentation to their Student Success Advisor as noted above
3. Returns to class within 14 consecutive scheduled class days
  - a. Due to the intense and short-term nature of Orleans programs, if absences require the student to miss class for more than 14 consecutive class days in any situation, the student will either have to:

- i. withdraw from the program, or
- ii. be terminated from the program at the end of the 14<sup>th</sup> consecutive schedule class day that they have not attended, or

\*Absences for extenuating circumstances as defined above, provided that the above criteria are satisfied and appropriate documentation is submitted **on or prior to the day the student returns**, will be counted as **excused absences** and will not be included in the calculation of 25% absences of total program hours.

- **COVID EXCEPTION:** Students that are required by the College to miss class due to quarantine, isolation, or recovery due to COVID-19 may exceed 14 consecutive scheduled days, but are expected to maintain regular contact with their instructor and student success advisor and are responsible for completing theory assignments from home, making up missed labs, tests, etc., and obtaining initial and follow-up COVID tests in a timely manner.
  - a) Absences related to COVID that require the student to miss class will be considered “excused absences”.
    1. An absence excused due to COVID requires the student to submit documentation of a COVID test and/or documentation from a doctor or hospital that the absence was related to COVID.
  - b) All students are expected to understand, follow, and comply with the expectations outlined by the College for COVID precautions and should not report to campus if they are sick.

Exceptions to the attendance policy are at the discretion of the Campus President. The Campus President will receive appeals for extenuating circumstances.

Students are responsible for all work missed and make-up required due to their absences to ensure they remain in good academic standing. It is the student’s responsibility to communicate with the instructor concerning missed work, schedule make-up time, and maintain academic progress in the program.

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## **TRANSFER REGULATIONS**

Students may request a transfer within the same program (limited to day to evening or evening today) by submitting the request in writing to their Student Success Advisor specifying reasons for the request. Decisions to grant transfers are made on an individual basis and depend partly on the respective schedules of the classes involved. Only one transfer is permitted during an individual student’s training.

Students must request transfers in writing in advance. If approved, students are required to maintain regular attendance in their current program until all conditions of the transfer have been completed and finalized. The class that a student is transferring to must align at an equivalent point in the program. If a transfer is not possible or not appropriate, the transfer request will be denied, and the student may have to drop and apply for re-entry for the new desired shift.

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## **LEAVE OF ABSENCE POLICY FOR DIPLOMA PROGRAMS**

Due to the intense and short-term nature of Orleans’ programs, Orleans Technical College does not offer Leaves of Absence. Students who need to miss extended time from class must meet with their Student Success Advisor to request to withdraw and may apply for re-entry to the school at a later date. Students who miss extended time without withdrawing from school will be terminated in accordance with the attendance policy.

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## **REPEAT POLICY FOR DIPLOMA PROGRAMS**

Orleans Technical College does not allow students enrolled in a diploma program to repeat courses during the normal

course of enrollment. If a student does not pass a course, s/he will be terminated from the diploma program for academic failure. The student will have the right to apply for reentry in order to re-attempt the course.

As part of Orleans Technical College's reentry process for diploma programs, the College may require students who are considered for reentry to repeat courses if:

1. They earned less than a C (GPA 2.0) in the course;
2. It has been more than 12 months since their last date of attendance; and/or
3. The student's prior attendance record indicates that s/he missed more than 25% of scheduled class time.

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## **COPYRIGHT INFRINGEMENT POLICY**

Orleans Technical College expects that all students and employees will comply with all applicable federal, state, and local laws pertaining to copyrighted materials and give control to authors, publishers, and creators over the copying, distribution, transmission and performance of their original works.

This policy explicitly informs the reader that the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and employees to civil and criminal liabilities.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

According to Wikipedia ([https://en.wikipedia.org/wiki/Peer-to-peer\\_file\\_sharing](https://en.wikipedia.org/wiki/Peer-to-peer_file_sharing), accessed 03 June 2016):

*Peer-to-peer file sharing is the distribution and sharing of digital media using peer-to-peer (P2P) networking technology. P2P file sharing allows users to access media files such as books, music, movies, and games using a P2P software program that searches for other connected computers on a P2P network to locate the desired content. The nodes (peers) of such networks are end-user computers and distribution servers (not required).*

Orleans Technical College may suspend or terminate students who are found to have used the College's information technology system to engage in unauthorized peer-to-peer file sharing.

Orleans Technical College will not distribute documents, certifications, transcripts, etc. issued by third parties. Documents submitted to Orleans Technical College become property of the College. Students or applicants that wish to acquire additional copies of third-party documents must contact and make the request through the third-party directly.

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## **STUDENT CONDUCT**

Students are expected to adhere to all rules and regulations of the school and of its regulating agencies. Failure to do so may result in probation, suspension, or termination. Students may be asked to leave Campus while circumstances

of events are under investigation. Students asked to leave campus must do so immediately and may not return to Campus until notified by their Student Services Advisor or member of school staff. Students placed on behavior probation must sign a behavior probationary contract acknowledging that the rules and regulations of the school will be followed and that failing to abide by all of the rules and regulations moving forward will be considered a violation of the behavior probationary contract and will result in termination. Students terminated as a result of violating the rules and regulations of the College or the conditions of a behavior probation will not be considered for re-entry.

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## **STUDENT RULES AND REGULATIONS**

As a student at Orleans Technical College, you have the right to pursue your education in a safe, professional environment where high standards are maintained in academics, conduct, and attendance. The staff at the Orleans Technical College has the responsibility to help you develop job skills. As a student, you, in turn, are responsible for following the rules and regulations of the College. The following rules and regulations are similar to employer expectations:

1. Notify your instructor as soon as possible if you are unable to attend school. If you are unable to contact him/her at your classroom telephone number, call or contact your Student Success Advisor and leave a message. You must have satisfactory attendance to remain in the program. Please refer to the attendance policy.
2. Arrive to class and return from breaks/lunch on time. Leaving class early will affect your attendance. Students should inform their instructor and/or Student Success Advisor of late arrivals and early departures. Students departing early are required to inform their instructor. Students who depart early from class and do not inform their instructor will be marked as an early dismissal by their instructor at the latest time the instructor noted the student's presence.
3. Refrain from any conduct which disrupts classes or interferes with the progress, physical or mental wellbeing of other students, staff, or with the general operation of the school. This includes, but is not limited to, loud arguments, confrontations, use of abusive language or profanity, pushing, shoving, or other aggressive behaviors, ethnic or cultural jokes, and failure to participate.
4. Follow instructions given from instructors and school staff. Failure to follow instructions can cause an unsafe learning environment and interfere with the education of other students. Students must follow all safety instructions given by the instructor and school staff.
5. Do not engage in any act that could be considered a danger to yourself or to others. This includes, but is not limited to, possessing weapons on school property, fighting in or near the school building, and misusing training equipment.
6. You may be terminated if you are found to have engaged in the theft of property belonging to the school, visitors, other students, staff, or faculty.
7. You may be terminated if you are found to have engaged in the willful damage or defacement of the school or property belonging to visitors, other students, staff, or faculty.
8. Students are not permitted to sleep in class, as it is not conducive to learning and creates a safety issue.
9. While working on hands-on tasks, students must wear appropriate safety personal protective equipment (PPE - safety glasses, hard hat, etc.).
10. Dress in accordance with OSHA regulations including work pants/ jeans and closed-toed shoes. Open-toed shoes, tank tops, shorts, and loose clothing (which presents a safety hazard) are not permitted. Students wearing clothing that is not permitted or contains offensive or inappropriate content will be asked to change into appropriate attire or leave the school.

11. Make all cell phone calls outside of your classroom or workshop. Silence electronic devices during class time. Cell phone use for the purpose of photographing projects must be approved and is at the discretion of the instructor to prevent unsafe working conditions.
12. Do not consume food and/or beverages while engaged in or observing hands-on tasks, including working with large and small tools, equipment, and machinery; and/or on a computer or in a computer lab.
13. Do not cheat on tests and/or class assignments.
14. You are not permitted access to Instructors' files, roll books, or gradebooks. These are confidential.
15. Do not falsify records. Records may include, but are not limited to, sign-in sheets, gradebooks, tests, etc.
16. Do not smoke in any part of the building. Orleans Technical College is a smoke-free facility; this prohibition extends to E-cigarettes (aka "vapor" cigarettes). Smoking is only allowed in designated smoking areas. The City of Philadelphia smoking ordinance states: *Beginning on January 9, 2006, no person shall smoke in any of the following places: Outdoors within twenty (20) feet of any entrance to any Enclosed Area in which smoking is prohibited.*
17. You may not use, possess, or sell alcohol and illegal drugs, including marijuana, inside or outside of the building (including the parking lots). If you are found in violation of this rule, you will be terminated from the school immediately.
18. Please read and uphold the school's DRUG-FREE SCHOOL AND WORKPLACE STATEMENT and SEXUAL OFFENSE AND SEXUAL HARASSMENT POLICIES. Individuals who violate these policies may be subject to termination and may be reported to local authorities.
19. Do not play ball or engage in other similar activities. These activities are not permitted in the building, parking lot, or patios.
20. Do not gamble or solicit on school property. The use of chips or markers is interpreted as gambling.
21. Do not bring children, family, or friends into the facility without permission. Any unauthorized person found in the building will be required to leave immediately.
22. Notify your family members that Orleans Technical College complies with The Family Educational Rights and Privacy Act (FERPA) of 1974. This is a federal law designed to protect the privacy of aspects of your educational record that are not considered basic information. Educational records are considered confidential and will not be released without written consent from you, the student.

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## **TERMINATION FROM DIPLOMA PROGRAMS**

A student may be terminated from the College for lack of academic progress, non-payment of tuition, or failure to adhere to the rules and regulations of the College, including the attendance policy. An appeal may be submitted in writing to the Campus President within 30 calendar days from the date of termination. Disagreement with termination is not, by itself, grounds for appeal. Appeals must include the circumstance or reason the termination was unwarranted or made in error. The Campus President will render an appeals decision in writing typically within thirty (30) business days after the receipt of the formal appeal.

Students who wish to withdraw from the program should contact their Student Success Advisor.

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## **ACADEMIC STANDARDS FOR DIPLOMA PROGRAMS**

Any student not retaining a mid-point GPA of at least 2.0 or a passing grade of at least a 60 in each course will be placed on academic probation. Those who cannot obtain an overall 2.0 GPA or passing grade in each course by the conclusion of the probation period will be terminated from the program.

Letter Grade		Numerical Equivalent
A	Excellent	95—100
A-		91—94
B+		88—90
B	Good	84—87
B-		81—83
C+		78—80
C	Fair	74—77
C-		71—73
D+		68—70
D	Poor	64—67
D-		60—63
F	Failing	59 and Below
I		Incomplete

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## MAKE UP POLICY FOR DIPLOMA PROGRAMS

### Make-Up Policy

An “I” for incomplete may be given for specific courses when a student has work or tests to make up. Incomplete work must be made up within 5 consecutive scheduled school days of the last date of attendance. Failure to meet this requirement will result in a grade of “F” for the course. As a result, a student receiving an “F” in a course will not have the necessary credits to graduate from the program and will be terminated from the program for academic failure.

It is the student’s responsibility to make-up missed work and coordinate with their instructor(s) and/or Academic Affairs Direct to make-up missed work within the appropriate time frame.

### Retest Policy

Student is absent on the day of the test or Late enough that they miss the test

1. If a student is absent on the day of the test:
  - a. When the student comes in, arrange a date and time that the student will take the test. The date should be either the day the student returns or within the next 2 days.
  - b. Document the date of time for the student’s retest
  - c. The highest grade that the student could receive on the retest will be a 90.
  - d. The student should be given a different version of the test than the rest of the class received (if necessary)
  - e. Any exceptions to this due to a legitimate and verifiable absence will be made by the Academic Affairs Director.
2. If the student is absent on the agreed upon re-test date:
  - a. The student receives a zero for that test
  - b. The student may be given another retest date only as determined by the Academic Affairs Director
3. If the test grade is the only mark for a particular course (i.e. Blueprint Reading) AND the student is absent on the re-test date:

- a. Notify the Academic Affairs Director
- b. The Academic Affairs Director will place the student on an Academic Probation with a specific timeframe that the student has to make up the test or risk being terminated for academic failure.

#### Student fails the test

1. If a student fails a test AND it is not the only grade for the course:
  - a. The student has the option to retake the test within 5 consecutive scheduled school days of receipt of the failing grade.
    - i. The student then would have both scores (the failing score and the retest score) averaged together for the new test score.
    - ii. If the student does not show up on the arranged retest date and time, the original failing grade stands.
  - II. If a student fails a test AND it is the only mark for a particular course:
    - a. Notify the Academic Affairs Director
    - b. The Academic Affairs Director will place the student on an Academic Probation with a specific time that the student has to make up and pass the test or risk being terminated for academic failure.

There will be no retests offered for a Passing Grade.

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## GRADE REPORTS

For diploma programs, grade reports are issued to students at the mid-point of the training program. Final grade transcripts for all programs are mailed to graduates at the time of course completion once all program requirements and obligations to the school have been met. Current students can log in to Google Classroom with their assigned school email address to view their earned grades at any time. An alert will be sent to your school assigned email address when an instructor posts or changes a grade.

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## TRANSCRIPTS

Diploma program students are mailed one copy of their official transcript once they have satisfied all program requirements. To obtain additional copies of transcripts, a written request should be forwarded to the Student Records Department along with a fee of \$15.00 for each transcript requested. Orleans Technical College reserves the right to withhold transcripts and similar documents for those who have unmet obligations to the school.

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## GRADUATION REQUIREMENTS FOR DIPLOMA PROGRAMS

In order to receive a diploma, a student must: (1) earn all of the program credits as specified in the program outlines; (2) meet satisfactory academic progress requirements; and (3) must pay all tuition and fees. Diplomas are awarded to students at the first graduation ceremony following program completion.

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## GRADUATION HONORS FOR DIPLOMA PROGRAMS

**Tradesperson or Achievement Awards:** The school faculty nominates candidates to receive these awards. Recipients of these awards demonstrate special combinations of academic and technical ability, dependability, and other personal characteristics that predict success in the work environment.

**Perfect Attendance:** Graduates who attend every class during their enrollment with no lateness or early departures earn this award.

**Outstanding Attendance:** Graduates who missed no more than six hours of training earn this award.



## **SNOW/WEATHER CANCELLATION**

The decision to close Orleans Technical College due to inclement weather is made by College management in conjunction with the College's parent company, JEVS Human Services. Do not assume that Orleans Technical College is closed when the Philadelphia public or parochial schools are closed. The College will announce weather related delays and closures via KYW 1060 (snow closing number is **1062**), CBS 3, NBC 10, and FOX 29. You can also call 215-728-4700 for voice mail notification of school closings. Students are encouraged to sign up for electronic text messages concerning school closures. Information on how to opt into this service is available from instructors and Student Success Advisors.

# Student and Career Services

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## ORIENTATION

An orientation for new students is held before each new class. Students receive an overview of the program and the basic rules and regulations. Any initial questions are answered. Students review the program, facility, rules and regulations, attendance policies, academic requirements, description of the services available, and the importance of professional development.

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## ADVISING

All faculty and staff are dedicated to helping students overcome barriers to successful completion of their course of study. The Education Department, Student Services, and Career Services staff provide student advising.

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## LEARNING RESOURCE SYSTEM (LRS)

The school maintains a Learning Resource System to accommodate program objectives and support course assignments. The Learning Resource System is physically housed in room T-101, on the building's first floor, and contains texts, periodicals, and reference books for supplementary study that are relevant to the training programs offered. Orleans' Learning Resource System includes access to online resources. Orleans' Campus holds multiple computer stations with Internet access for student use.

**Students must clear all library obligations before being approved for graduation.**

**Hours of Operation:** The Library is open during day and some evening hours for student and instructor access and are staffed by either the Librarian or other trained personnel. Schedules are posted outside each library. The computer lab is available to students during breaks and after class. If the library is closed and a student needs access, the student can request access from the Academic Affairs Director.

### Circulation and Use of Resources:

- All members of the Orleans community—Students, Instructors and Staff—have access to library materials as needed for classroom information needs, research projects, professional development and personal interest.
- General Collection books circulate for 2 weeks; Audiovisual Materials for 1 week. Reference books will usually not circulate except to an instructor for immediate need in a classroom.
- The Orleans Technical College community has access to many electronic and online resources such as periodical and reference databases and audiovisual materials.
- Students must clear all library obligations before being approved for graduation.
- The library can be contacted by email: [library@orleanstech.edu](mailto:library@orleanstech.edu) or by leaving a message at 215-728-4168.
- See the binder "Accessing Electronic Library Resources" located within the Libraries for additional information.

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## JOB SEARCH ASSISTANCE

Job search assistance is an important facet of the College's training programs. Students are taught how to prepare for the labor market through a series of Professional Development courses and practicing methods for developing training-related job opportunities and accessing the CareerPrepped essential skills builder program. Employment Specialists meet with students individually and in groups to identify the employment needs of each student. They offer orientation to the world of work, provide training in interviewing techniques, resume building, and professionalism to prepare for training related employment. Employment Specialists develop employer relations and facilitate employer/graduate recruitments on and off campus.

**Although the College cannot guarantee employment for its graduates**, every effort is made to assist graduates to secure employment in a training related field at no additional cost. The ultimate responsibility for finding employment, however, lies with the graduate.

Job search assistance continues for every graduate as long as necessary and appropriate. Employment Specialists contact graduates at periodic intervals after graduation to update employment information. Graduates should and are encouraged to report training related employment to the Career Services Department.

Orleans Technical College is required to verify the employment of each graduate in order to demonstrate compliance with accreditation standards. OTC utilizes a third-party verification services to verify all training related jobs recorded by the school for each graduate who obtains employment. The service will contact employers and graduates via phone and/or e-mail to verify the employment information reported.

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## **STUDENT/ADMINISTRATION MEETINGS**

The Student/Administration Meetings are a forum where student representatives and school administrators exchange information and discuss areas of student interest or concern to benefit the entire program. Each new class selects a representative who meets regularly with administration in order to fulfill the following objectives:

- To promote constructive student input and feedback concerning the school
- To facilitate the distribution of policy changes, newsletters, announcements, and other timely information to the student body
- To encourage and practice various professional problem-solving and interpersonal communication techniques associated with group representation
- To provide an organized setting for brainstorming ideas for extracurricular events, suggestions for improvement, and other issues related to the enhancement of the student experience

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## **TUTORING**

The College offers students services designed to support their training efforts and ensure success. Students needing assistance with mathematics, or in need of special help with the technical aspects of a course, may obtain assistance from tutors, instructors, or assistant instructors.

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## **COMMUNITY OUTREACH/FIELD EXPERIENCE PROGRAM**

During training in the diploma programs, field experiences may be arranged with a variety of community-based organizations. This effort benefits students by providing practical, curriculum-related projects in community settings. The community programs benefit from having trained students' complete projects.

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## **FACILITIES AND SERVICES FOR THE DISABLED**

Orleans Technical College has been constructed in compliance with all rules and regulations of the Americans with Disabilities Act (ADA) of 1990. Classrooms and lavatories are all ADA compliant and a wheelchair accessible elevator has been installed to enable easy access to our second floor in the administrative building. Students with disabilities who meet the College's admission requirements and request an accommodation meet with the Acting Director, who arranges for any necessary reasonable accommodations. The Student Services Department provides special assistance by means of a Student Success Advisor who tracks student progress and concerns and ensures that necessary assistance is provided to the student.

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## **ENROLLMENT AND GRADUATION VERIFICATION**

Orleans Technical College has authorized the National Student Clearinghouse to provide enrollment and graduation

verifications. The National Student Clearinghouse can be contacted 24 hours per day, 365 days per year at [www.degreeverify.org](http://www.degreeverify.org). Additional customer service support is available through the National Student Clearinghouse 703-742-4200, Mondays through Thursdays from 9:00 a.m. to 7:00 p.m., and Fridays from 9:00 a.m. to 5:00 p.m. EST. A fee will be collected for this service.

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## **VOTER REGISTRATION**

Voter registration forms are available in the College's Learning Resource Center, T-101. In addition, the College's librarian is available to assist students with electronic voter registration.

## Building Trades Training

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### AIR CONDITIONING, REFRIGERATION, AND HEATING

#### Course Outline/Description

#### DIPLOMA PROGRAM

24 weeks – 6 months - 24 semester credit hours (DAY)

52 weeks – 13 months - 24 semester credit hours (EVENING)

Total 720 hours

#### OBJECTIVE

The Air Conditioning, Refrigeration, and Heating\* program teaches the skills required to diagnose, maintain, and repair residential air conditioning and commercial air conditioning, heating, and refrigeration equipment. Students learn refrigeration through work with freezers, cold rooms, and ice machines. Federal environmental reclamation and recycling standards are taught. In the air conditioning and heating portion of the course, students are taught current technology relating to central air conditioning and window units, heat pumps, gas and oil-fired furnaces, and related ductwork. Principles of alternative energy are taught through radiant heat.

#### EMPLOYMENT OPPORTUNITIES

Graduates are employable in entry-level positions such as air conditioning technicians, refrigeration technicians, air conditioning and refrigeration mechanics or helpers, and general maintenance personnel. The College recommends that students take the E.P.A. exam at the completion of training to enhance employment opportunities.

*\* Students in this program are eligible to receive industry recognized certification from the National Occupational Competency Testing Institute (NOCTI) upon successful completion of certification exams*

*\* Students are given the opportunity to earn OSHA-10 Certification from Occupational Safety and Health Administration upon successful completion of the required tests.*

	COURSE TITLE	CREDIT HOURS
ACRH 601	Introduction to Safety in Air Conditioning, Refrigeration, and Heating	0.5
ACRH 602	Fundamentals of Mathematics for Air Conditioning, Refrigeration, and Heating	0.5
ACRH 603	Basic Tools for Air Conditioning, Refrigeration, and Heating	0.5
ACRH 604	Air Conditioning, Refrigeration, and Heating Measurements	1.5
ACRH 605	Electrical Theory and Applications	4.5
ACRH 606	Heating Theory and Applications	2.5
ACRH 607	Basic Compression Refrigeration	2.5
ACRH 608	Tubing, Piping, and Soldering	2.0
ACRH 609	Condensing Units	1.5

ACRH 610	Air Conditioners	1.0
ACRH 611	Heat Pumps	1.0
ACRH 612	Domestic, Commercial, and Industrial Refrigeration	2.0
ACRH 613	Recovery, Recycling, and Reclaiming	0.5
ACRH 614	Ductwork Application	1.0
PD 616	Professional Development	2.5

**ACRH 601 INTRODUCTION TO SAFETY IN AIR CONDITIONING, REFRIGERATION, AND HEATING**

This course familiarizes students with air conditioning, refrigeration, and heating terms, and modern developments in the fields of air conditioning, mechanical refrigeration, and heating. Students learn to recognize unsafe situations, follow rules for shop and personal safety, select the correct fire extinguisher for each class of fire, and match the safety color code with elements of its use. Included are specific safety rules pertaining to the field. Students are also able to match ampere figures to their effects on the human body. Students receive an introduction to Green Technology and Energy Efficiency in the trades.

**ACRH 602 FUNDAMENTALS OF MATHEMATICS FOR AIR CONDITIONING, REFRIGERATION, AND HEATING**

This course provides a review of basic mathematics including fractions, decimals, percentages, square roots, and liquid and linear measurements.

**ACRH 603 BASIC TOOLS FOR AIR CONDITIONING, REFRIGERATION, AND HEATING**

Students learn identification, use, and care of basic and specialized hand tools used in the trade.

**ACRH 604 AIR CONDITIONING, REFRIGERATION, AND HEATING MEASUREMENTS**

This course covers the identification, care, and use of different types of instruments required to record temperature, pressure, and heat in various units of measurement as used in the air conditioning, refrigeration, and heating trades. Refrigeration cooling loads, heat load and heat gain loads are also taught.

**ACRH 605 ELECTRICAL THEORY AND APPLICATIONS**

This course presents fundamentals of electricity, Ohm's Law, and electrical circuits. Students learn to identify and use electrical test instruments and understand the distribution of electrical power. Thermostats, relays, capacitors, protection devices, and electric motors are studied, as well as the reading of wiring diagrams.

**ACRH 606 HEATING THEORY AND APPLICATIONS**

This course presents fundamentals of gas, oil, and electric forced hot air systems. This includes the duct system, the heat exchanger, the electrical controls, and the control circuitry. Energy conservation methods as they relate to heating and air conditioning are discussed. Students also learn to troubleshoot gas heaters. Students are taught the installation of solar hydronic radiant heat in the floor. Students make all connections for solar hydronic radiant heat systems. The focus is to teach students the efficiency of such systems and their green applications.

**ACRH 607 BASIC COMPRESSION REFRIGERATION**

This course covers identification of compressors, evaporators, condensers, connecting refrigerant lines, and system accessories; use of refrigerants; evacuation; pressurizing; testing for leaks; and charging. Students will also tear down and inspect compressors.

**ACRH 608 TUBING, PIPING, AND SOLDERING**

In this course, students learn to select pipe, tubing, and fittings; flare, bend, and swag tubing; and perform soft soldering, silver brazing techniques.

**ACRH 609 CONDENSING UNITS**

In this course, students learn to define terms associated with sealed system components (condensing units) and to discuss, list, identify, operate, and repair them.

**ACRH 610 AIR CONDITIONERS**

This course covers the major components of air conditioners; matching wire size to carrying capacity; parts identification; troubleshooting, and repair of air conditioning units including split systems.

**ACRH 611 HEAT PUMPS**

The theory of heating and/or cooling by heat pumps is discussed, along with their advantages and disadvantages.

**ACRH 612 DOMESTIC, COMMERCIAL, AND INDUSTRIAL REFRIGERATION**

The course covers domestic refrigerators, commercial walk-in boxes, ice-making machines, and ancillary controls associated with industrial refrigeration systems. Students also learn the basics of electrical controls, refrigeration defrost controls, mechanical servicing, shell and tube condensing units, oil pressure controls, hot gas defrost, electrical defrost, water pumps and troubleshooting techniques.

**ACRH 613 RECOVERY, RECYCLING, AND RECLAIMING**

Students learn the effects of CFC refrigerants on the ozone layer of the atmosphere and the Environmental Protection Agency’s rules governing the phasing out of CFCs and HCFCs. In all hands-on projects, students are instructed in the proper procedures required to recover CFCs. Department of Transportation regulations regarding the transport of refrigerant drums and cylinders are reviewed and discussed.

**ACRH 614 DUCTWORK APPLICATION**

This course covers sizing and placement of ductwork, registers, and grills for proper air distribution.

**PD 616 PROFESSIONAL DEVELOPMENT**

Students learn the skills employers require for positive work relationships and long-term employment. They include targeted workplace competencies: problem solving and other cognitive skills, oral communication skills, personal qualities, work ethic, and customer service, interpersonal and teamwork skills. Students also learn about the importance of professionalism on the jobsite and employer expectations. Employment Specialists teach students effective Internet, interviewing, and job search skills.

**BUILDING MAINTENANCE**

**Course Outline/Description**

**DIPLOMA PROGRAM**

24 weeks – 6 months - 25 semester credit hours (DAY)  
 52 weeks – 13 months - 25 semester credit hours (EVENING)  
 Total 720 hours

**OBJECTIVE**

Building Maintenance\* teaches diversified skills needed to maintain and renovate commercial and residential properties. Students are taught basic skills in electricity, carpentry, plumbing, heating and air conditioning maintenance. Training also includes painting, papering, and tiling. Students acquire skills in appliance repair, and they receive an introduction to Green Technology and Energy Efficiency in the trades. Students are instructed in safety precautions in the performance of building maintenance tasks, with an emphasis on the proper use of hand and power tools.

**EMPLOYMENT OPPORTUNITIES**

Graduates are prepared for entry-level employment as maintenance mechanics in apartment complexes, healthcare facilities, industrial establishments, and commercial buildings.

	<b>COURSE TITLE</b>	<b>CREDIT HOURS</b>
BM 101	General Mathematics for Building Maintenance	0.5
BM 102	Carpentry and Concrete Pads	4.0
BM 103	Screen Repair, and Appliance Repair and Maintenance	1.0
BM 104	Painting, Papering, Tiling, and Floor Care	3.0

BM 105	Electricity and Blueprint Reading	4.5
BM 106	Plumbing and Pipe Fitting	3.5
BM 107	Air Conditioning	2.0
BM 108	Heating	4.0
PD 616	Professional Development	2.5

\* Students in this program are eligible to receive industry recognized certification from the National Occupational Competency Testing Institute (NOCTI) upon successful completion of certification exams.

\* Students are given the opportunity to earn OSHA-10 Certification from Occupational Safety and Health Administration upon successful completion of the required tests.

**BM 101 GENERAL MATHEMATICS FOR BUILDING MAINTENANCE**

Students review mathematical procedures including computations using fractions, decimals, and percentages.

**BM 102 CARPENTRY AND CONCRETE PADS**

Students learn types of lumber, installation of studding and joists, and installation and repair of drywall. Practical applications of carpentry taught include identification of moldings; cutting, mitering, and nailing of finished carpentry projects; installation of interior doors, and sub-flooring. Students practice the proper way of sealing around doors and windows as it relates to energy conservation. This course also covers the preparing, pouring, and finishing of concrete.

**BM 103 SCREEN REPAIR, AND APPLIANCE REPAIR AND MAINTENANCE**

Students learn basic screen repair. Students also learn how to troubleshoot, repair, and maintain dishwashers, washers, gas/electric dryers, and gas/electric hot water heaters.

**BM 104 PAINTING, PAPERING, TILING, AND FLOOR CARE**

Students are instructed regarding classification of paints, preparation of walls and woodwork, and application of paint to these surfaces. Students learn classification and application of wall coverings and methods of repairing them. They also learn laying floor covering and ceramic tiling. Students also learn general cleaning techniques for floor care.

**BM 105 ELECTRICITY AND BLUEPRINT READING**

Students are provided with an introduction to electrical theory and fundamentals of electrical wiring and repairs. Students learn to install light switches, receptacles, doorbells, and light fixtures; and connect circuits to panel boxes and 220/240-volt lines for large appliances. They also learn the importance of preventive maintenance and how it affects energy consumption and appliance function. Students are taught the impact of energy conservation. Students install devices and fixtures that reduce energy consumption. In addition, students are instructed in the use of blueprints showing building stages from excavation to completion. Students learn to read plans, interpret symbols, and identify standard dimensions.

**BM 106 PLUMBING AND PIPE FITTING**

Students receive instruction in the installation and repair of plumbing fixtures and garbage disposals. Students also learn to install pipes and fittings. Cold water supply systems and sewage systems are discussed. Students cut, ream, and thread gas pipes; and solder copper. Students install devices and fixtures that reduce water consumption.

**BM 107 AIR CONDITIONING**

This course instructs students in the basic air conditioning cycle and how to service A/C units. Students also learn the importance of preventive maintenance and how it directly involves energy saving. Students are taught to charge, evacuate, and reclaim refrigerants of A/C units.

**BM 108 HEATING**

Students learn the function, maintenance, and troubleshooting of heating systems, including warm air and hot water heating systems. Students are taught the importance of energy conservation and green technology as it applies to heating.

**PD 616 PROFESSIONAL DEVELOPMENT**

Students learn the skills employers require for positive work relationships and long-term employment. They include targeted workplace competencies: problem solving and other cognitive skills, oral communication skills, personal qualities, work ethic, and customer service, interpersonal and teamwork skills. Students also learn about the importance of professionalism on the jobsite and employer expectations. Employment Specialists teach students effective Internet, interviewing, and job search skills.



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## CARPENTRY

### Course Outline/Description

#### DIPLOMA PROGRAM

24 weeks – 6 months - 25.5 semester credit hours (DAY)

52 weeks – 13 months - 25.5 semester credit hours (EVENING)

Total 720 hours

#### OBJECTIVE

Carpentry\* students learn hands-on new construction skills. They build elements of a house to scale in order to learn framing, drywall, rough and fine finishing, siding, shingled roofing, and door and window installation. Students construct a full-size deck and staircase. Training includes blueprint reading, safety practices, and trade mathematics.

#### EMPLOYMENT OPPORTUNITIES

Graduates are prepared for entry-level employment as carpenters, carpentry assistants, carpentry apprentices, maintenance carpenters, finish carpenters, house repairers, door installers, cabinet and trim installers, lay-out workers, framers, assemblers, and woodworkers.

	COURSE TITLE	CREDIT HOURS
CARP 101	Introduction to Carpentry	0.5
CARP 102	Mathematics for Carpentry	3.0
CARP 103	Carpentry Tools	0.5
CARP 104	Blueprints	1.0
CARP 105	Wood, Wood Fasteners, and Hardware	1.0
CARP 106	Framing	5.5
CARP 107	Rough Finishing	4.5
CARP 108	Fine Finishing	5.0
CARP 109	Decking	2.0
PD 616	Professional Development	2.5

*\* Students in this program are eligible to receive industry recognized certification from the National Occupational Competency Testing Institute (NOCTI) upon successful completion of certification exams.*

*\* Students are given the opportunity to earn OSHA-10 Certification from Occupational Safety and Health Administration upon successful completion of the required tests.*

#### CARP 101 INTRODUCTION TO CARPENTRY

Students are introduced to the various carpentry skills required by this building trade and oriented to trade safety practices, classroom regulations, and carpentry terminology. Students receive an introduction to Green Technology and Energy Efficiency in the trades.

#### CARP 102 MATHEMATICS FOR CARPENTRY

This mathematics course provides a review of basic mathematics as used in the carpentry field with a focus on measurements, fractions, use of the ruler and measuring tape, and an architect scale.

**CARP 103 CARPENTRY TOOLS**

Students will learn types and proper use of carpentry tools, such as hand and power tools, hammers, saws, levels, table saws, miter saws, routers, and sanders.

**CARP 104 BLUEPRINTS**

Students develop an awareness of blueprint terminology. They learn basic blueprint reading, including recognizing distances, placement, and symbols. Students learn to interpret detailed views and prints.

**CARP 105 WOOD, WOOD FASTENERS, AND HARDWARE**

Students learn about the various types and sizes of lumber. Students develop a working knowledge of the use of fasteners in carpentry. Also covered is the installation of hardware, such as locks, deadbolts, and other accessories.

**CARP 106 FRAMING**

Students learn layout, setting joists, and both wall and roof framing. Students are taught the difference between various insulation, for example, R values and faced and un-faced insulation. Students observe a blower door evaluation for sealing drafty buildings.

**CARP 107 ROUGH FINISHING**

Students learn to build stairs and to construct wall sheathing, sub-flooring, vinyl siding, and shingle roofing.

**CARP 108 FINE FINISHING**

Students learn to install doors, windows, and wood trim and to perform related millwork. They learn to install kitchen cabinets, and counter tops. Students also learn to lay-out and install ceramic tile, acoustic ceilings, and vinyl tile.

**CARP 109 DECKING**

Students receive instruction in the layout and construction of wood decks.

**PD 616 PROFESSIONAL DEVELOPMENT**

Students learn the skills employers require for positive work relationships and long-term employment. They include targeted workplace competencies: problem solving and other cognitive skills, oral communication skills, personal qualities, work ethic, and customer service, interpersonal and teamwork skills. Students also learn about the importance of professionalism on the jobsite and employer expectations. Employment Specialists teach students effective Internet, interviewing, and job search skills.

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## **PLUMBING AND HEATING**

### **Course Outline/Description**

#### **DIPLOMA PROGRAM**

24 weeks – 6 months - 25 semester credit hours (DAY)

52 weeks – 13 months - 25 semester credit hours (EVENING)

Total 720 hours

#### **OBJECTIVE**

Plumbing and Heating\* students design and build a fully functional bathroom consisting of toilet, sink, and bathtub. Water and drainage lines are installed, utilizing both hot and cold running water. Hot water heaters—electric, gas, and oil—are installed and serviced. Students are instructed in the installation and repair of forced hot air heaters, related ductwork, and hydronic heaters with radiators or baseboard units. All tasks and instructional activities are performed in conjunction with current municipal codes.

#### **EMPLOYMENT OPPORTUNITIES**

Graduates are prepared for entry-level positions in the plumbing and heating field as workers in commercial, industrial, and residential buildings. They could serve as heating service technicians and assistant plumbers and pipefitters.

	<b>COURSE TITLE</b>	<b>CREDIT HOURS</b>
PH 101	Introduction to Plumbing and Heating	0.5
PH 102	Safety in Plumbing and Heating	0.5
PH 103	Electrical Theory and Application for Plumbing and Heating	2.5
PH 104	Electrical Control Systems	0.5
PH 105	Overview of Heating Systems	1.5
PH 106	Heat Installation and Service	5.5
PH 107	Heat Pump Theory	0.5
PH 108	Duct Systems	1.0
PH 109	Plumbing	7.0
PH 110	Mathematics for Plumbing and Heating	3.0
PD 616	Professional Development	2.5

*\* Students in this program are eligible to receive industry recognized certification from the National Occupational Competency Testing Institute (NOCTI) upon successful completion of certification exams.*

*\* Students are given the opportunity to earn OSHA-10 Certification from Occupational Safety and Health Administration upon successful completion of the required tests.*

**PH 101 INTRODUCTION TO PLUMBING AND HEATING**

This course familiarizes students with plumbing and heating terms and job opportunities in this field. Students learn to identify tools for use in plumbing and heating and to follow proper shop procedures. Students receive an introduction to Green Technology and Energy Efficiency in the trades.

**PH 102 SAFETY IN PLUMBING AND HEATING**

In this course, students learn to take proper safety precautions in the field. Safe handling and operation of tools and equipment are continuously emphasized.

**PH 103 ELECTRICAL THEORY AND APPLICATIONS FOR PLUMBING AND HEATING**

This course teaches the fundamentals of electricity. Various types of wire and basic electrical devices relevant to heating systems are studied. Students learn to use electrical testing instruments, including voltmeters, ammeters, and ohmmeters.

**PH 104 ELECTRICAL CONTROL SYSTEMS**

This course stresses the function of electrical control circuits relevant to domestic water heaters as well as hydronic heating systems. Students learn basic wiring diagrams.

**PH 105 OVERVIEW OF HEATING SYSTEMS**

Students are instructed in the evolution of heating systems and the identification of gas, oil, and electric warm air and hot water heating systems. They learn about controlled combustion of oil and gas and the devices required for the implementation of this function.

**PH 106 HEAT INSTALLATION AND SERVICE**

Students learn how to install and service gas, oil, and electric hot water and domestic water heaters. They learn the requirements for code-approved electrical, fuel, flue, and other pertinent connections for the safe installation and operation of these units.

**PH 107 HEAT PUMP THEORY**

The theory of heat pumps is discussed along with the advantages and disadvantages of such systems. Students learn the principles of heat transfer and study the vapor compression cycle.

**PH 108 DUCT SYSTEMS**

Students are taught the correct sizing of prefabricated duct systems. The course includes the study of square, round, oval, and flexible duct work as related to their use in installing duct systems.

**PH 109 PLUMBING**

This course teaches students how to size, install, and repair natural gas, water, and drainage systems. Students learn to repair and install basic plumbing fixtures. They are also taught the layout of residential plumbing systems and receive a thorough background in plumbing rules and regulations. Students are taught the design and installation of solar hydronic water heaters and make connections to setup a PEX system. Students are taught how to appreciate the efficiency of such a system and its green applications.

**PH 110 MATHEMATICS FOR PLUMBING AND HEATING**

Students are taught basic mathematical skills needed for plumbing and heating applications, such as measurement of pipes and ducts, as well as calculating area and volume.

**PD 616 PROFESSIONAL DEVELOPMENT**

Students learn the skills employers require for positive work relationships and long-term employment. They include targeted workplace competencies: problem solving and other cognitive skills, oral communication skills, personal qualities, work ethic, and customer service, interpersonal and teamwork skills. Students also learn about the importance of professionalism on the jobsite and employer expectations. Employment Specialists teach students effective Internet, interviewing, and job search skills.

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## RESIDENTIAL AND COMMERCIAL ELECTRICITY

### Course Outline/Description

#### DIPLOMA PROGRAM

24 weeks – 6 months - 26 semester credit hours (DAY)

52 weeks – 13 months - 26 semester credit hours (EVENING)

Total 720 hours

#### OBJECTIVE

The Residential and Commercial Electricity\* student will be able to design, install, troubleshoot, replace, upgrade, and maintain electrical equipment in residential and commercial electrical systems per requirements and guidelines mandated by the National Electrical Code. Students are instructed in the identification, care, and proper use of electrical tools and equipment. They learn mathematics for use in the electrical trade. They also study basic theory, electrical control systems, and single-phase and multi-phase electrical motors. Power supplies and power distribution for commercial establishments are taught.

#### EMPLOYMENT OPPORTUNITIES

Graduates of this course are prepared for entry-level employment as electrical installers and troubleshooters, and as maintenance and electrical assistants in residential, commercial, and public establishments.

	COURSE TITLE	CREDIT HOURS
RCE 101	Introduction to Electricity	0.5
RCE 102	Mathematics and Blueprint Reading for Electricians	4.5
RCE 103	Basic Electricity	4.0
RCE 104	Electrical Measuring Devices	1.0

RCE 105	Residential Wiring Systems	5.5
RCE 106	AC Theory	2.0
RCE 107	Electrical Motors, Controllers, and PLCs	4.5
RCE 108	Commercial Wiring Systems	1.5
PD 616	Professional Development	2.5

*\* Students in this program are eligible to receive industry recognized certification from the National Occupational Competency Testing Institute (NOCTI) upon successful completion of certification exams.*

*\* Students are given the opportunity to earn OSHA-10 Certification from Occupational Safety and Health Administration upon successful completion of the required tests.*

**RCE 101 INTRODUCTION TO ELECTRICITY**

This course includes a presentation of electrical occupations together with general safety guidelines. Students receive an introduction to Green Technology and Energy Efficiency in the trades.

**RCE 102 MATHEMATICS AND BLUEPRINT READING FOR ELECTRICIANS**

Students are taught to solve realistic mathematical problems which may be encountered by the electrician in order to gain a solid foundation for a career in the electrical field. Students also learn blueprint reading with electrical symbols.

**RCE 103 BASIC ELECTRICITY**

This course includes a presentation of atomic theory and theory of magnetism, direct current (DC) circuitry, Ohm's Law and its applications, and dry cell and wet cell batteries.

**RCE 104 ELECTRICAL MEASURING DEVICES**

Students are taught the use of voltmeters, ohmmeters, ammeters, multimeters, and megohmmeters and their application to diagnostic troubleshooting. Students are taught the theoretical aspects and the installation of basic devices such as dimmers, compact, fluorescent lamps and LED lighting.

**RCE 105 RESIDENTIAL WIRING SYSTEMS**

Limited only to basic single pole switches, 3-way and 4-way switches, and cell circuits. Students are taught all basic residential wiring circuits and troubleshooting used in a residential setting. Students install a 100-amp system with related circuitry in a simulated residence. Proper safety procedures are followed in accordance with the National Electrical Code (N.E.C.) guidelines including the correct size and use of conductors and circuit breakers. Students are taught the identification and care of tools used in the electrical trade. Students are taught how to install solar panels, interfaces, and other electrical components.

**RCE 106 AC THEORY**

This course teaches the difference between direct current and alternating current and shows why alternating current (AC) is the basis of all transformers and electrical distribution systems.

**RCE 107 ELECTRICAL MOTORS, CONTROLLERS, AND PLCs**

Students are taught how to install and troubleshoot motor control circuits. They learn to identify defective motors, transformers, contactors, and relays. They also are taught common motor control circuits for three-phase and single-phase motors. Students design and install Programmable Logic Controllers.

**RCE 108 COMMERCIAL WIRING SYSTEMS**

This course deals with raceway installations used in commercial establishments.

**PD 616 PROFESSIONAL DEVELOPMENT**

Students learn the skills employers require for positive work relationships and long-term employment. They include targeted workplace competencies: problem solving and other cognitive skills, oral communication skills, personal qualities, work ethic, and customer service, interpersonal and teamwork skills. Students also learn about the importance of professionalism on the jobsite and employer expectations. Employment Specialists teach students effective Internet, interviewing, and job search skills.

# Regulatory Information

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## GRIEVANCE PROCEDURE

In the event that you have a concern or a grievance, the following process should be followed:

### Informal Process

1. Discuss the concern or grievance with your instructor or Student Services staff for immediate resolution.
2. If further discussion is needed, you may schedule a conference with the Academic Affairs Director.
3. If you are not satisfied with the result of your meeting with one of the program directors, you may schedule a meeting with the Campus President.

### Formal Process

1. All formal grievances need to include the full name, current address and phone number, and program of study of the person filing the grievance. You will receive a written response from the Campus President within 30 days following the receipt of your letter. Address your formal grievance to:

Campus President  
Orleans Technical College  
2770 Red Lion Road  
Philadelphia, PA 19114

2. Schools accredited by the Accrediting Commission of Career Schools and Colleges have a procedure and operation plan for handling student complaints. If you do not feel that the school has adequately addressed a complaint or concern, you may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form with permission from the complainant(s) 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 and Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
703-247-4212  
www.accsc.org

A copy of the Commission's complaint form is available is available at Orleans Technical College and may be obtained by contacting the Campus President, or online at [www.accsc.org](http://www.accsc.org).

3. In addition to submitting your complaint to the Accrediting Commission, you may choose to contact one or more of the following oversight agencies:

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

Office for Civil Rights, Philadelphia  
U.S. Department of Education  
Wanamaker Building, Suite 515  
100 Penn Square East

Philadelphia, PA 19107  
U.S. Department of Education  
FSA Ombudsman Group (Student Loan Issues)  
830 First Street, N.E., Mail Stop 5144  
Washington, DC 20202-5144

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## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

A student should submit to the education director, registrar, program director, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The Orleans Technical College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If Orleans Technical College decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Orleans Technical College.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by *the school* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

#### The right to limit distribution of Directory Information

Generally, the school will not release any information to outside resources or individuals without receiving permission, unless required to provide information under state or federal laws or to auditors, accrediting bodies, researchers, etc. However, certain information is permitted to be routinely released, unless specifically requested not to. At this school, general directory information is considered to be a student's name, address, telephone number, date and place of birth, program of study, participation in recognized activities, dates of attendance, diploma or degree obtained, awards, the last institution attended, degrees and awards received, and enrollment status. The student is entitled to request that these directory items not be made publicly available. Such a request must be made in writing to the Campus President. Requests filed will block the release of any directory information made after the date the request is received.

FERPA regulations allow for an institution to disclose, without consent, personally identifiable information from education records to appropriate parties (typically, but not limited to law enforcement officials, public health officials, trained medical personnel, and parents) in connection with an emergency if the information is necessary to protect the health or safety of the student or other individuals, as determined by the educational institution when considering the totality of the circumstances. 34CFR 99.31(a)(10) and 99.36

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### **FEDERAL TRADE COMMISSION (FTC) INFORMATION SAFEGUARD STANDARD**

In accordance with FTC regulations and the Gramm-Leach-Bliley Act, Orleans Technical College has in place a safeguarding program to protect non-public student information, including the release of personally identifiable student information. The school's written Information Safeguard Plan applies to both paper and electronic records and provides for the security and confidentiality of student information. The plan is available upon request from the Campus President's office.

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### **NON-DISCRIMINATION POLICY**

#### **Notice of Non-Discrimination**

Orleans Technical College is an equal opportunity education institution. Students are admitted, trained, and referred for employment opportunities without regard to race, color, creed, national origin, gender, disability or age. Orleans Technical College encourages men and women to participate in skills programs considered to be non-traditional. Orleans Technical College is in compliance with Title VI of the Civil Rights Act of 1972 and Section 504 of the Rehabilitation Act of 1973.

Any issues or questions regarding this policy should be directed to the Title IX coordinator:

Campus President  
2770 Red Lion Road  
Philadelphia, PA 19114  
Office: A-109  
215-728-4488



## **PENNSYLVANIA DEPARTMENT OF EDUCATION POLICY**

The Pennsylvania Department of Education (PDE) does not discriminate in its education programs, activities, or employment practices based on race, color, religious creed, ancestry, union membership, age, gender, sexual orientation, gender identity or expression, national origin, AIDS or HIV status, disability, or any other legally protected category. Announcement of this policy is in accordance with State law including the Pennsylvania Human Relations Act, and with Federal law, including Title VII of the Civil Right Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.

The following positions have been designated to handle inquiries regarding the non-discrimination policies:

Complaints regarding discrimination in schools:

Human Relations Representative  
Intake Division  
Pennsylvania Human Relations Commission  
[www.phrc.state.pa.us](http://www.phrc.state.pa.us)  
Harrisburg Regional Office: 717-787-9784; Text 717-787-7279  
Pittsburg Regional Office: 412-565-5395; Text 412-565-5711  
Philadelphia Regional Office: 215-560-2496; Text 215-560-3599

Information on accommodations within the Department of Education for persons with disabilities:

Pennsylvania Department of Education  
Americans with Disabilities Act Coordinator  
Bureau of Human Resources  
333 Market Street, 11<sup>th</sup> Floor  
Harrisburg, PA 17126-0333  
Voice Telephone: 717-787-4417  
Fax: 717-783-9348  
Text Telephone TTY: 717-783-8445

Title IX and general questions regarding educational law or issues:

Pennsylvania Department of Education  
School Services Unit  
Director  
333 Market Street, 11<sup>th</sup> Floor  
Harrisburg, PA 17126-0333  
Voice Telephone: 717-787-4417  
Fax: 717-783-9348  
Text Telephone TTY: 717-783-8445

# Directions

## BUSES

Roosevelt Blvd.  
#14 or Boulevard Direct from  
Bridge & Pratt El Station  
(Frankford Transportation Center)

#1 from Broad & Hunting Park  
(Broad Street Subway Station)

## SEPTA REGIONAL RAIL LINE

Take the R-8 Fox Chase Train to Fox Chase Station (Rhawn Street and Oxford Avenue). Then take #28 Bus 2-1/2 miles east on Rhawn Street to Roosevelt Boulevard and then take Route #1, #14, or Boulevard Direct northbound to Red Lion Road. Walk to the right 2 blocks. Orleans Technical College is located on the right past Swenson High School.

## BROAD STREET SUBWAY – Orange Line

Take the Subway to Hunting Park Station. Then take #1 northbound bus to Red Lion Road. Walk to the right 2 blocks. Orleans Technical College is located on the right past Swenson High School.

## MARKET FRANKFORD EL – Blue Line

Take the El to Bridge & Pratt. Then take the #14 Bus or Boulevard Direct to Red Lion Road. Walk to the right 2 blocks. Orleans Technical College is located on the right past Swenson High School.

## FROM THE PA TURNPIKE

Traveling east or west on the PA turnpike, take Exit 28 for Philadelphia via Route 1. Follow Route 1, Northeast Philadelphia Roosevelt Boulevard, inner lanes, and south to Red Lion Road. Turn left onto Red Lion Road and continue to the school. Orleans Technical College is located on the right past Swenson High School.

## FROM ROUTE I-95

Traveling north or south on I-95, exit at Woodhaven Road. Continue on Woodhaven Road to Roosevelt Boulevard (Route 1 South). Take exit ramp to Roosevelt Boulevard (Route 1 South) and travel in inner lanes to Red Lion Road. Turn left onto Red Lion Road and continue to the school. Orleans Technical College is located on the right past Swenson High School.

## FROM THE SCHUYLKILL EXPRESSWAY – Route 76

Traveling east or west on the expressway, exit at Northeast Philadelphia Roosevelt Boulevard (Route 1 North). Travel in The outer lanes. Follow Roosevelt Boulevard north to Red Lion Road. Turn right onto Red Lion Road. Orleans Technical College is located on the right past Swenson High School.

## FROM NEW JERSEY

Take the Betsy Ross Bridge to I-95 north. Exit at Woodhaven Road. Continue on Woodhaven Road to Roosevelt Boulevard (Route 1 south). Take exit ramp to Roosevelt Boulevard (Route 1 south) and travel in inner lanes to Red Lion Road. Turn left onto Red Lion Road and continue to the school. Orleans Technical College is located on the right past Swenson Skill Center High School.

Take the Tacony Palmyra Bridge into Pennsylvania. Upon exiting the bridge, you will be on Levick Street. Take Levick Street to Harbison Avenue. Make a right turn onto Harbison Avenue. Take Harbison Avenue to Roosevelt Boulevard north. Make a right turn onto Roosevelt Boulevard north. Stay in the outer lanes and follow Roosevelt Boulevard north to Red Lion Road. Turn right onto Red Lion Road and continue to the school. Orleans Technical College is located on the right past Swenson Skill Center High School.

Take the Burlington Bristol Bridge into Pennsylvania. Upon exiting the bridge, turn left onto Newport Road / PA-413. Continue to follow PA-413. Merge onto I-95 south via the ramp on the left toward Philadelphia. Exit at Woodhaven Road. Continue on Woodhaven Road to Roosevelt Boulevard (Route 1 south). Take exit ramp to Roosevelt Boulevard (Route 1 south) and travel in inner lanes to Red Lion Road. Turn left onto Red Lion Road and continue to the school. Orleans Technical College is located on the right past Swenson Skill Center High School.

## PARKING

Orleans Technical College provides free parking adjacent to the school. It should be noted, however, the College is not responsible for loss or damage sustained to vehicles.