



2016

SCHOOL CATALOG

McAllen Careers Institute
304 S. Col. Rowe Blvd. (2nd Street)
McAllen Texas 78501
Phone (956)618-5800
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“Inspiring Success through Education and Training”

For more information visit us at

www.mcallencareersinstitute.com

Approved and Regulated by Texas Workforce Commission-Career Schools and Colleges, Austin, Texas

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School Information

Message from the Chief Executive Officer

McAllen Careers Institute (MCI) is a provider of post-secondary vocational careers. As a training facility, the institute monitors the ever-changing demands in the labor market for skilled individuals and endeavors to make sure that our programs meet those demands. McAllen Careers Institute maintains that quality instruction can lead to an improved local economy, personal quality of life and fulfillment of career goals. To ensure that quality, the school strives to hire qualified instructors who will put our students first and ensure that they receive the best training. McAllen Careers Institute trains in a state of the art industry facility where both student and staff remain motivated to excel in the education process to meet the changing needs of the industry.

I look forward to sharing the MCI experience with you.

Carlos I. Salinas

Chief Executive Officer

Mission Statement and Objective

McAllen Careers Institute has a two-fold goal regarding their educational and career development programs; the two-part goal includes increasing personal competitiveness in the labor market while developing the skills and credentials in individuals to become more effective in their daily performance.

“Inspiring Success through Education and Training “

The MCI Education Core Values utilized to create positive experiences are grounded in:

- Integrity
- Customer Service
- Innovation
- Partnership

Administration, Faculty, and Staff

McAllen Careers Institute has selected professionals to teach in each program of instruction offered. These individuals are equally adept in theory and practical application. All faculty members meet or exceed the minimum educational and industry experience requirements as set forth by state approving agencies and the accrediting bodies governing McAllen Careers Institute. In addition to the instructional staff, support personnel are available for assistance in financial assistance, career services, attendance and other needs.

History

May 2009 - MCI received its approval from Texas Workforce Commission Careers Schools and Colleges

September 2009 – Started first class in a 1500 sq. foot building located at 1101 E. Dallas Ave McAllen TX

January 2013 – MCI received its approval to train Veterans from the Texas Veteran Commission

April 2015 – MCI moved to new location 25,000 sq. foot building located at 304 S. Col. Rowe Blvd. McAllen, TX

September 2015- MCI received approval for Candidacy of Accreditation from Council on Occupational Education

Location and School Facilities

The MCI campus is located at 304 S. Col. Rowe Blvd. (2nd St.) McAllen, TX. 78501. The school consists of a building that is over 25,000 square feet with administrative and education offices, classrooms, resource center, welding shop labs, and a student break area.

Accrediting Agencies, Approvals/State Licenses, and Memberships

Accrediting Agencies

McAllen Careers Institute (#345300) Candidate for Accreditation from:

Council on Occupational Education (COE)

7840 Roswell Road, Bldg. 300 Suite 325

Atlanta, GA 30350

Phone (800) 917-2081

www.council.org

McAllen Careers Institute (#101212) is approved as a Test Facility for AWS Certified Welder Programs

American Welding Society

550 NW LeJeune Road

Miami, FL. 33126

Phone (800 or 305)-443-9353

www.aws.org

Approvals/State Licenses

McAllen Careers Institute (S-3321) is approved and regulated by the

Texas Workforce Commission

Career Schools and Colleges

101 E. 15th Street, Rm. 226T

Austin, Texas 78778-0001

Phone: 512-936-3100

www.texasworkforce.org/careerschools

McAllen Careers Institute (S-0439) is approved and regulated by the Texas Veteran Commission to train Veterans

Texas Veteran Commission

1700 N. Congress Suite 450

Austin, TX. 78701-1496

Phone: 512-463-3168

www.tvc.texas.gov

Memberships

McAllen Careers Institute is a member of the following organizations:

- Brownsville Chamber of Commerce
- McAllen Chamber of Commerce
- Weslaco Chamber of Commerce
- Harlingen Chamber of Commerce
- Brownsville Chamber of Commerce
- RGV Hispanic Chamber of Commerce

Ownership of the School

McAllen Careers Institute is owned by CC & J Group LLC

Changes and Improvements to Programs

MCI is constantly striving to improve and update our programs to keep with up changes in industries in which we train. As a result, we meet twice a year with advisory committees made up of employers and experts from the industry and

surrounding community. These Committees review results of graduate and employer surveys, review current industry trends and give feedback and recommendations for updates to programs that the school considers for implementation. When planned changes or updates occur, they are published in an addendum that is distributed to students, and then included in the next printed version of the Catalog.

Release of Records, Transcripts, and Certificates

Official academic records, transcripts, or certificates will not be released to any institute or individual until all financial obligations have been met and the student has been cleared by the Financial Aid department. Initial copies of transcripts or certificates will be issued at no charge. Fees for additional copies of transcripts or certificates are: \$5.00 for a transcript, \$25.00 for a certificate. A transcript/certificate request form with a copy of the student's identification must be completed and returned with payment before the document can be released.

Admission Information

Admission Requirements

The School admits, as students, applicants having an

- Acceptable high school diploma and or Official High School Transcript listing date of Graduation or
- General Educational Development (GED) or recognized equivalent or
- National or Regional accredited college transcript that contains the name and date of high school graduation. or
- Foreign high school documentation requires interpretation in order to validate.
- Students who have completed Home School are required to submit a copy of the curriculum used for completing their high school education. Or
- Be beyond the compulsory age of attendance as set by the State of Texas and demonstrate the ability to benefit from training as determined by an independently administered Wonderlic Basic Skills Test. Prospective students must pay a \$50.00 fee for the exam (subject to change) and obtain a minimum score on the exam to meet this requirement. Minimum scores are as follows:
Verbal – 200 Quantitative –210
- Persons desiring to apply in either the Stick and Pipe Welding or the Combo Pipe Welder Programs are required to take the 3G Vertical visual welding test and demonstrate their ability to weld a proper bead. The test measures that the prospective student has the basic competencies and knowledge required in the welding industry. This requirement must be completed prior to acceptance into the Stick and Pipe Welding or the Combo Pipe Welder Programs. The testing fee has a cost of \$25.00 and the prospective student is only allowed to take it a total of 2 times.

McAllen Careers Institute reserves the right to decline any high school diploma, transcript or equivalency documentation it deems as unacceptable.

Admission Procedures

Persons desiring to apply to McAllen Careers Institute should contact the School and speak with one of its Admissions Representatives. Prior to being accepted, an applicant must:

- Complete an interview with an admission representative
- Take a Tour of the School
- Meet with a Financial Officer to secure arrangements for payment of the desired program of study
- Meet with an Admission Representative, to complete an enrollment agreement and required forms

A student is officially enrolled upon completion of all admission requirements and the enrollment agreement is fully-executed (signed by the applicant and the School Official or their designee). An applicant may register at any time, but may only begin classes on the specified start date or no later than the allowable start period defined by the schools governing agencies and as outlined on the enrollment agreement. Classes may have a limited enrollment.

Credit for Previous Training

The school maintains a record of the previous education and training of each student. All requests for exemption or credit must be submitted prior to the start of training. New students, which includes students transferring from another institution, may request exemption from courses based on previous postsecondary education and training. Transcripts from other nationally and/or regionally accredited schools and colleges may be submitted for credit. Credit may be given for related courses taken at a different institution must have been completed within the last 5 years with an earned grade of a “C” or above. Transfer of credit will be limited to enrollment at McAllen Careers Institute and an official transcript must be presented prior to starting school. The School Director or his/her designee will determine what credit is to be given. Credit is limited to no more than 50% of the total McAllen Careers Institute program, and certain classes may not be eligible for credit. If the training program is shortened, the program cost will be reduced accordingly.

With respect to veteran or veteran benefits eligible students, **ALL PRIOR TRAINING MUST BE EVALUATED**. Therefore, the School will inquire about each veteran or veteran benefits eligible person’s previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework, and vocational

training. Previous transcripts will be evaluated and credit will be granted as appropriate. The veteran or eligible person and the VA will be notified of the evaluation result. Students who request reinstatement into an MCI program of study that contains an internship or externship course and who have been out of their program for 2 or more years, will have to demonstrate mastery of their lab skills prior to beginning their externship. If a student is unsuccessful in demonstrating mastery of their lab skills, refresher training may be required up to and including attending assigned classes to refresh on lab skills.

Non-Discrimination Policy and Americans with Disabilities Act

McAllen Careers Institute does not discriminate in admission or access to our programs on the basis of age, race, color, sex, disability, sexual orientation or national origin. If the student would like to request academic adjustment or auxiliary aids, contact the School's Director. The student may request academic adjustments or auxiliary aids at any time. The School's Director, working with Human Resources and Compliance departments, is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. MCI will work with the applicant or student to determine whether reasonable accommodations can be effective and/or available. Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1. Notify the School's Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. The School's Director has a form (ADA Request for Reasonable Accommodation) which should accompany your request.
2. The School Director will, as soon as reasonably possible after receiving the request, make a determination.
3. If the student would like to appeal the School Director's decision, please contact the Executive Director (956) 618-5800, to request an appeal review of all previously submitted documentation and the School Director's decision. Appeals must be submitted within one week of the date of the School Director's response.

Student Information and Services

Consumer Information and Disclosures

The U.S. Department of Education requires schools to provide potential and current students with Consumer Information and Disclosures of specific information regarding graduation rates, retention rates, placement rates, median loan debit of Title IV Federal Student Aid and private loans, and possible employment outcomes for each academic program. The summary and the location of the Consumer Information are provided in the Consumer Information Notice distributed to all potential students. McAllen Careers Institute provides this information to all currently enrolled students for July 1 – June 30 of the subsequent year, unless there are updates, which are provided at the time of the change. In addition, McAllen Careers Institute's Consumer Information is located on the MCI website at www.mcallencareersinstitute.com for each program offered.

Campus Security

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires all colleges and universities to publish information about crime on and near the campus. The Clery Act requires that an Annual Security Report is published by October 1st each calendar year, a public crime log is maintained on campus, and the campus is responsible for using an emergency notification system to alert students of a serious threat. MCI follows these guidelines and reports to the United States Department of Education annually. Students and Employees may find information on the Annual report posted online at www.mcallencareersinstitute.com.

If you have any questions regarding reporting obligations, please contact your School Director. The Annual report contains information regarding Campus Security

- Emergency Response Plan
- Security & Access to Facilities
- Crime Awareness and Prevention
- Crime Statistics & Definitions
- Disciplinary Referrals
- Sex Offenders/Sex Offenses
- Drug-Free Campus and Workplace
- Alcohol & Drug Policy
- Description of Health Risks Associated with Alcohol and Drug Use
- Federal and State Legal Sanctions
- Local Counseling, Treatment and Rehabilitation Programs
- Crime Statistics

McAllen Careers Institute enforces a strict policy for students and employees who violate the company's policies related to drug use. Violators may be subject to penalties and/or disciplinary actions including up to termination from school or employment. MCI's sexual assault policy is to encourage students to be responsible for their personal safety. The campus has a list of staff members by name, title and contact number who are available to report criminal activity, public safety issues, emergencies and suspicious behavior. In the event of an emergency or eminent danger, everyone should immediately call 911. Campus security authority lists and blank incident reports are posted on bulletin boards throughout the campus. If assistance is needed, it will be provided upon request. Students are encouraged to be responsible for their personal and community safety.

Emergency Notification System

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998, MCI provides an emergency alert system, via school management software (STARS) that delivers messages to your MCI or personal email addresses as well as your cell phone. This system will keep the campus community informed regarding safety and security issues by immediately notifying students and staff about crimes committed on campus that may pose a serious and/or immediate threat. We have enrolled you in the program at no additional expense to you. We encourage you to keep your contact information current so that these important alerts can reach you in a timely manner. Please contact

the front desk at the campus to update your contact information. If you choose to not enroll in this service we ask that you contact your School Director. Notification for school closing due to inclement weather and or any other emergency will be done via PSA announcement through local television and radio stations.

Non-Harassment Policy

McAllen Careers Institute will not permit, tolerate or condone harassment against any individual for any reason, including, but not limited to, harassment based on race color, religion, national origin, sex, (including pregnancy), age, disability, veteran status or any other status protected by applicable law. Comments, conduct, or innuendoes that might be perceived by others as offensive or harassing are wholly inappropriate and are to be strictly avoided. This policy applies to students, company employees, customers, vendors and visitors to the premises. McAllen Careers Institute intends to provide a school environment that is pleasant, healthy, comfortable and free of intimidation, hostility or other offenses that might interfere with a student's educational performance. All employees and students must avoid offensive or inappropriate behavior in School or employment-related relationships and are responsible for ensuring that all student-employee, plus employment-related relationships remain professional and free from harassment at all times. Harassment can include, but is not limited to, the following actions:

- Inappropriate Communication – involves any language that is offensive, unnecessarily loud or degrades or berates others, including, but not limited to, racial, religious, or sexual comments or jokes, sexual innuendoes, or threats of any kind, whether communicated verbally, in writing, or electronically.
- Physical Abuse – includes, but is not limited to, touching, hitting, kicking, or threatening another person, including restraining by force or blocking the path of another.
- Interference or Hostile Environment – includes any behavior or action that interferes with a student or employee's ability to perform job duties and responsibilities, or participate in the education process, or which results in or creates a hostile or intimidating environment.
- Sexual Harassment – include, but is not limited to, unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature when:
 - Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or continuation of education;
 - Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
 - Such conduct is severe and pervasive and has the purpose or effect of unreasonably interfering with the individual's work or school performance or creating an intimidating, hostile, or offensive work environment.
- Retaliation – includes any adverse action or threat of adverse action taken or made because a student or employee has exercised or attempted to exercise any rights under applicable laws or under policies of the company. Retaliation includes, but is not limited to, threats, or withholding or withdrawal of pay, promotions, training, grades or employment opportunities.

It is important that students and employees clearly understand the serious effects of harassment. Such behavior may result in personal liability, as well as liability to the School. If an individual feels that he/she has been subjected to any type of degree of harassment, he/she must report the incident verbally or in writing to the School Director, Immediate supervisor, department head, and any other member of management, the Executive Director or the Compliance department. A complaint must include the specific nature of the incident and the date(s) and place(s) such alleged harassment took place, as well as the name(s) of any individual(s) known to be involved, but does not have to be in writing. When the School's management becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the School to do so. Complaints of violations will be promptly and carefully investigated, including interviews with all relevant persons. Investigators will conduct an objective investigation with consideration given to each person's desire for privacy; however, no student or employee is guaranteed complete confidentiality and/or anonymity during an investigation. Only individuals with a legitimate "need to know" will be given any information regarding the complaint(s). Employees and students who utilize this procedure are assured that they will be free from any reprisal or retaliation for reporting such violations or cooperating in an

investigation. Any student found to have harassed a fellow student or School staff member would be subject to severe disciplinary action including possible expulsion from School. In addition, any staff member found to have harassed a student or other staff member would be subject to severe disciplinary action including possible discharge from employment. The School will take action necessary to appropriately remedy the situation. However, if an investigation of a complaint shows that the complaint or information was knowingly false, the individual who provided the false information will be subject to disciplinary action, up to and including dismissal from the School or, if a staff member up to and including termination from employment.

Copyright and Academic Integrity

Students at McAllen Careers Institute are expected to maintain the highest standards of academic conduct by always submitting their own original work for all assignments, research papers, tests, and projects. Students found to engage in plagiarism, cheating, or other forms of academic dishonesty will be subject to negative consequences up to, and including termination from School. Plagiarism is the use of another's words or ideas without proper citation, and includes copying large sections of text or images from print or electronic resources, or another student's work.

Students may avoid plagiarism by forming ideas in their own words, quoting only limited passages of borrowed text, and always acknowledging the origin of borrowed ideas or words with a correct citation. Copyright is a form of protection provided by the laws of the United States (title 17, US Code and 1976 Copyright Act) to authors of literary, dramatic, musical, artistic, and other intellectual works, both published and unpublished. The principle of "Fair Use" allows for the public to freely utilize portions of copyrighted material for purposes of commentary or criticism, including limited academic use. Complete information about copyright may be obtained from the U.S. Copyright Office, or online at www.copyright.gov.

Family Educational Rights and Privacy Act (FERPA)

McAllen Careers Institute is committed to the privacy and security of our students. MCI's Student Records Policy complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) which establishes students' rights and institutions' responsibilities regarding the privacy of education records. It provides guidelines for maintaining the confidentiality of education records and monitoring the release of information from those records. The Family Educational Rights and Privacy Act (FERPA) afford current or former students certain rights with the respect to their educational records. Students have the right to:

1. Inspect and review their individual School records within 45 days of the written request. Students should contact the registrar's office to determine the location of appropriate records and the procedure for reviewing such records.

A student should submit a written request that identifies the record(s) the student wishes to inspect. Request for finance records go to the Financial Aid Office, and requests for other records to the Registrar's Office. A McAllen Careers Institute official will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The student has the right to seek an amendment of records which is believed to be inaccurate, misleading, or otherwise in violation of the privacy rights. Students requesting an amendment of records should submit a written, dated request to the Registrar's office and clearly identify the part of the record to be changed, and specify why it is inaccurate, misleading or a violation of privacy. If McAllen Careers Institute decides not to amend the record as requested, MCI 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent from the parents or eligible student as applicable. Students must provide a signed, dated and written request allowing McAllen Careers Institute to disclose the information. Students must state the records that may be disclosed, state the purpose of the disclosure, and identify the party to whom the disclosure may be made.

NOTE: FERPA does authorize McAllen Careers Institute to disclose student personal identifiable information without consent to other School officials, any contractor or consultant contracting with McAllen Careers Institute,

representatives of the Secretary, of the state, any organization conducting studies, accrediting agencies, a federal grand jury subpoena, etc.

A School official is a person employed by the School in an administrative, supervisory, academic, or support staff position; a person or company with whom the School had contracted (such as an auditor, attorney or collection agency); a person serving on the Board of Directors, a student serving on an official committee (such as grievance or disciplinary committee) or assisting another school official in performing his/her tasks. A School official has a legitimate educational interest, if he/she must review the education record in order to fulfill his/her official responsibilities.

4. Upon request from the student or institution, McAllen Careers Institute may disclose education records without the student's consent to officials of another school which the student seeks or intends to enroll.

5. File a complaint with the U.S. Department of Education concerning alleged failures by McAllen Careers Institute to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office (FERPA)

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 40202-4605

6. Notify McAllen Careers Institute's Education Office in writing if the student wishes to withhold his or her information from the "Directory" information. The School may release information without the student's consent where the information is classified as "Directory Information"; the following categories of information have been designated by McAllen Careers Institute as directory information:

- Name
- Address
- Telephone listing
- E-mail address
- Photographs
- Major field of study

Students who do not want such information released without their consent should notify the Education Office.

Graduate Employment Assistance

McAllen Careers Institute places an emphasis on graduate employment assistance; we consider this to be one of the most important services we can offer our students. The Career Services department helps connect graduates to the workforce by providing specific services that relate to preparing for and identifying employment opportunities.

This office provides the following services:

- Assistance in preparation of resumes and cover letters
- Job coaching services to improve or enhance interviewing (and other) job seeking skills
- Advice and information on job availability in specific areas of training
- Continuous, individualized employment assistance

The School develops contacts with employers and generally has requests from employers for graduates. To do this, McAllen Careers Institute maintains a contact file of potential employers which is constantly updated. Employers are also invited to come to the McAllen Careers Institute campus for job interview sessions. McAllen Careers Institute is very proud of the success of our graduates; however, McAllen Careers Institute does not or will not guarantee employment. Students are also informed that they should be ready to relocate upon graduation, as this may increase their employment opportunities.

Advising

The School has an open-door policy and encourages students to discuss any questions or suggestions with whomever they may wish at any time. However, the School encourages students to follow the traditional "chain-of-command"

policy practiced by most employers. This chain begins with the student’s instructor (equivalent to immediate supervisor in the workplace) and continues through the School Director to the Executive Director.

Housing

The School does not provide formal assistance but will provide contact with various apartment locator services in the general vicinity of the campus.

Transportation

McAllen Careers Institute facilities are conveniently located near public transportation and major freeways. If a student has transportation problems, we try to arrange a car pool since we have students commuting from many parts of the city.

Health and Safety

We will attempt to provide safe facilities and a workplace free from recognized hazards. Each program has specific guidelines that will be explained by the individual instructors. Students are expected to use common sense at all times to prevent injury to themselves and others. The School maintains first aid kits for emergencies. All accidents and injuries must be reported to an instructor or manager or supervisor immediately.

General safety rules that should be observed at all times include:

- Operating mechanical and electrical equipment only according to prescribed procedures;
- Wearing safety glasses and other personal protective equipment whenever and wherever training activities call for them.

Student Insurance

Certain risks are inherent in any work involving regular contact with mechanical and electrical equipment. While stringent precautions are taken to ensure safety, minor accidents can occur. McAllen Careers Institute does not assume financial responsibility for injuries due to student negligence. All students should have their own personal medical insurance or be covered by their families’ medical insurance while attending School.

Student Complaint/Grievance Resolution

McAllen Careers Institute’s stated objective is the preparation of its graduates for a career in their chosen field of training. If a student has a grievance, the following procedure must be followed. It is McAllen Careers Institute’s desire that a grievance be settled at the lowest possible level, and resolved as rapidly as possible.

1. A student will attempt to resolve a grievance with the person involved.
2. If a student is unable to resolve the grievance with the person involved, it should be submitted in writing to that person’s supervisor.
3. If the grievance is still unresolved after two days the student should submit a written summary to the School Director. A meeting will be set up to include the student, person involved, and the Director. Every effort will be made to resolve the grievance at this point.
4. If the student notifies the School Director in writing that the student does not consider the grievance to be resolved, a written summary by the School Director, along with all other materials, will be forwarded to: Executive Director. A written decision on the grievance report will be sent to the student and the School Director within five working days after receipt of the signed grievance. If after following the schools policy the grievance remains unresolved, for all programs, the unresolved grievance should be directed to the

*Texas Workforce Commission, Career Schools and Colleges Department, 101 E. 15th Street,	**Council on Occupational Education (COE) 7840 Roswell Road, Bldg. 300 Suite 325 Atlanta, GA 30350
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Room 226T Austin, Texas 78778-0001 Phone (512) 936-3100 www.texasworkforce.org/careerschools	Phone (800) 917-2081 www.council.org
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*The Texas Workforce Commission will not consider appeals of probation or dismissal for reasons of excessive absences, consecutive absences, or failure to maintain satisfactory progress.

** The Council of Occupational Education will not intervene on behalf of individuals in cases of disciplinary action or dismissal, or act as a court of appeals in such matters as admission, graduation fees, financial aid, and similar points of issue.

Dispute Resolution

The following procedure shall apply to the resolution of any Dispute arising out or in any way related to a student's Enrollment Agreement with the School, any amendments or addenda thereto signed by the student or the subject matter thereof, the student's enrollment, attendance and completion of the student's education program, including without limitation, any statutory, tort, contract, equity or other claim (including all claims presented as a class action) (the "Dispute"):

1. Any Dispute shall be resolved first by use of the Grievance Resolution procedures as outlines in the School Catalog, effective on the date the student's enrollment agreement is signed and accepted by the School Official.
2. If the Dispute is not resolved pursuant to the School's Grievance Resolution procedures as outlines in the School Catalog within 45 days from the date the student submits a written complaint to the MCI Corporate Office, then the Dispute shall be resolved by binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association (AAA) then in effect, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.
 - a. The Federal Arbitration Act shall govern this arbitration agreement. The substantive law which will govern the interpretation of a student's Enrollment Agreement and related documents and the resolution of any Dispute will be the law of the state where the School is located.
 - b. Arbitration shall be the sole method of resolving all Disputes between the parties to this agreement.
 - c. Arbitration will take place before a single neutral arbitrator, chosen according to the AAA Commercial Rules, in the city in which the McAllen Careers Institute School attended by the student is located.
 - d. The parties may take discovery through interrogatories, depositions and requests for production that the arbitrator determines to be reasonable and necessary.
 - e. The arbitration shall be conducted in the English language.
 - f. The arbitrator shall have the authority to grant interim remedies pursuant to the AAA's Optional Rules for Emergency Measures of Protection then in effect. The arbitrator shall have the authority to award monetary damages measured by the prevailing party's actual damages and may grant any non-monetary remedy or relief that the arbitrator deems just and equitable and within the scope of this agreement between the parties. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction.
 - g. The arbitrator shall not have any authority to award punitive damages, treble damages, consequential or indirect damages, or other damages not measured by the prevailing party's actual damages.
 - h. The prevailing party as determined by the arbitrator will be entitled to recover its reasonable attorney's fees and arbitrator administrative costs.
 - i. The arbitrator also shall not have any authority to alter any grade issued to a student.
 - j. The parties shall bear their own costs and expenses. The parties also shall bear an equal share of the fees and costs of the arbitration, which include but are not limited to the fees and costs of the arbitrator, unless the parties agree otherwise or the arbitrator determines otherwise in the award.
 - k. Except as may be required by law, neither party nor an arbitrator may disclose the existence, content, or results of any such arbitration without the prior written consent of both parties.

Student Conduct

Students are expected to conduct themselves in a courteous and professional manner and adhere to the school policies. Generally, a student may be asked to leave a classroom if, in the opinion of the instructor, the student's dress, manner, appearance or behavior distracts or interferes with the educational process. Violation of school policies may result in disciplinary action up to and including dismissal from school. A student's ability to reenter school is at the discretion of the School Director. Specific examples of acceptable behavior are below:

1. Students will display respect for fellow students, faculty, and school staff members.
2. Students will not interfere with the learning progress of any other student(s).
3. Students will put forth a reasonable effort to learn and to bring their training to a successful conclusion within the scheduled training period.
4. Students will attend all scheduled classes and have valid reasons for any time missed.
5. Students will not bring unfavorable criticism or disrepute upon the school or fellow students.
6. Students will adhere to the dress code at all times.
7. Students will refrain from abusive, vulgar, or profane language on school premises.
8. Student will not engage in cheating in any form.
9. Students will not bring alcohol, illegal drugs, or weapons of any kind onto school premises, or be under the influence of alcohol or illegal drugs while on school premises.
10. Students will not engage in gambling, fighting, soliciting, or distribution of literature of any kind on the school premises.
11. Student will not remove any supplies, textbooks, equipment or other school property from the premises without prior written permission from the School Director. Students will not misuse, vandalize, or otherwise damage any school property.
12. Students will not eat or use tobacco products in classrooms, labs, or other non-designated areas.
13. Students will leave their classrooms and lab areas clean at the end of the class period. Students will not bring visitors to the school without prior permission from the School Director.
14. Students will make all tuition payments as scheduled.
15. McAllen Careers Institute is not responsible for, and will be held harmless for, damage to or loss of personal property, including clothing, jewelry, and other items that may be damaged by equipment, chemicals, etc. Property loss should be reported immediately to a school staff member, and the School will make every effort to assist the student to recover lost property. Found items should be given to a school staff member so the owner can be contacted.
16. McAllen Careers Institute assumes no responsibility for missing tools, tool kits, tool boxes, book bags or computer belonging to students. The basic tools specified by the school are the only tools required for training. Students should not bring any other tools, tool kits or other equipment to the school. It is recommended that the student check with their insurance company to be sure their tool kits and other equipment are covered since the school carries no insurance to cover any personal items belonging to students.
17. The use of cell phones in the classroom is prohibited unless permission is granted by the instructor for use for a related classroom activity or assignment.

Student Use of Computer Systems and Networks

McAllen Careers Institute computer systems and networks are provided for student use as a part of McAllen Careers Institute academic programs. Students are not permitted to use their personal devices on the MCI computer network. This poses a security risk to the MCI infrastructure and is prohibited. All students have a responsibility to use McAllen Careers Institute computer systems and networks in an ethical and lawful manner. Students found to have misused MCI computer systems and networks may receive disciplinary action up to and including dismissal. McAllen Careers Institute will not tolerate any abuse of computer systems and networks. This is not an all-inclusive list. In the case of a dismissal, the student will be subject to the refund policy as outlined in the School catalog.

Examples of behaviors considered to be in violation of McAllen Careers Institute's policy on student computer systems and network include:

- Sending obscene, harassing, intimidating and/or threatening messages through email or other means. Viewing or downloading, displaying, printing or otherwise disseminating material that is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, defamatory or otherwise unlawful.
- Downloading any software programs, files or other items including but not limited to internet accelerator programs, search engines, upgrades, enhancements, fonts, graphic images, photos or other items unless authorized to do so by the School Director or Executive Director. Transferring personal software to McAllen Careers Institute computers is prohibited.
- Soliciting business, selling products, or otherwise engaging in commercial activities or personal advertisements.
- Using McAllen Careers Institute computer and/or network to perpetrate fraud, misrepresentation or illegal activity.
- Providing others with access to one's personal computer accounts or attempting to gain access to the computer accounts, files or system to which authorized access has not been granted.
- Attempting to circumvent or compromise McAllen Careers Institute computer security or the security of any remote system accessed through McAllen Careers Institute equipment or networks.
- Creating or releasing computer viruses or engaging in other destructive or potentially destructive programming activities.
- Modifying, altering, or tampering with systems hardware or software unless explicitly authorized to do so by the School Director.

Academic Information

Class Size

The school will maintain a proper ratio between teachers and students to allow adequate attention to each individual in both theory class and the laboratory. The student-teacher ratio will generally not exceed 30:1 in theory classes and 20:1 in laboratory classes

Definition of Clock Hour

McAllen Careers Institutes is a clock hour approved school and does not convert to quarter credit or semester credits. Classroom lecture involves the presentation of theory; laboratory work involves the application of theory through the use of training aids; and externship, clinical practice, or practicum involves the application of knowledge and skills in a program-related facility.

A clock hour is defined:

- as a 50- minute to 60-minute lecture, recitation, or class, including laboratory class or shop training, in a 60-minute period
- a 50-minute to 60-minute internship/externship in a 60-minute period

Transfer of Credit Hours

McAllen Careers Institute does not guarantee articulation with any educational institution for the transfer of credit earned at MCI. Check with the School Director for current articulation agreements with other colleges or universities. The transferability of credits earned at MCI will be determined by the receiving institution's policy and should not be assumed to be transferable.

Attendance Policy

McAllen Careers Institute is an attendance taking institution.

1. Recording Attendance/Absences

a. Attendance will be taken at the beginning of each hour of class. An absence will be charged for each hour in which the student is not in attendance

2. Tardiness

a. Those students who are tardy to class more than 10 minutes will be marked absent for the hour. These absences will count toward TWC absence limits.

b. Those students who continue to be tardy or absent and/ or disrupt class may be refereed, at the discretion of the instructor to the School Director or his/her designee for advising or disciplinary action.

c. Instructor may use absences or tardies as part of their grading process, such as averaging a participation grade in with other daily averages. Instructors should, however, clear their policies with the School Director.

3. Full Day Absence (Defined)

a. A full day absence will be charged when the student is absent from all scheduled hours for that day.

4. Termination due to Absences

a. A student will be terminated for attendance violations as follows:

- 1) Student is enrolled in a program/course of more than 200 hours and absences exceed 20% of the total contracted clock hours in the student's program; or
- 2) Students exceeds 10 consecutive days of absence excluding, holidays, scheduled breaks and weekends; or
- 3) Students enrolled in a program/course or single subject of less than 200 clock hours and absences exceed 25% of the total contracted hours.
- 4) Any number of days if the student fails to return as scheduled from an approved leave of absence.
- 5) When a student enters the period of his/her program in which the student is obligated for all tuition, fees and other charges the School Director may waive the 20% or 10 consecutive days absent termination requirement on a case by case basis.
- 6) Students whose enrollments are terminated for violation of the attendance policy may not re-enroll before the start of the next progress evaluation period.

Attendance Policy – Veteran Affairs Students

Students approved for funding under the Veterans Administration must follow the following guidelines throughout the student's stay in school until they complete, graduate or drop. Unsatisfactory attendance and or any violations of the attendance policy will be reported to the DVA on VA Form 22-1999b within 30 days at such time the student exceeds the allowed number of absences.

1. Recording Attendance/Absences

a. Attendance will be taken at the beginning of each hour of class. An absence will be charged for each hour in which the student is not in attendance

2. Termination due to Absences

- a. Students exceeds 5 consecutive days of absence excluding, holidays, scheduled breaks and weekends; or
- b. Student exceeds 20% of the total contracted clock hours in the student's program;
- c. Any number of days if the student fails to return as scheduled from an approved leave of absence.

Leave of Absence

A leave of absence (LOA) may be granted to a student for a limited number of reasons deemed reasonable by the School Director. Only the School Director may grant this leave of absence, and only under the following conditions:

- The student has the intention of returning to school
- The leave of absence is requested in writing by the student and this request is signed by both the student and authorized school official.
- The school may not charge the student for the leave of absence.
- The leave of absence is limited to a maximum of 60 calendar days per LOA period.
- No more than two leaves of absence may be granted for the same student in any twelve (12) month period.

Attendance records shall clearly show the dates for which the leave of absence is granted. Failure of a student to return from a leave of absence will result in termination of enrollment from the school, and any unearned tuition shall be refunded within refund guidelines

Make up Policy

A student and or an instructor, on the student's behalf may request permission from the School Director or other authorized official to make-up hours/work. The following guidelines must be followed:

1. No more than 5% of the total clock hours for a program may be made up;
2. Make-up work shall:
 - a. Be supervised by an instructor approved for the subject being made up:
 - b. Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;

- c. Be completed immediately after the absence but no later than two weeks after the end of the grading period during which the absence occurred;
 - d. Be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
 - e. Be signed and dated by the student to acknowledge the make-up session.
3. Care must be taken by the instructors and staff to ensure that hours are not being made up to circumvent the absence policy or the incomplete grade policy

Class Entrance Deadline

For each grading period, students will not be allowed to start class in any subject after the third class day. This applies to new and continuing students. Exceptions to the three day rule must be cleared by the School Director.

Procedure for Withdrawing from School

Students who wish to terminate their training for any reason are required to take the following steps:

1. Notify the School Director, or other School Official in writing. The written notification should explain the reasons for wishing to terminate. Students will have the opportunity to meet with an appropriate staff member to determine if the problem can be resolved without termination.
 2. Schedule an exit interview with a member of the Financial Aid staff.
- Students, who are obligated for the full tuition at the time of withdrawal, may request a grade of 'Incomplete' if withdrawing for an appropriate reason unrelated to their academic status. Such a student may re-enter during the 12 month period following the date of their withdrawal, and complete needed courses without a charge of tuition from their original enrollment agreement. If the incomplete subjects are no longer available due to program changes, the student will be charged at current rates and must meet the graduation requirements of the program revisions. A student that is granted an incomplete course status subsequent to his/her withdrawal will not, after re-entering, incur a tuition price increase based on program and course availability.

Probation and Termination

Students may be terminated and/or dismissed for violation of policies as listed in this catalog to include: not maintaining satisfactory academic progress, excessive absences or tardies, improper conduct, and failure to fulfill financial obligations to the School. In all cases, tuition and fees will be charged according to the approved refund policy.

Reinstatement into Training

Students may request to be readmitted to the school after being dismissed or voluntarily withdrawing. Requests must be submitted in writing to the School Director and will be considered only if the student can demonstrate that the conditions which led to the interruption in training have been satisfactorily resolved. Re-enter applicants must participate in the reentry admissions process and be accepted by an authorized School Official. Re-entering students will be charged at current tuition rates for the remaining period of training. In the event the admissions requirements change, re-entry applicants may be required to provide additional documentation to prove eligibility. Students who are terminated for failing to maintain satisfactory academic progress must wait a minimum of one term before applying for readmission, and will be readmitted on SAP probation status. Students who do not achieve satisfactory progress at the end of this probationary period will be terminated. Students who were dismissed due to unsatisfactory attendance progress may not re-enter before the start of the next progress evaluation period. The academic plan instituted at the time of reinstatement is based on current course schedules and class capacities and is subject to change due to course and seating capacity availability and is not guaranteed.

Re-Admission for Military Service Members

A re-entering student who was required to withdraw because of active military status will be promptly re-entered with no advance notice required by the student if re-entering within five years of completion of service, unless unusual circumstances require the institution to admit the student at a later date. Re-entry will be processed into his/her same program of study at the same enrollment status and with the same number of hours previously completed. If that

program is no longer offered, the student will be re-admitted to the program that is most similar in terms of content and clock hours unless the student requests admission to a different program. If the School assesses that additional academic preparation is required before resuming active enrollment, this will be provided by the School at no charge to the student. In all cases the student will be charged the same tuition and fees that would have been assessed at the time the student left the School for active military service. Students may contact the School Director for more information about this policy and eligibility, or when ready to reenroll.

Graduation Requirements

In order to graduate and receive a Certificate, students:

- Must pass each course in their program of study
- Achieve the minimum required cumulative GPA of 2.0
- Complete all program requirements within a period of time which does not exceed 1.5 times the program length
- Be in good financial standing with the school

If all the above has been successfully achieved the student will be awarded a certificate which bears the graduates name, the program of study, the signatures of the Executive Director and School Director, and the seal of the School.

Academic Standards

Grading Policy

1. Grades will be provided to students at the halfway point and at the end of each subject in the course. In the case of programs with terms, grades will be provided at the mid-point and at the end of the term, McAllen Careers Institute uses average grade points as the accumulate through each section of study to assess student performance. A letter grade will be provided for written reports, tests and skill demonstration. Grade percentage will then be translated into grade point for comparative performance evaluation. In the event that a student must retake a course of study, the most current test grade or course grade will be utilized.
2. Grading and Marking System – Grades are given for individual subjects using the following grading system:

Excellent =	“A” = 90-100
Above Average =	“B” = 80-89
Average =	“C” = 70-79
Failing =	“F” = 69 or below
Incomplete =	“I”
Withdrawn =	“W”

Incomplete/Withdrawn grades –

- a) A grade designation of “I” indicates incomplete work. An “I” may be given at the instructor’s discretion only to a student who is otherwise passing at the time grades are evaluated, but who has not completed material required for the course due to absences during term. Incomplete grades must be cleared from the student’s record within 3 days of the end of the course or term in which it was given. To clear the incomplete grade, the student must meet with the instructor and make special arrangements to complete assignments the instructor deems necessary in order for the student to receive a grade for the course. Once the assignments are completed, it becomes the instructor’s responsibility to make sure the student’s records are corrected and the “I” designation is changed to the appropriate grade. The instructor will then submit the re-computed grade to the records department. The records department is then directed to convert the “I” to the new grade for the course in question. Should none of the above action take place within the allowed two-week period, “zeros” will be given for the incomplete work, and a new grade will be computed.

- b) A grade designation of “W” will be issued to those students who are withdrawn from the program during a course. The grade of “W” will be removed when the student re-enters the program, retakes and completes the course they were withdrawn from. The partial course time of the interrupted course will be considered toward the maximum time frame allowed.

Repeat Subjects

- a. A subject may be repeated, if required for program completion, but will be counted toward the incremental requirements of the Satisfactory Academic Progress Standards. The student will receive the highest grade attempted and would count toward the Grade Point Average (G.P.A.) requirements of the Satisfactory Academic Progress Standards. Tuition will not be charged for first repeat, but will be charged at regular tuition rates if additional repeats are necessary. The student will be responsible for additional costs for books and supplies. If the student leaves school for any reason and re-enrolls at a later time, tuition may be charged for any repeated subjects. Absences for a first repeat will count toward the 20% absence rule. Although first repeats are not charged, hours may be charged for repeated subjects in the termination calculations, should the student terminate.
- b. Subjects that are being repeated for grade improvement and not due to a previous failure will not be paid by financial aid programs. These repeat courses will be allowed only when space is available and with the school director’s approval. A \$150 tuition cost will be charged for these repeats and students will be responsible for additional costs for books and supplies.
- c. Students who previously passed a subject at McAllen Careers Institute, but wish to audit the subject to update knowledge and/or skills, may do so providing space is available and upon the School Director’s approval for a couple of days only or as approved by the School Director or Executive Director. There is no tuition charge for auditing a subject, but the student is responsible for the cost any books, supplies, and or lab/shop materials required for the audit

Satisfactory Academic Progress Policy

For determining satisfactory progress, the school defines a progress evaluation period as a single subject within in the program.

- a. In order to maintain satisfactory progress students must maintain at least a 70% overall grade average
- b. For programs with course time of 41 to 200 hours, the school shall record a student’s grades at the midpoint and end of each progress evaluation period. A student not making satisfactory progress at the midpoint shall be placed on academic probation for the remainder of the progress evaluation period. If the student does not achieve satisfactory progress by the end of the probationary period, the student’s enrollment shall be terminated.
- c. For programs with course time over 200 hours the school shall record a student’s grades at the midpoint and end of each progress evaluation period or at least every eight week.
 - 1) The school shall place a student making unsatisfactory progress for the program at the end of a progress evaluation period on academic probation for the next progress evaluation period. If the student on academic probation achieves satisfactory progress for the subsequent progress evaluation period, but does not achieve the required grades to meet overall satisfactory progress for the program, the student may be continued on academic probation for one more progress evaluation period.
 - 2) If a student on academic probation fails to achieve satisfactory progress or the first probationary progress evaluation period, the student’s enrollment shall be terminated.
 - 3) The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive probationary progress evaluation periods shall be terminated.

- 4) When a student is placed on academic probation, the school shall advise the student prior to the student returning to class. The date action taken, and terms of probation shall be clearly indicated in the student’s permanent file.
 - 5) The school may allow a student whose enrollment was terminated for unsatisfactory progress to reenroll after a minimum of one progress evaluation period. Such reenrollment does not circumvent the approved refund policy.
 - 6) The school shall place a student who returns after their enrollment was terminated for unsatisfactory progress on academic probation for the next grading period. The school shall advise the student of this action and document the student’s file accordingly. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student’s enrollment shall be terminated.
- d. If a student has reached the point where they are fully obligated for the full tuition the student may request a grade of “incomplete” if the student withdraws for an appropriate reason unrelated to the student’s academic status.
- 1) Therefore, if student withdraws from the program for satisfactory reasons (i.e., illness, death in the family, military service etc.) the student is allowed to file for an incomplete. This will allow the student to return to finish the program within 12 months from the withdrawal date. Classes withdrawn from will be graded as incomplete and upon return the student may reenroll in these classes at no additional cost of tuition. However, if the student’s reason was for unsatisfactory grades and does not complete the course within 12 month he/she will be terminated from the program.

Standards of Academic Progress for VA Students

Students receiving VA educational benefits (VA students) must meet the Satisfactory Academic Progress Policy standards. If a VA student does not meet the SAP standards within the timeframes noted in the Satisfactory Academic Progress Policy, the student’s VA educational benefits will be terminated. A VA student may petition the school to be recertified for VA educational benefits after one term has elapsed. The school may recertify the VA student only if there is reasonable likelihood that the student will be able to maintain satisfactory academic progress for the remainder of the training program.

Maximum Time Frame for Training

To maintain satisfactory academic progress, the clock hours attempted in a program cannot exceed 1.5 times the clock hours the program requires for graduation. At the end of a grading period, the maximum time frame will be evaluated for students receiving a failing grade. The evaluation will ensure that the total program clock hours plus any clock hours to be repeated due to failing a class do not exceed the maximum time frame

EXAMPLE

Clock Hours Required for Graduation	Maximum Clock Hours Attempted
200	300
300	450
900	1350

Financial Information

Student and Family Responsibility

The student and/or his/her – or family is ultimately responsible for paying the student’s educational costs. There are, however various financial aid programs available to assist students in paying their educational costs.

Payment Methods/Arrangements

Students should visit the financial aid office to see if they qualify for financial assistance. Students are also encouraged to visit other agencies as listed below that also provide assistance to help pay tuition. If they do not qualify for assistance or do not qualify for enough to pay full costs, they may ask to be placed on a payment arrangement so that reasonable monthly payments can be made. Failure to meet the requirements of the payment agreement may result in termination of student’s enrollment. Also, student diplomas, certificates, transcripts, and other records may be withheld pending payment to meet the financial obligation of the student. Students may also be referred to collections if it is evident that the student has no intention of paying their school costs. Should other aid become available, students are expected to apply in order to reduce their balance due to the school. Unwillingness to obtain other aid when available may make that portion of the student’s contract due and payable up to the amount of aid that was available. Ask a school representative for further details concerning payment arrangements.

Student Financial Assistance Programs

Title IV Financial Aid (i.e., Pell grant or subsidized/unsubsidized student loans etc.) is not currently available at McAllen Careers Institute. Financial assistance for students is available if they qualify via the following agencies:

- 1) WIOA- Workforce Innovation Opportunity Act
- 2) MET- Motivational Education and Training (for migrant students)
- 3) DARS- Department of Assistive and Rehabilitative Services
- 4) VA- Veterans Affairs (veterans and their families)
- 5) VIDA -Valley
- 6) Private/Personal Loans
- 7) In-house payment plan (requires a down payment and balance paid prior to graduation of program)

These programs may supplement the student’s own contribution toward completing their educational program. A list of the financial assistance programs is available at the Financial Aid Office.

Cancellation and Refund Policy

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student’s first three (3) scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement,

Refund Policy

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
 2. The effective date of termination for refund purposes will be the earliest of the following:
 - a. The last day of attendance, if the student is terminated by the School;
 - b. The date of receipt of written notice from the student; or
 - c. Ten School days following the last date of attendance.
 3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter School, not more than \$100 in administrative fees shall be retained by the School for the entire residence program or synchronous distance education course.
 4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the School or college may retain not more than \$100 in administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75% or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
 5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
 6. A student who withdraws for a reason unrelated to the student's academic status after the 75% percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
 7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a. An enrollee is not accepted by the school;
 - b. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.
- * More simply, the refund is based on the precise number of course time hours the student has paid for at the time of termination, up to the 75% completion mark, after which no refund is due.

Refund Policy for Students Called to Active Military Service

8. A student of the School or college who withdraws from the School or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
 - a. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - b. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

- c. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
- 1) Satisfactorily completed at least 90% percent of the required coursework for the program; and
 - 2) Demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.
- **A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges

Programs Descriptions and Outlines

Certificate Programs available are as follows:

- Combo Pipe Welder
- Computer Accounting
- Customer Service Representative
- Flux Core Welding
- Pipefitting
- Stick and Pipe Welding
- Welding Fundamentals
- Welder Specialist

Comparable Program Information

Information regarding tuition and program length for comparable programs may be obtained by accessing the College Navigator website at <http://nces.ed.gov/collegenavigator>

Standard Class Schedule

Schedules vary by program. Refer to Supplemental Information Sheet for specific class schedules.

Instructional Equipment

The equipment provided for instructional purposes is comparable to that found in the industry for which the student is being trained.

- The Welding and Pipefitting program utilizes various types of cutting equipment, welding machines, and common hand tools associated with the trade.
- The Computer Accounting and Customer Service program utilizes PC computers with computer programs that are used in the industry. Students also use 10 key calculators, ledgers and journals and various other supplies and equipment such as, or similar to, that found in the industry.

Dress Code

MCI maintains a dress code to prepare students for their respective careers. The school may send a student home for failure to abide by the dress code and repeat violations can and may result in being dismissed for the program. All Students will be required to comply with the following:

- For health and safety reasons: minimal jewelry (no necklaces or bracelets, one stud or button-type earring per ear), no nail polish or nails that extend past the fingertip, no acrylic nails.
- Long hair must be pulled back or pinned up so that it does not fall forward.
- Students should bathe regularly and practice good personal hygiene.
- Students are not allowed in the shop or lab areas without the required Personal Protective Equipment (PPE)
- Visible body piercings may not be worn. In cases where piercings cannot be removed, the piercing must be concealed.

Welding/Pipefitter Dress Code Specifications

- Long sleeve flame-retardant shirts are recommended but not required.
- Pants must not have cuffs, be torn or have holes and should fit so they hang straight down the leg and worn outside the boot.
- Steel toed shoes will be required at all times.
- Additional personal protective equipment will be required to be worn during lab activities. Personal protective equipment includes: welding caps, safety glasses, ear plugs, clear or shaded face shield, welding jacket and gloves.

Combo Pipe Welder – CPW

Morning/Afternoon/Evening –3 months (approximately 12 weeks)



The Combo Pipe Welder program prepares students for careers in welding fabrication, pipe fitting and pipe welding and other careers related to welding. The students will learn to develop skills, attitudes and competencies in pipe welding processes including oxy-fuel cutting, gouging, weld symbols and TIG welding. Students will also receive training in welding safety, blueprint reading and learn pipe bevel preparation. Successful graduates may find employment as pipe welder, welder helper, maintenance, fabricators, pipefitters' boilermakers and oil field related jobs. Students will be prepared to challenge the American Welding Society (AWS) Certified Welder Test. Subjects in this program are:

Course	Code	Subject Title	Lecture Contact Hours	Lab Contact Hours	Externship Contact Hours	Total Contact Hours
WLDG	113	Introduction to Combo Pipe Welding	15	15	0	30
WLDG	114	Combo Pipe Structural Welding	5	25	0	30
WLDG	115	Basic Combo Pipe Welding	5	25	0	30
WLDG	116	Advanced Combo Pipe Welding	15	65	0	80
WLDG	205	TIG and Pipe Welding	5	95	0	100
JOB	102	Job Readiness for Combo Pipe Welding	20	10		30
TOTALS			65	235	0	300

Computer Accounting -CA

Morning/Afternoon/Evening schedules 9 Months (approximately 36 weeks)

This program provides specialized training in computerized accounting. Instruction in computer theory and computer entry techniques such as word processing, spreadsheet, and data base management with accounting emphasis is provided. Successful graduates will be, well-rounded individuals capable of performing general office duties, moderate computer work, and moderate accounting duties, including payroll. Graduates of this program may find entry-level employment as an accounting, bookkeeping, and/or auditing clerk in an accounting office or department. Subjects in this program are:



Course	Code	Subject Title	Lecture Contact Hours	Lab Contact Hours	Total Contact Hours
GEN	102	Business Communication I	50	0	50
GEN	103	Business Communication II	50	0	50
COMP	300	Formatting I	25	25	50
COMP	301	Introduction to Computer Applications	50	50	100
COMP	303	MS Excel I	25	25	50
COMP	304	MS Access	25	25	50
COMP	305	MS Word I	25	25	50
GEN	101	Business Mathematics	25	25	50
ACCT	201	Accounting Applications	50	50	100
ACCT	202	Computer Accounting I	75	75	150
ACCT	203	Computer Accounting II	75	75	150
GEN	107	Professional Development/Career Planning	25	25	50
<u>TOTALS</u>			<u>500</u>	<u>400</u>	<u>900</u>

Customer Service Representative – CSR

Morning/Afternoon/Evening –3 months (approximately 12 weeks)



This program enables the students to develop the necessary skills required to be successful as a Customer Service Representative. Training includes classroom lecture as well as laboratory time for skills development. The successful CSR graduates will learn and demonstrate mastery in: satisfying customer needs and wants, interact effectively with customers, build permanent customer relationships, utilizing problem solving techniques when interacting with challenging customers, develop a strategy to determine proper level of customer service, communicate effectively to enhance relationships and establish a customer retention plan. The student will also apply concepts of professional development and basic computer

applications. Customer Service Representative will find employment opportunities in department stores, discount/mass merchandisers, specialty stores, and warehouse clubs/superstores and call centers. Subjects in this program are:

Course	Code	Subject Title	Lecture Contact Hours	Lab Contact Hours	Externship Contact Hours	Total Contact Hours
CSR	101	Customer Service I	50	0	0	50
CSR	102	Customer Service II	50	0	0	50
GEN	101	Business Math	25	25	0	50
COMP	301	Introduction to Computer Applications	50	50	0	100
GEN	107	Professional Development/Career Planning	25	25	0	50
TOTALS			200	100	0	300

Flux Core Welding- FCW

Morning/Afternoon/Evening –2 months (approximately 8 weeks)

The Flux Core Welding program prepares students for careers in welding facilities, industrial fabrication, oil refiners, pipe fitting, pipe welding and other careers related to welding. The welding course is designed to teach students how to safely setup and preset welding equipment and how to do preventative maintenance on welding equipment. Students will receive training in welding safety, blueprint reading, layout and fabrication. After completion, the graduate may find employment as a welder, welder helper, maintenance, fabricators pipe fitters, power plant, boil makers and oil field related jobs. Students will be prepared to challenge the American Welding Society (AWS)



Certified Welder Test. Subjects in this program are:

Course	Code	Subject Title	Lecture Contact Hours	Lab Contact Hours	Externship Contact Hours	Total Contact Hours
WLDG	111	Introduction to Flux Core Welding	15	15	0	30
WLDG	112	Flux Core Structural Welding	5	25	0	30
WLDG	106	Flux Core Arc Welding	5	135	0	140
TOTALS			25	175	0	200

Pipefitting-PF

Morning/Afternoon/Evening –3 months (approximately 12 weeks)

The Pipefitting program prepares the students for careers in entry-level positions as Pipefitter, Steamfitters, industrial facilities, such as chemical plants, food processing plants, paper mills, oil refineries and other careers related to the field. The student will learn to work with many kinds of pipe, ranging from small half-inch piping to piping that is three or four feet in diameter. The student will also acquire the knowledge and learn how to work with threaded, grooved and welded piping systems and will be able to master a variety of tools and equipment specific to their industry. Subjects in this program are:



Course	Code	Subject Title	Lecture Contact Hours	Lab Contact Hours	Externship Contact Hours	Total Contact Hours
PF	100	Pipefitting	15	75	0	90
PF	101	Orientation to the Trade	5	0	0	5
PF	102	Pipefitting Hand Tools	5	15	0	20
PF	103	Pipefitting Power Tools	5	20	0	25
PF	104	Oxyfuel Cutting	5	20	0	25
PF	105	Ladders & Scaffolds	5	10	0	15
PF	106	Motorized Equipment	10	10	0	20
PF	107	The Pipefitters Blue Book	30	0	0	30
PF	108	Math for Pipefitters	70	0	0	70
TOTALS			150	150	0	300

Stick and Pipe Welding-SPF

Morning/Afternoon/Evening –2 months (approximately 8 weeks)

The Stick and Pipe Welding program prepares students for careers in welding fabrication, pipe fitting and pipe welding and other careers related to welding. The student will learn to develop skills, attitudes and competencies in welding processes including oxy-fuel cutting, and shielded metal arc welding. Students will receive training in welding safety, blueprint reading, layout and fabrication and will learn how to use oxy-fuel gas and electric arc metal cutting equipment. After completion, the graduate may find employment as a welder, welder helper, maintenance, fabricators, pipe fitters, boilermakers and oil field related jobs. Students will be prepared to challenge the American Welding Society (AWS) Certified Welder Test. Subjects in this program



are:

Course	Code	Subject Title	Lecture Contact Hours	Lab Contact Hours	Externship Contact Hours	Total Contact Hours
WLDG	108	Introduction to Stick and Pipe Welding	15	15	0	30
WLDG	109	Stick and Pipe Structural Welding	5	25	0	30
WLDG	110	Basic Stick and Pipe Welding	5	25	0	30
WLDG	104	Advanced Pipe Welding	15	65	0	80
JOB	101	Job Readiness	20	10	0	30
TOTALS			60	140	0	200

Welding Fundamentals -WF

Morning/Afternoon/Evening –1 1/2 months (approximately 6 weeks)

The Welding Fundamentals program prepares students to become basic welders or welder helpers with adequate skills in ARC, MIG, and TIG and pipe welding. In addition the student will also acquire product knowledge required on the job. Successful graduates will be able to find entry level welding positions in the steel fabrication industry, construction, mining, aircraft construction and repair, shipyards, petroleum exploration and in any other type of industry that utilizes welding professionals. Students will be prepared to challenge the American Welding Society (AWS) Certified Welder Test. Subjects in this program are:



Course	Code	Subject Title	Lecture Contact Hours	Lab Contact Hours	Externship Contact Hours	Total Contact Hours
WLDG	101	Introduction to Welding	15	15	0	30
WLDG	102	Structural Welding	5	25	0	30
WLDG	103	Basic Pipe Welding	5	25	0	30
WLDG	107	Pipe Welding	5	25	0	30
Safety	101	First Aid, CPR & AED Training *	2	2	0	4
TOTALS			32	92	0	124

*Note * First Aid, CPR & AED training will be taken on a Saturday*

Welder Specialist-WS

Morning/Afternoon/Evening –9 months (approximately 36 weeks)

The Welder Specialist program prepares students for careers in welding fabrication, oil refineries, pipe fitting and pipe welding and other careers related to welding. The welding course is designed to teach students how to



safely set up and operate shielded metal arc welding, Flux cored arc welding, gas tungsten arc welding and pipe welding. Students will also receive training in welding safety, blueprint reading, layout and fabrication. After completion the graduate will be able find entry level employment as welder, welder’s helper, pipe welder, maintenance technician, fabricator, pipe fitter, boilermakers and oil fiend related welding occupations. Students will be prepared to challenge the American Welding Society (AWS) Certified Welder Test. Subjects in this program are:

Course	Code	Subject Title	Lecture Contact Hours	Lab Contact Hours	Externship Contact Hours	Total Contact Hours
WLDG	301	Safety/SMAW	50	175	0	225
WLDG	302	GMAW/FCAW	75	150	0	225
WLDG	303	GTAW/Pipe Welding	75	150	0	225
WLDG	304	Skills for Success	75	150	0	225
TOTALS			275	625	0	900

Subject Description

Course Number	Course Title and Description	Lecture Hours	Lab Hours	Extern Hours	Contact Hours
ACCT 202	Computer Accounting I The student will learn to record accounting data on the computer and interpret financial information in the form of computer output. The applications and projects cover most of the basic areas of financial accounting and provide intensive experience in the areas of general ledger and payroll. Prerequisites: None	75	75	0	150
ACCT 203	Computer Accounting II The student will learn the applications and projects covered most in the basic areas of financial accounting and provide intensive experience in the areas of accounts receivable, accounts payable, and inventory. Prerequisites: None.	75	75	0	150
ACCT 201	Accounting Applications The student will learn how to do the transition from manual traditional accounting to computer accounting using the QuickBooks software. The students will get a brief overview of how to process payroll and prepare all the reports and forms associated with Payroll. The student will create a hypothetical business to apply the most common accounting procedures required in day to day operations with regards to the QuickBooks Prerequisite: None	50	50	0	100
COMP 300	Formatting I The student will learn the keyboard and the parts of the keyboard, with emphasis on keyboard control and proper keyboarding techniques. The minimum speed required for successful completion of this course is 25 words per minute (wpm) in 3-minute drills, with a 4-error maximum. Prerequisite: None	25	25	0	50
COMP 301	Introduction to Computer Applications The student will learn the history, terminology, and theory of computer systems. Hardware components, software packages, and operating systems are presented with a focus on software packages. Software programs covered include word processing, computer spreadsheets, and database software. Lab hours furnish students with application training conferred from class concepts. Prerequisite: None	50	50	0	100
COMP 303	MS Excel I The student will learn how to analyze applications, learn spreadsheet software and, develop computer spreadsheet concepts. Students will use lab hours to gain application training with spreadsheet programs. Prerequisites: None	25	25	0	50
COMP 304	MS Access The student will learn the most commonly used data based software used in the data processing industry. Exposure to business applications will be emphasized. Prerequisites: None.	25	25	0	50
COMP 305	MS Word I The student will learn the concepts of word processing and its various functions. It reinforces these concepts by providing activities for students practice. Prerequisite: None.	25	25	0	50
CSR 101	Customer Service I The student will learn to develop the necessary skills required to be successful as a front line service provider by learning the meaning of true customer service, develop skills in writing compliment and complaint letters, problem solving, strategy for formulating a plan for success and effective communication in customer service. Prerequisite: None	50	0	0	50
CSR 102	Customer Service II The student will learn the effective ways to cope with challenging customers, leadership in customer service, customer retention and measurement of Satisfaction. Students will also learn the importance of creative an effective resume and cover letter, as well as, extensive practice in Telephone Etiquette. Prerequisite: None	50	0	0	50
GEN 101	Business Mathematics The student will learn mathematics of automation, basic arithmetic review and speed building in the use of figures, fractions, decimals, percentage, interest, discount accounting application, and payroll accounting. Prerequisite: None	25	25	0	50

Course Number	Course Title and Description	Lecture Hours	Lab Hours	Extern Hours	Contact Hours
GEN 102	Business Communication I The student will learn the importance and purposes of business communication and the role electronic communication plays in today's offices. Provides an intensive review of the rules governing grammar, punctuation, abbreviation, capitalization, and number expression for written business communication Prerequisites: None.	50	0	0	50
GEN 103	Business Communication II The student will learn the basics of effective business writing. Students learn how to plan and organize messages. Then they systematically learn to construct messages - from word selection, to sentence construction, to paragraph building. Following message construction, students review techniques for effective editing and proofreading. Focuses on memo writing, including correct formatting of memos, uses and abuses of memos, and guidelines for writing effective memos. Prerequisites: None.	50	0	0	50
GEN 107	Professional Development/Career Planning The student will learn helpful information needed in the areas of personal appearance, professional dress and etiquette, leadership, resume building, successful interview techniques, and office etiquette. Prerequisite: None	25	25	0	50
JOB 101	Job Readiness This course discusses the world of work and what it takes to succeed. Students will develop valuable thinking skills and personal qualities. Furthermore, each student will learn to prepare their resume and cover letter, search for jobs, prepare for an interview and plan for career advancement Prerequisite: None	20	10	0	30
JOB 102	Job Readiness for Combo Pipe Welding This course discusses the world of work and what it takes to succeed as a Combo Pipe Welder. Students will develop valuable thinking skills and personal qualities. Furthermore, each student will learn to prepare their resume and cover letter, search for jobs, prepare for an interview and plan for career advancement Prerequisite: None	20	10	0	30
PF 100	Pipefitting This phase provides an overall view of pipefitting trade and career opportunities. It discusses pipefitting safety hand and power tools relevant to the trade, as well as, oxyfuel cutting, study blueprints, drawings and specifications to determine the type of pipe and tools to use, and lay out the sequence of tasks. Students will measure, cut, thread, groove, bend, assemble, join pipe section and use testing equipment to check system for leaks. Finally pipefitters will remove and replace worn components and do general maintenance work on site. Prerequisites: None	15	75	0	90
PF 101	Orientation to the Trade The student will learn a comprehensive overview of work performed by the pipefitter, as well as pipefitters responsibilities, career opportunities, safety principles associated with the pipefitting trade Prerequisite: None	5	0	0	5
PF 102	Pipefitting Hand Tools The student will learn general hand tool safety as well as procedures for selecting, inspecting, using and maintaining hand tools used by pipefitters. Tools included are pipe wrenches, pipe stands, pipe vises, levels, pipe fabrication tools, pipe bending tools and pipe joining tools. Prerequisite: None	5	15	0	20
PF 103	Pipefitting Power Tools The student will learn general power tool safety as well as procedures for selecting, inspecting, using and maintaining power tools used by pipefitters. Students will learn guidelines for using electrical and pneumatic tools, including pipe threading machines. Prerequisite: None	5	20	0	25
PF 104	Oxyfuel Cutting The student will learn the safety requirements for oxyfuel cutting, and how to identify oxyfuel cutting equipment. The student will learn how to properly set up lighting, and the proper way to the equipment required. The student will learn how to perform straight line cutting, piercing, beveling, washing and gouging. Prerequisite: None	5	20	0	25
PF 105	Ladders & Scaffolds The student will learn all the hazards and safety procedures governing the use of stepladders, extension ladders, fixed scaffold, rolling scaffolds and the general procedures for assembly and use. Prerequisites: None	5	10	0	15

Course Number	Course Title and Description	Lecture Hours	Lab Hours	Extern Hours	Contact Hours
PF 106	Motorized Equipment The student will learn the safety factors, operator maintenance and operating procedures associated with motorized equipment use on job sites. The student will also learn about electrical generators, air compressors, aerial lifts, pumps, forklifts and hydraulic cranes. Prerequisites: None	10	10	0	20
PF 107	The Pipefitters Blue Book The student will learn how to read and interpret the information and charts most often needed on piping jobs. Prerequisites: None	30	0	0	30
PF 108	Math for Pipefitters This course will help students focus on important concepts and gain immediate practice applying them to pipefitting applications. This is a review of basic rules, formulas, and equations devoted to measuring pipe length; sheet metal work; volume pressure; capacity; physics and heating Prerequisite: None	70	0	0	70
Safety 101	First Aid, CPR & AED Training This course specializes in instructing student in First Aid & CPR for the workplace. The techniques covered in this course will be to address wounds, choking, symptoms of a heart attack, stroke, seizure and breathing problems. The student will also learn proper techniques in how to administer CPR and how to operate the Automated Electronic Defibrillator (AED) Prerequisite: None	2	2	0	4
WLDG 101	Introduction to Welding This course is an overview of welding careers and the responsibilities they assume. They will also encounter work safety practices, career success skills, importance of job attitudes and work ethics, Maintenance of equipment, begin review of welding symbols and corresponding welds, cutting torch operations, stick welding procedures, procedures to clean and evaluate welds, cut and prepare metal plate, perform overlap beads in various plate positions, and begin fillet welds for plate T-joints. Prerequisite: None	15	15	0	30
WLDG 102	Structural Welding This course is an overview of Shield Metal Arc Welding process, welding codes rod selection, reading basic blueprints, calculating dimensions and completing layouts. Students will receive an introduction to technical resource center, research project instruction, and career success skills. Students will perform plate welding in various positions using 7018 electrodes, as well as perform Plasma and Carbon Arc Cutting. Prerequisite: None	5	25	0	30
WLDG 103	Basic Pipe Welding This course is an overview on techniques of basic pipe fitting use of 90's, T's, flanges, valves, take offs, use of pipe blueprints, sketches, templates, and uphill welding techniques on pipe. Students will perform Shield Metal Arc Welding pipe with 6010 electrode stringer and 7018 electrode remainder in pipe positions of 2F and 5G. Prerequisite: None	5	25	0	30
WLDG 104	Advanced Pipe Welding The course provides the students with practice to weld in 2-1/2 inch diameter schedule 80 and 8 inch diameter schedule 8 pipe. Student will learn different welding positions such as 5G and 6G positions. Students will learn to cut and bevel the pipe using an oxyfuel torch bevel and also by hand oxyfuel torch, welding joint designs and pipe fitting preparations will be part of the course. Prerequisites: None	15	65	0	80
WLDG 106	Flux Core Arc Welding Students will learn, define, and apply Flux Core Arc Welding and Gauging rules and procedures in the Welding shop, define and distinguish basic welding definitions, and wire equipment, compare and distinguish various types of gas cylinders/tanks and flow meters while utilizing and applying the cutting torch techniques with precision and accuracy. Description of Flux Core Arc Welding; 1) higher weld deposition rates 2) less Arc Start and Stops 3) provide greater arc energy with improve weld fluidity 4) produces smooth weld tie-ins, and reduces weld undercut potential and the need of subsequent grinding 5) produces thicker weld layers and longer weld lengths 6) provides faster weld travel speeds which can result in lower weld heat input. . Prerequisites: None	5	135	0	140
WLDG 107	Pipe Welding The student will learn how to weld with 2 ½ inch diameter schedule 80 and 8 inch diameter schedule 80 on pipe. Students will develop the skills necessary to perform the most common welding pipe positions such as (5G and 6G) utilized in most industrial trades.	5	25	0	30

	Prerequisites: None				
Course Number	Course Title and Description	Lecture Hours	Lab Hours	Extern Hours	Contact Hours
WLDG 108	Introduction to Stick and Pipe Welding This course is an overview of Stick and Pipe welding careers and the responsibilities they assume. They will also encounter work safety practices, career success skills, importance of job attitudes and work ethics, Maintenance of equipment, beginning review of stick and pipe welding symbols and corresponding welds, cutting torch operations, stick welding procedures, procedures to clean and evaluate welds, cut and prepare metal plate, perform overlap beads in various plate positions, and begin fillet welds for plate T-joints. Prerequisite: None	15	15	0	30
WLDG 109	Stick and Pipe Structural Welding This course is an overview of Stick and Pipe Structural Welding as it applies to the Shield Metal Arc Welding process, welding codes rod selection, reading basic blueprints, calculating dimensions and completing layouts. Students will receive an introduction to the technical resource center, research project instruction, and career success skills. Students will perform plate welding in various positions using 7018 electrodes, Perform Plasma and Carbon Arc Cutting. Prerequisite: None	5	25	0	30
WLDG 110	Basic Stick and Pipe Welding This course is an overview on techniques of basic Stick and Pipe fitting use of 90's, T's, flanges, valves, take offs, use of pipe blueprints, sketches, templates, and uphill welding techniques on pipe. Students will perform Shield Metal Arc Welding on pipe with 6010 electrode stringer and 7018 electrode remainder in pipe positions of 2F and 5G. Prerequisite: None	5	25	0	30
WLDG 111	Introduction to Flux Core Welding This course is an overview of Flux Core welding careers and the responsibilities they assume. They will also encounter work safety practices, career success skills, importance of job attitudes and work ethics, Maintenance of equipment, beginning review of flux core welding symbols and corresponding welds, cutting torch operations, stick welding procedures, procedures to clean and evaluate welds, cut and prepare metal plate, perform overlap beads in various plate positions, and begin fillet welds for plate T-joints. Prerequisite: None	15	15	0	30
WLDG 112	Flux Core Structural Welding This course is an overview of Flux Core Structural Welding as it applies to the Shield Metal Arc Welding process, welding codes rod selection, reading basic blueprints, calculating dimensions and completing layouts. Students will receive an introduction to the technical resource center, research project instruction, and career success skills. Students will perform plate welding in various positions using 7018 electrodes, Perform Plasma and Carbon Arc Cutting. Prerequisite: None	5	25	0	30
WLDG 113	Introduction to Combo Pipe Welding This course is an overview of Combo Pipe welding careers and the responsibilities they assume. They will also encounter work safety practices, career success skills, importance of job attitudes and work ethics, Maintenance of equipment, beginning review of combo pipe welding symbols and corresponding welds, cutting torch operations, stick welding procedures, procedures to clean and evaluate welds, cut and prepare metal plate, perform overlap beads in various plate positions, and begin fillet welds for plate T-joints. Prerequisite: None	15	15	0	30
WLDG 114	Combo Pipe Structural Welding This course is an overview of Combo Pipe Structural Welding as it applies to the Shield Metal Arc Welding process, welding codes rod selection, reading basic blueprints, calculating dimensions and completing layouts. Students will receive an introduction to the technical resource center, research project instruction, and career success skills. Students will perform plate welding in various positions using 7018 electrodes, Perform Plasma and Carbon Arc Cutting. Prerequisite: None	5	25	0	30
WLDG 115	Basic Combo Pipe Welding This course is an overview on techniques of basic Combo Pipe fitting use of 90's, T's, flanges, valves, take offs, use of pipe blueprints, sketches, templates, and uphill welding techniques on pipe. Students will perform Shield Metal Arc Welding on pipe with 6010 electrode stringer and 7018 electrode remainder in pipe positions of 2F and 5G. Prerequisite: None	5	25	0	30
WLDG 116	Advanced Combo Pipe Welding The course provides the students with advanced practice as it applies to Como Pipe Welding, to weld in 2-1/2 inch diameter schedule 80 and 8 inch diameter schedule 8 pipe. Student will	15	65	0	80

	learn different combo pipe welding positions such as 5G and 6G positions. Students will learn to cut and bevel the pipe using an oxyfuel torch bevel and also by hand oxyfuel torch, welding joint designs and pipe fitting preparations will be part of the course. Prerequisites: None				
Course Number	Course Title and Description	Lecture Hours	Lab Hours	Extern Hours	Contact Hours
WLDG 205	TIG and Pipe Welding This course will provide the students with advanced combo pipe welding projects and industrial applications, concentration on performing TIG welding on mild steel and using multiple pipe sizes and schedules in various pipe position (2G, 5G, 6G). Students will learn lessons in TIG equipment, components, print reading, weld symbols, root pass and fillers. Prerequisites: None	5	95	0	100
WLDG 301	Safety/SMAW This course is an overview of welding jobs and employment skills students will learn. Students will learn and be able to apply a knowledge of welding safety, career success skills, the importance of job attitudes, work ethics, maintenance of equipment, cutting torch operations and shielded metal arc welding procedures, procedures to clean and evaluate welds, cut and prepare metal plate, perform overlap beads in various plate positions, and begin fillet welds for plate T-joints and groove welds. Prerequisites: None	50	175	0	225
WLDG 302	GMAW/FCAW This course teaches the student the skills needed to perform Gas Metal Arc Welding and Flux Cored Arc Welding which offer a number of features and benefits in contrast to Shielded metal arc welding. GMAW and FCAW have operator appeal because it is easier to achieve complete fusion to adjoining base metal members than any other welding processes. Students will practice and test on FCAW procedures. In addition, students will practice and test on gas tungsten arc welding with carbon steel plate. Prerequisites: None	75	150	0	225
WLDG 303	GTAW/Pipe Welding This course develops the student's skills in open root pipe welding, pipe, carbon steel pipe and pipeline welding. They will learn procedures and skills that will vary from shielded metal arc welding, gas metal arc welding flux core arc welding and gas tungsten arc welding. Furthermore, they will be able to perform 6010/8010 electrode root and 7018 electrode fill and cap in the 2G, 5G and 6G pipe positions. Prerequisites: None	75	150	0	225
WLDG 304	Skills for Success This course provides students with an understanding of the work of work and what it takes to succeed. Students will develop valuable thinking skills and personal qualities. In addition, lab competency skills will be focused on reading blue prints to create a final capstone project which consists of welded joints that demonstrate the skills the students have developed. Furthermore, each student will prepare their resume and cover letter, search for jobs, prepare for an interview and plan for career advancement, Prerequisites: None	75	150	0	225

Other Information

Changes in Catalog Information

The information in this catalog and other school publications is subject to change and may require approval of the Texas Workforce Commission. Developments in technology and continuing efforts of MCI to meet the needs of its students require periodic revision of class content, scheduling, and policies.

Statement of Truth

The contents of this catalog are presented as an accurate description of course content, schools facilities and services, and academic standards and policies that are in effect as of the enrollment agreement entered into by the student and McAllen Careers Institute. Images and photos within this catalog may not reflect actual students, faculty, programs, equipment and facilities at this campus.

The information contained in this catalog is true and correct to the best of my knowledge.

Maria T. Peralez
School Director
2016 Official School Catalog
Effective: January, 2016

Supplements

Supplement 1- Class/Break Schedule & School Hours

Hours of Operation

Administration and Office Personnel	Monday through Friday 8:00 am – 6:00 pm
School Hours	Monday through Friday 8:00 am – 10:30 pm

Class Schedules

*Computer Accounting *Customer Service Representative *Flux Core Welding *Pipefitting *Stick and Pipe Welding *Welding Fundamentals	
8:00 am – 1:00 pm	Monday through Friday
1:00 pm – 6:00 pm	Monday through Friday
5:30 am – 10:30 pm	Monday through Friday

* Combo Pipe Welder * Welder Specialist	
8:00 am - 1:00 pm	Monday through Friday
5:30 am - 10:30 pm	Monday through Friday

Break Schedule

Morning Break Times	Afternoon Break Times	Evening Break Times
8:50 – 9:00 AM	12:50 – 1:00 PM	6:40 – 6:30 PM
9:50 – 10:00 AM	1:50 – 2:00 PM	7:20 – 7:30 PM
10:50 – 11:00 AM	2:50 – 3:00 PM	8:20 – 8:30 PM
11:50 – 12:00 PM	3:50 – 4:00 PM	9:20 -9:30 PM
	4:50 – 5:00 PM	10 :20 – 10:30 PM

The Information contained in this catalog is true and correct to the best of my knowledge.

School Official

Date

Supplement 2- Key Personnel & Faculty

Key Personnel and Faculty

Administration	
Carlos Ivan Salinas	Chief Executive Officer
Jose Luis Adame Jr.	Executive Director
Sylvia A. Cardenas	Chief Administrative Officer/ Director of Compliance
Maria T. Peralez	School Director
Rene Torres	Business Development
Zelma Almaraz	Career Services Administrator

Admissions Representatives		
Jose Luis Adame Jr.	Zelma Almaraz	Sylvia Ann Cardenas
Denise Nicole Gonzalez	Alvaro Mejia	Maria Peralez
Carlos Ivan Salinas	Jessica Sanchez	Mateo Solis Jr
Rene Torres		

Faculty/ Assistants

Instructor and Degree/Texas Workforce Commission Approval Method	Conferring Institution/Institution Attended	Approved Courses of Instruction
Arnold Adame Jr. – Diploma Harlingen High School and work experience	Craft Training Center of the Coast- Certification as Industrial Pipefitter V3	Pipefitting Courses Welding Courses
Jose Luis Adame Jr. - Associate Degree of Arts in Business Administration – South Texas College and work experience	South Texas College Associate Degree of Arts in Business Administration	Business Courses
Alvaro Mejia – American Welding Society Certified, Diploma – Texas State Technical College	Texas State Technical College – Certificate of Completion/Welding Technology	Welding Courses
Eliud Medina—Diploma Donna High School and work experience	Work experience	Welding Courses
Instructor Assistants		
Sergio Cavazos	Raul Lopez	

The Information contained in this catalog is true and correct to the best of my knowledge.

School Official

Date

Supplement 3- Start Date Calendar, Holiday & Vacations

START DATES

Combo Pipe Welder Customer Service Representative Pipefitting		Computer Accounting Welder Specialist	
Start Date	End Date	Start Date	End Date
01/18/2016	04/11/2016	01/04/2016	09/15/2016
04/18/2016	07/12/2016	09/19/2016	06/07/2017
07/18/2016	10/10/2016		
10/17/2016	01/19/2017		
Welding Fundamentals		Flux Core Welding Stick and Pipe Welding	
Start Date	End Date	Start Date	End Date
01/04/2016	02/05/2016	01/25/2016	03/18/2016
02/08/2016	03/11/2016	02/22/2016	04/18/2016
03/14/2016	04/18/2016	03/21/2016	05/16/2016
04/25/2016	05/27/2016	04/19/2016	06/14/2016
05/31/2016	07/05/2016	05/23/2016	07/19/2016
07/11/2016	08/12/2016	06/20/2016	08/15/2016
08/15/2016	09/19/2016	07/25/2016	09/19/2016
09/26/2016	10/28/2016	08/22/2016	10/17/2016
10/31/2016	12/06/2016	09/26/2016	11/18/2016
12/12/2016	01/20/2017	10/24/2016	12/20/2016
		11/21/2016	01/25/2017
		12/19/2016	02/17/2017

NOTES

*Minimum of 5 students required per program for each program to start

** McAllen Careers Institute reserves the right to restrict or expand its program and/or subject offerings each session, depending on economic conditions and student demand.

HOLIDAYS	VACATION DAYS
New Year's Day 01/01/2016 Good Friday 03/25/2016 Memorial Day 05/30/2016 Independence Day 07/04/2016 Labor Day 09/05/2016 Thanksgiving Break 11/24-25/2016	Winter Break 12/26/2016 – 12/30/2016

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School Official

Date

Supplement 4- Program Cost Summary/Note

TUITION AND FEES

Program	Registration Fee	Tuition	Textbooks	Equipment & Supplies *	AWS Test Fee	Lab Fees	Total Cost
Combo Pipe Welder	\$100.00	\$6,600.00	\$ 85.00	\$300.00	\$150.00	\$525.00	\$7,760.00
Computer Accounting	\$100.00	\$10,615.00	\$ 950.00	\$1,285.00	\$0.00	\$0.00	\$12,950.00
Customer Service Representative	\$100.00	\$3,820.00	\$ 767.00	\$1,113.00	\$0.00	\$0.00	\$5,800.00
Fluxcore Welding	\$100.00	\$4,200.00	\$175.00	\$300.00	\$150.00	\$975.00	\$5,900.00
Pipefitting	\$100.00	\$4,555.00	\$ 235.00	\$1,210.00	\$0.00	\$0.00	\$6,100.00
Stick and Pipe Welding	\$100.00	\$3,600.00	\$ 175.00	\$300.00	\$150.00	\$2025.00	\$6,350.00
Welding Fundamentals	\$100.00	\$2,300.00	\$ 175.00	\$300.00	\$150.00	\$260.00	\$3,285.00
Welder Specialist	\$100.00	\$12,000.00	\$900.00	\$350.00	\$575.00	\$2375.00	\$16,300.00

*Equipment & Supplies included depends on program of study: Welding Helmets, Welding Gloves, Welding Jackets, Pipe Traders Math Calculator, Laptop computer and related software

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