

# ***JAY'S TECHNICAL INSTITUTE*** ***(JTI)***

## **SCHOOL CATALOG** **STUDENT HANDBOOK**

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## **MISSION STATEMENT**

Jay's Technical Institute (JTI) is a vocational school having as its primary purpose the successful preparation of its graduates for gainful employment. The various courses in occupational education offered by the school are intended to allow students to develop skills that will provide a means of self-support and a sense of self-worth. By education, graduating and preparing students to successfully pass the state board licensing examination. Jay's Technical Institute endeavors to provide individuals with the ability to become gainfully employed and increase his/her productivity, and contributions for the benefit of our city, state and nation. Jay's Technical Institute doesn't discriminate on the basis of race, sex, disability, color, creed, marital status, military status or religion.

Jay's Technical Institute (JTI) is committed to providing students with the knowledge and skills necessary for employment as technical and skilled professionals. Jay's Technical Institute endeavors to lead workforce development by offering students lifelong learning opportunities through quality education. These opportunities include adult literacy and certificate programs that lead to entry-level professional employment positions.

Jay's Technical Institute will pursue its mission through a student-centered environment based on the fundamental values of a commitment to excellence, fostering a positive learning process in an atmosphere of mutual respect. JTI strives to promote individual student development and to improve the quality of life in an increasingly multi-cultural community.

### **GOALS**

Offer affordable and accessible non-credit programs.  
Enhance the economic well-being of regional businesses.  
Adapt programs in response to changing societal business needs.  
Provide state of the art educational resources and training

### **OBJECTIVES**

To offer exemplary training and instruction at a superior level  
To provide a learning environment such that students may achieve skills in their chosen professional field, limited only by their own abilities and desires.  
To offer an education that enriches a person's life.

## **HISTORY**

Jay's Technical Institute (JTI) was founded in October 1996 with the sole mission of providing entry level job training to underserved youth. The target population at that time was students who were wards of the state. JTI was a resource for foster kids long before the "foster child" employment preference became a law.

## **FACILITIES**

JTI offers training in the Barbering, Cosmetology, HVAC, Computer, and Electrical fields. Jay's Technical Institute The main campus is in Houston, Texas. All administrative offices are located at the main campus. There is one branch campus in Port Arthur, Texas. All training rooms have modern professional training equipment. All lab areas are designed to ensure that students develop the job skills and knowledge necessary for employment.

JTI maintains modern professional equipment for student use. All facilities and equipment meet American with Disabilities Association (ADA) standards and are suitable for persons with disabilities. JTI will provide reasonable accommodation for persons with disabilities. Courses are designed to ensure that students develop the job skills and knowledge necessary for professional employment.

## **ACCREDITATIONS and APPROVALS**

Jay's Technical Institute was accredited by The Council on Occupational Education (COE) in 2002. The institution is also licensed by the Texas Department of Licensing and Regulations (TDLR) to provide Cosmetology and Barber training programs. Cosmetology and Barber programs are not regulated by TWC.

## **ADMISSIONS**

Admission as a regular student requires a high school diploma or a recognized equivalent of a high school diploma. Recognized equivalents include a state GED certificate and secondary level homeschooling. There are no entrance tests required for any programs.

Applicants to the Barber program must be at least 16 years of age.

Applicants to the Cosmetology program must be at least 17 years of age.

Applicants to the HVAC, Electrical and Computer programs must be at least 18 years of age.

Jay's Technical Institute has an open enrollment policy, and all prospective students will go through an admissions process. The registration process is as follows:

- School tour

- Completion of admission packet
- Submission of required documents (Social Security Card and ID.)
- Signing an enrollment agreement
- Reviewing previous education for credit

### **Vaccination Policy**

Jay's Technical Institute maintains the state required vaccination policy. A student is not required to submit evidence of receiving the vaccination against bacterial meningitis or evidence of receiving a booster dose if:

- (1) the student is 22 years of age or older by the first day of the start of the payment period; or
- (2) the student is enrolled only in online or other distance education courses; or
- (3) the student is enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training; or
- (4) the student is enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus; or
- (5) the student is incarcerated in a Texas prison.

(b) A student, or a parent or guardian of a student, is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student, or a parent or guardian of a student, submits to the institution:

- (1) an affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student;
- (2) an affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services must be used for students attending a public university, health-related institution, or private or independent institution of higher education. The form must be submitted to the designated department or unit no later than the 90th day after the date the affidavit is notarized; or
- (3) evidence of submitting a conscientious objection form through a secure, Internet-based process developed and implemented by the Texas Department of State Health Services. The Internet form may be used by entering students attending a public junior college. Public junior colleges may use

the Internet-based process as the exclusive method to apply for an exemption from the vaccination requirement for reasons of conscience.

(c) The exception noted in subsection (b)(2) and (3) of this section does not apply during a disaster or public health emergency, terrorist attack, hostile military or paramilitary action, or extraordinary law enforcement emergency declared by an appropriate official or authority from the Texas Department of State Health Services and is in effect for the location of the institution the student attends.

## CONSUMER INFORMATION

All prospective students will be given the following information prior to first day of class:

- Academic program and course outline including:
  - Current vocational training programs
  - Instructional, laboratory, and other physical plant facilities that relate to the vocational program
  - Faculty and instructional personnel
  - Plans by the school for improving the academic program if required
- Schedule of tuition and other fees assessed including:
  - the price of attendance, books and supplies, room and board, transportation costs, and all additional costs for the program in which the student has expressed interested
- The location and name of person responsible for all financial assistance programs available including:
  - All the need-based and non-need-based federal, state, local, private and institutional student financial assistance programs available to students who enroll at the school
  - Terms and conditions of the Title IV, HEA loans
  - Criteria for selecting recipients and for determining award amount
  - Eligibility requirements and procedures for applying for aid
  - Methods and frequency of disbursements of aid
  - Rights and responsibilities of students receiving Title IV, HEA student Financial Aid, including criteria for continued student eligibility and standards for Satisfactory Academic Progress
  - Terms of any loan received as part of financial aid package, sample loan repayment schedule, and the necessity for repaying loans
  - Procedures and forms by which students apply for assistance
  - The exit counseling information the school provides and collects
- Refund policy and the Return to Title IV funds for Federal Student Aid funds (FSA) detailing:
  - The refund policy the school must comply with for the return of unearned tuition and fees, or other refundable portions of costs paid to the school.
  - Requirements and procedures for official withdrawal
  - Requirements for Return of Title IV, HEA (Pell) grant or loan aid
- Grading policy and rules relating to incomplete grades
- Transfer policy and treatment of transfer hours
- School rules of operation and conduct, including rules relating to absences
- Copyright Infringement policies and Sanctions
- Name, mailing address and telephone number of the State Regulator and Accrediting Agency
- Current retention, completion, licensure, job placement rates including:



- The types of employment obtained by graduates.
- The most recent available data concerning employment statistics and graduation statistics.
- Any other information necessary to substantiate the truthfulness of the advertisements.
- Relevant state licensing requirements of the state in which the school is located for any job for which the course of instruction is designed to prepare students.
- Retention rate for first-time, undergraduate students as reported in the IPEDS Fall survey.
- Vaccinations policy
- Information pertaining to student body diversity
- Disbursement of books and supplies for Pell recipients
- Security and Fire Safety report
- Gainful Employment disclosure template
- Financial Aid Shopping Sheet

### **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

In compliance with the Texas Public Information Act and the Family Educational Rights and Privacy Act (FERPA), Jay's Technical Institute can't release student records, unless written permission is given for Jay's Technical Institute to do so. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- o School officials with legitimate educational interest;
- o Other schools to which a student is transferring;
- o Specified officials for audit or evaluation purposes;
- o Appropriate parties in connection with financial aid to a student;
- o Organizations conducting certain studies for or on behalf of the school;
- o Accrediting organizations;
- o To comply with a judicial order or lawfully issued subpoena;
- o Appropriate officials in cases of health and safety emergencies; and
- o State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact the USDE at the following address:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-8520

Jay's Technical Institute assumes that failure on the part of any student to specifically request the withholding of categories of "directory information" indicates individual approval for disclosure.

## **SCHOLARSHIPS**

Jay's Technical Institute may offer scholarships and/or fee waivers based on need or merit. Students wishing to be considered for either a scholarship or fee waiver must make a written request to the Institution's chief administrator. The written request for scholarship/fee waiver will be considered and evaluated by a minimum of three school officials. Scholarship/fee waiver funds are only considered after eligibility for Financial Aid has been established. Written request are evaluated on a case-by-case basis and require approval from the Chief Executive Officer. A written decision in the matter will be provided to each applicant. A decision to grant or deny either a scholarship or fee waiver petition is final and may not be appealed. Students are considered for either a scholarship or fee waiver but not both. Scholarships/fee waiver become null and void if a student fails to complete the course of

study for which the offer was used in packaging the student's cost of attendance. Tuition waivers may be granted at the sole discretion of the Chief Administrative Officer.

## **FINANCIAL AID**

Jay's Technical Institute offers financial aid to those who qualify. Students are required to complete a Free Application for Federal Student Aid (FAFSA). Eligibility for federal student aid funds are determined from the FAFSA, JTI participates in the Federal Pell Grant program and the Direct Loan program.

Federal Student Aid funds (FSA) are awarded to students under the assumption that the student will attend school for the entire period for which the funds are awarded. When a student withdraws he/she may not be eligible for the full amount of FSA funds that were initially awarded. Jay's Technical Institute (JTI) will calculate the Return to Title IV funds when it has been determined that the student has officially withdrawn. The institutional refund policy will be calculated after the Title IV refund calculation is determined.

Title IV refunds are calculated on the basis of earned and unearned funds. The amount of time the student has spent in attendance determines the amount of funds earned. Up through the 60% point in each payment period or period of enrollment, a pro rata system is used to determine the amount in each payment period or period of enrollment, a pro rata system is used to determine the amount of federal aid earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, the student has earned 100% of the federal aid funds for that period. Title IV refund calculations will be completed on students who withdraw after the 60% point to determine if a post withdrawal disbursement is due to the student.

Jay's Technical Institute processes all financial aid at the main campus located in Houston, Texas. Prospective and enrolled students may contact the financial aid staff by phone or postal mail to obtain the required financial aid disclosures under HEA Section 485(a)(1), Section 485(f), Section 485(h), and Section 485(j).

## **RETURN OF TITLE IV FUNDS POLICY**

The Federal Return of Title IV Funds regulations determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance. Up through the 60% point in each payment period a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still determine whether the student is eligible for a post-withdrawal disbursement (PWD). Recipients of the Title IV Funds failing to complete a program as contracted shall have computed, according to the Higher Education Amendment Act, a calculation determining funds earned or unearned by the institution. In the case of unearned funds; these must be returned to the applicable Federal program. This may result in the student owing the institution a greater balance than reflected from an earlier ledger entry.

If a student (parent/guardian in the case of a student under legal age) cancels his/her contract, the cancellation date will be determined by the postmark on written notification or the date said information is delivered to the school office in person. Should any aid be disbursed prior to the start of class, all funds will be returned in full to the appropriate agency.

Good attendance is one of the keys to your success as a student in a vocational program. The official withdrawal date for students attending a course hour program is the last day of attendance. For students who do not return from a Leave of Absence, the last date of attendance will be the last date that the student was physically in attendance.

If a student withdraws officially or unofficially; the school or the student may be required to return some or all of the federal funds awarded to the student. The federal formula requires a return of Title IV aid if the student received federal assistance in the form of a Pell Grant, Supplemental Educational Opportunity Grant (SEOG), or Direct Loan and withdrew on or before completing 60% of the payment period. The percentage of Title IV aid to be returned is calculated by dividing the students scheduled hours by the total scheduled hours in that payment period.

Funds that are to be returned to the federal government are used to reduce the outstanding balances in individual federal programs. Financial aid returned must be allocated in the following order:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal PLUS (Parent) Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (SEOG)
6. Other Federal Loan and/or Grant Assistance

The school must return all Title IV funds within 45 days after the school has determined the student withdrew.

*NOTE: If funds are released to a student because of a credit balance on a student's account, then the student may be required to repay some of the federal funds after withdrawal.*

There are certain instances in which a student is eligible for a post-withdrawal disbursement. The institution, with the student's approval, may make a post-withdrawal disbursement up to 180 days from the date of the institution's determination that the student withdrew. Post withdrawal disbursements are first made from the Federal Pell Grant & SEOG.

## CANCELLATION POLICY

Jay's Technical Institute maintains the following cancellation and settlement policy that provides a full refund of all money paid by a student if the student:

- 1) cancels the enrollment agreement not later than midnight of the third day after the date on which the agreement is signed by the student, excluding Saturdays, Sundays and legal holidays; or
- 2) entered into the enrollment agreement because of a misrepresentation made in the school's advertising or promotional materials or by an owner or representative of the school.
- 3) The student is not accepted by the school

If a student (parent/guardian in the case of a student under legal age) cancels his/her enrollment agreement, the cancellation date will be determined by the postmark on written notification or the date said information is delivered to the admissions office in person. Should any aid be disbursed prior to the start of class, all funds will be returned in full to the appropriate agency.

## TDLR INSTITUTIONAL REFUND POLICY

### (TREATMENT OF MONIES AFTER THE RETURN OF TITLE IV FUNDS CALCULATION)

Jay's Technical Institute maintains a refund policy for the refund of the unused part of tuition, fees and other charge paid by a student who, after the expiration of the cancellation period, fails to enter the course of training; withdraws from the course of training; or is terminated from the course of training before completion of the course. This refund policy provides that:

1. the refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement, contract;
2. the effective date of termination for refund purposes is the earliest of:
  - a. The last date of attendance, if the student is terminated by the school;
  - b. The date the permit holder receives the student's written notice of withdrawal; or
  - c. Ten school days after the last date of attendance; and
3. the school may retain not more than \$100.00 if tuition is collected before the course of training begins; and the student does not begin course of training before the date the cancellation period expires.

If a student who begins a course of training that is scheduled to run not more than 12 months withdraws from the course or is terminated from the course by the school, JTI may retain \$100.00 in tuition and fees paid by that student and is not obligated to refund any additional outstanding tuition if the student withdraws or is terminate during the last 50 percent of the course.

If the student withdraws or is terminated before the last 50 percent of the course begins, the school shall refund the following percentages of any **outstanding** tuition;

1. For withdrawal or termination occurring during the first week or first one-tenth of the course, whichever period is shorter, 90%;
2. For withdrawal or termination occurring after the first week or first one-tenth of the course, whichever period is shorter, 80%;
3. For withdrawal or termination occurring after the first three weeks of the course but not later than the completion (last date of) the first 25 percent of the course, 75%;
4. For withdrawal or termination occurring not later than the completion of the second 25 percent of the course, 50%.

For students withdrawing or termination after 50 percent of the course has been completed, Jay's Technical Institute shall allow the student to reenter at any time before the fourth (4<sup>th</sup>) anniversary of the date of withdrawal or termination. A grade of incomplete will be recorded for students who withdraw from a course of training but are not entitled to refund if the student requests the grade at the time of withdrawal and the withdrawal is for an appropriate reason unrelated to the student's academic status.

A student who receives a grade of incomplete may reenroll in the course of training before the fourth (4<sup>th</sup>) anniversary of the date the student withdraws and may complete the subjects without paying additional tuition.

All refunds owed will be made no later than the 30<sup>th</sup> day after the student becomes eligible. In the case of Federal Student Aid funds, the federal Return of Title IV refund policy will be calculated first before the state refund policy.

## **Texas Workforce Commission – Career Schools and Colleges**

### **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 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 any administrative fees charged 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 any 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 percent 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. A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

## 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.
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## ATTENDANCE POLICY

Jay's Technical Institute's academic Year is July 1st – June 30th and we operate year round with a summer break in July and a winter break in December. There is no attendance probation policy.

Jay's Technical Institute is on a course hour system. Programs operate on a course hour system and some require a set number of course hours before going to the state board for the certification examination.

Full time students are required to attend 30 course hours per week and part time students are required to attend 15 course hours per week.

- Students are required to attend classes daily and be on time
- All students must attend Friday and Saturday classes. Any Friday or Saturday class that is missed must be made up prior to contract graduation date
- Friday and Saturday attendance is mandatory – Prior approval must be obtained if for any reason the student has to miss a Friday or Saturday. Prior approval may result in the absence being marked excused.
- Students not reporting to school on Friday or Saturday cannot return to school until the absence is excused. Saturday absences can lead to suspension.



## **ATTENDANCE POLICY FOR VA STUDENTS**

Students using Veteran's benefits to attend JTI will have attendance monitored until the students' drops, graduates, or completes the program. Unsatisfactory attendance will be reported to the DVA even if the student has completed the required number of hours to complete and no refund is due the student and/or refund sources. Therefore, the attendance policy (20% of the total program and/or being absent five (5) consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to DVA form 22-1999b within 30 days at such time the student exceeds the allowed number of absences.

## **ABSENTEE TUITION POLICY**

Students failing to complete a course in accordance with the contract/enrollment agreement without mitigating circumstance (an approved leave of absence, etc.) shall be assessed fees of \$10.00 per hour. Absentee tuition may NOT be paid using Federal Title IV funds, cash, check or credit card is accepted. Absentee tuition may be assessed weekly, resulting in the student having to pay for missed hours before being allowed to clock in.

## **LEAVE OF ABSENCE (LOA)**

A leave of absence (LOA) for Return of Title IV funds purposes is a temporary interruption in a student's program of study. LOA (leave) refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a LOA. All requests for a LOA must be submitted in advance of the leave, be in writing, be signed, and be dated. The request must include the reason for the leave. Before the LOA is granted, the school will review to the request to determine that there is a reasonable expectation that the student will return from the leave. JTI may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances. JTI will document the reason for its decision to grant the leave and will collect the written request from the student at a later date. The date of the approved LOA will be determined by the school and based on date the student was unable to attend school because of the unforeseen circumstance.

Combined leaves may not exceed 180 days in a 12 month period. This maximum timeframe for a student's approved LOA is a daily count, including non-school days, weekends and scheduled breaks. Thus, since an approved LOA may not be more than 180 days, JTI might have to reduce the length of a student's LOA if the 180th day is scheduled to fall on a day the school would be closed. Approved leave will not be considered part of the maximum time frame for completion of the program. For students who do not return from a Leave of Absence the last date of physical attendance will be the students' official withdrawal date.

Students may return early from an approved LOA. The student will resume their course and complete the number of clock hours and weeks of instruction in the payment period. LOA will extend the clock hour program; accordingly, students will resume their academic status as well. Hence, if the LOA is

granted while not making satisfactory progress, the student returns as not making satisfactory progress. LOA may impact the federal loan program grace period if the student does not return as scheduled. In the case of a first-time borrower student being granted a 180 day leave, but doesn't return, the 6 month grace period may expire as a result of the LOA.

A leave of absence is requested by completing a change of status request form. This form may be sent to the admissions office by fax, email, postal mail or hand delivered. The student's attendance records will reflect the dates for which the leave of absence was granted. Any leave of absence will increase the program length accordingly. The written request will be placed in the permanent file.

### **TIME PUNCH POLICY**

All students are required to punch in and punch out. No one may punch the clock for another student. Faculty and staff are prohibited from punching the time clock for students. Jay's Technical Institute uses an electronic time clock system. This system required an even number (2, 4, 6, etc.) of in and out punches to calculate the correct time. Every in punch requires an out punch that is 2 punches, an even number.

Example:

In: 9:00 a.m.            Out: 12:00 p.m. Total Time = 3 Hrs  
In: 12:30 p.m.        Out: 5:30 p.m. Total Time = 5 Hrs

This is a total of 4 punches for the day. The total hours clocked is 8 hours.

If there is an odd number (1, 3, 5 etc.) the computer will not correctly add the time because it doesn't have enough information.

Example:

In: 9:00 a.m.            Out: 12:00 p.m. Total Time = 3 Hrs  
In : (?) missing        Out: 5:30 p.m. Total Time = 5 Hrs

This is a total of 3 punches for the day. The total hours clocked is 3 hours.

It is your responsibility to punch in and out. Missing punches will result in lost hours. Time clock failure will be addressed as required by TDLR or TWC.

## **TRANSFER POLICY ADDING/DROPPING PROGRAMS**

All courses follow clock hour curriculum, for there is no provision for adding or dropping courses.

JTI will accept up to 500 transfer hours.

Any student desiring to transfer from one barber/cosmetology school to another must withdraw from the first school prior to the transfer. The new school registers the student under their school and the permit is assigned for that school.

Transfer hours may not exceed the number of hours of the subject in the operator curriculum. Students enrolled in the operator course may withdraw and transfer up to the maximum specialty hours within the operator curriculum for that course. Once a license is obtained, hours may not be transferred to another course.

Out of state cosmetology students must submit a request to TDLR to transfer completed hours to a Texas school, a transcript must be submitted on the prescribed form and certified by the school in which the instruction was given.

JTI strongly discourages intercity transfers between cosmetology and or barbering students from one school to another.

In the event a transfer student is accepted by JTI, in order to receive credit for hours earned and practical applications completed at the first school, students must submit a transcript to JTI. All accrued hours from other schools must be submitted two months prior to graduation from JTI.

## **WITHDRAWAL/DROP POLICY**

It is your responsibility to withdraw officially from Jay's Technical Institute. When considering withdrawing, remember that there are 3 ways to withdraw from the program:

1. Complete an official withdrawal form.
2. Mail a letter stating your request to:

*Jay's Technical Institute  
11910 Fondren Meadow Drive  
Houston, TX 77071*

Students who withdraw from enrollment prior to course completion must satisfy all debts owed to the school or make satisfactory arrangements to pay debts.

Students who withdraw from the institution will have their tuition and mandatory fees refunded in accordance with the Federal Return to Title IV regulations and the institutional refund policy.

An unofficial withdrawal occurs when a student has not notified the school in writing of their intent to withdraw. If a student is absent 10 consecutive calendar days without notifying the school and has not been granted a "Leave of Absence", the student will be considered withdrawn.

The date of the Institution's determination that a student withdrew would be no later than 14 days after the student's last date of physical attendance meaning termination will occur after student has not been in attendance for 10 days.

Failure to return from Leave of Absence – Federal Guidelines from the Dept. of Education state "a student who has been granted an LOA will be considered withdrawn if he/she does not return to school at the end of the LOA." In said case, the withdrawal date will be the last day of recorded attendance at Jay's Technical Institute.

## **GRADING POLICY**

All courses taught at Jay's Technical Institute have course outlines, lesson plans and competency tests to demonstrate mastery. Instructional materials include anatomy charts, books, videotapes and professional implements and equipment. Attendance, performance, and theory grades are recorded on all students. Typically, students are tested in theoretical practices at the close of each unit of study; these units are usually 1 week in duration, but depending on subject matter could be longer. Practical applications are evaluated in all phases of training as a means of assessing progress throughout the program of study. These grades are averaged to obtain an overall monthly grade. Monthly progress reports are available. Student achievement is evaluated as follows:

<u>Letter</u>	<u>Meaning</u>	<u>Number</u>
A	Excellent	90 - 100
B	Good	80 - 89
C	Fair	79 - 75
D	Passing	74 - 70
F	Failing	69 - Below

Programs have phase examinations that must be passed to demonstrate competency.

To receive a certificate of completion from Jay's Technical Institute., students must complete the required number of clock hours, maintain a 70 or above and pass exit exams. Upon completion of hours and exit examinations, Jay's Technical Institute., will submit the required documents for students to take the state board examination.

### **INCOMPLETE GRADE**

Students who withdraw from the program and are not entitled to a refund will receive a grade of incomplete. Students receiving a grade of incomplete may re-enroll in the program during the 48-month period following the date the student withdraws and may complete incomplete subjects without payment of additional tuition.

## SATISFACTORY ACADEMIC PROGRESS POLICY

All students at Jay's Technical Institute must maintain a C average and 70% attendance of scheduled course hours. Official SAP evaluations will occur at the end of each payment period. To be eligible for Federal Student Aid programs, students must maintain 70% attendance in scheduled course hours and a C average per SAP evaluation period. Students not meeting SAP will be placed on financial aid warning for the next payment period. VA students not meeting progress will be reported on the 22-1999b and may be terminated.

While on financial aid warning, the student will be allowed to receive federal student aid. Students who fail to make satisfactory progress after the warning period lose their aid eligibility (unless they successfully appeal) and are placed on Federal Student Aid financial aid probation. Federal student aid will be reinstated once the student meets 70% attendance and a C average in a payment period. The maximum completion time for courses cannot exceed 143% of the scheduled hours. There is no attendance probation. Students may attend while on financial aid probation, however, the student is required to pay for all course hours during financial aid probation.

Students not making academic progress will be given a warning. Students not progressing after the first warning may be placed on probation until the next grading period. Students who fail to progress for three consecutive grading periods will be terminated for unsatisfactory progress. Under Title 40, Texas Administrative Code, Section 807.241-245, students terminated for unsatisfactory progress cannot be readmitted until a minimum of one grading period has passed.

Withdrawals, incompleteness, and repetitions have no effect on this SAP policy. Students who withdraw, do not complete the program or repeat hours will return with the standing prior to the withdrawal or incompleteness. Under Texas Education Code, Section 132.061(f) a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. Students receiving a grade of incomplete may reenroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition.

Students may appeal a determination of failure to maintain satisfactory progress to the Executive Director. The appeal must be in writing and explain the extenuating circumstances relevant to the situation.

The appeal should be submitted within 5 days. The Executive Director will evaluate the circumstances presented and if it is determined that there are mitigating circumstances; the student will be re-instated after one payment period. If the student fails to maintain satisfactory progress during or at the end of this probationary period, he or she will be terminated.

SAP evaluation timeframes are as follows:

### **1000 Course Hour Programs**

The maximum time frame completion is 1430 scheduled hours. At a minimum SAP will be evaluated at 500 hours.

### **750 Course Hours Programs**

The maximum time frame for completion is 1072.5 scheduled hours. At a minimum SAP will be evaluated at 375 hours.

### **600 Course Hour Programs**

The maximum time frame for completion is 858 scheduled hours. At a minimum SAP will be evaluated at 300 clock hours.

### **300 Course Hour Programs**

The maximum time frame for completion is 429 scheduled hours. At a minimum Sap will be evaluated at 150 clock hours.

## **PROGRAMS**

Jay's Technical Institute offers certificate programs in the barber and cosmetology industry. All programs lead to a certificate of completion. Students must pass a state examination for licensure after completing the required training hours.

This program is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.

### ***COSMETOLOGY OPERATOR***

#### ***Approved by Texas Department of Licensing and Regulation (TDLR)***

This program is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.

The Operator program prepares students to pass the state licensing and practice all phases of cosmetology.

1000 Course Hours

9 Months Full Time

## **HAIRWEAVING**

### ***Approved by Texas Department of Licensing and Regulation (TDLR)***

This program is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.

This program prepares students to pass the state license exam and to practice the art of hair weaving, braiding and extensions.

300 Course Hours  
2 Months Full Time

## **MANICURE**

### ***Approved by Texas Department of Licensing and Regulation (TDLR)***

This program is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.

This program prepares students to pass the state license exam and to practice manicure and pedicure.

600 Course Hours  
4 Months Full Time

## **ESTHETICIAN**

### ***Approved by Texas Department of Licensing and Regulation (TDLR)***

This program is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.

This program prepares students to pass the state license exam and to practice facial cleansing, masking and therapy.

750 Course Hours  
5 Months Full Time

## **CROSSOVER**

### ***CLASS A BARBER to COSMETOLOGY***

### ***Approved by Texas Department of Licensing and Regulation (TDLR)***

This program is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.

This course prepares students for the examination for the registered cosmetology license.

300 Course Hours  
2 Months Full time

### **CLASS A BARBER**

***Approved by Texas Department of Licensing and Regulation (TDLR)***

This program is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.

The Class A Barber program prepares students for the examination for the registered barber license. There are no prerequisites. Students must meet admission requirements as previously stated.

1000 Course Hours  
12 Months Full Time

### **CROSSOVER COSMETOLOGY to CLASS A BARBER**

***Approved by Texas Department of Licensing and Regulation (TDLR)***

This program is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.

This course prepares students for the examination for the registered barber license.

300 Course Hours  
2 Months Full time



## PROGRAMS

### HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION TECHNICIAN

**Cost: \$16,000 - Tuition: \$15,000 / Books: \$400 / Supplies: \$500 / Registration fee: \$100 /**

**OBJECTIVE:** The objective of this program is to provide specialized occupational training in a course offering air conditioning and heating as it applies to building maintenance. Students will learn how to troubleshoot problems, install equipment, service equipment, and apply electrical principles to building maintenance air conditioning and heating equipment. Upon completion of this course, students will be prepared for employment in the following occupations in building maintenance. There are no additional or special requirements for completion. Upon completion, students are awarded a certificate of completion.

**OCCUPATIONS:** Building Maintenance Specialist, Building Maintenance Mechanic, Air Conditioning and Heating Specialist, Equipment Serviceman, Apartment Maintenance Mechanic, Electrician, Electrical Technician, Steam Fitter, HVAC Specialist in commercial buildings, hospitals, schools, apartment complexes, and engineering and air conditioning companies.

**LICENSURE:** Employment in HVAC occupations require an EPA certification and State issued license. Students must receive a passing score on the appropriate exams to qualify.

**PREREQUISITE:** None

		LECTURE	LABORATOR	CLASSROO
COURSE TITLES	COURSE NO.	HOURS	HOURS	PREP HOURS
Fundamentals of HVAC	BDM700	30	30	0
HVACR Science	BDM701	30	0	
Refrigeration Systems	BDM702	30	30	15
Refrigeration Practices	BDM703	60	30	0

HVAC Electrical Systems	BDM704	60	30	15
Air Conditioning Systems	BDM705	60	30	15
System Design, Sizing	BDM706	60	30	15
Commercial Environmental Systems	BDM707	60	30	15
Commercial Refrigeration Systems	BDM708	60	30	15
Installation, Maintenance	BDM709	60	30	15
EPA Certification	BDM710	90	0	30
Heating and Heat Pump Systems	BDM711	30	0	0
<b>TOTAL HOURS</b>		<b>630</b>	<b>270</b>	<b>135</b>
<b>TOTAL CONTACT HOURS</b>				<b>1035</b>

## COMPUTER USER SUPPORT SPECIALIST

**Cost: \$15,500 - Tuition: \$14,750 / Books: \$400 / Supplies: \$250 / Registration fee: \$100 /**

**OBJECTIVE:** The objective of this program is to provide intense occupational training in a wide range of comprehensive computer courses designed to prepare students for employment in information technology occupations. Students will learn to operate and repair computers, master software programs, communicate effectively both orally and in writing, develop professional workplace skills, develop interviewing skills, and learn to conduct effective job search techniques. There are no additional or special requirements for completion. Upon completion, students are awarded a certificate of completion.

Graduates of this program will be prepared for employment in the following occupations:

**OCCUPATIONS:** Computer Help Desk Technician, Computer Support Specialist, Administrative Support Technician, and Customer Service Representative in computer hardware and software companies, oil and gas corporations, hospitals, law firms, nonprofit organizations, public and private schools and universities, retail companies, the airline industry, and many other small and large companies.

**PREREQUISITE:** None

<b>COURSE TITLES</b>	<b>COURSE NO.</b>	<b>LECTURE HOURS</b>	<b>LABORATORY HOURS</b>	<b>CLASSROOM PREP HOURS</b>
IT Essentials	CS100	60	20	20
MOS Windows	Win100	30	30	0
Internet/Email	INT100	30	30	0
Data Entry	DAT100	20	70	10
Microsoft Word	MOS200	60	30	15
Microsoft Excel	MOS201	60	30	15
Microsoft Access	MOS202	60	60	15
Microsoft PowerPoint	MOS203	60	30	15
MOS Certification	MOS204	20	50	20
Career Counseling	CAR500	30	20	0
<b>TOTAL HOURS</b>		<b>430</b>	<b>370</b>	<b>110</b>
<b>TOTAL COURSE HOURS</b>				<b>910</b>

**ELECTRICAL INSTALLER TECHNICIAN**

**Cost: \$15,500 – Tuition: \$15,000 / Books: \$100 / Supplies: \$300 / Registration fee: \$100 /**

**OBJECTIVE:** The objective of this program is to provide specialized occupational training in fiber optic cabling, residential, commercial, and industrial electricity. Students will learn how to apply theoretical principles for installation, troubleshooting, and maintenance of electrical components in residential, commercial, and industrial settings. There are no additional or special requirements for completion. Upon completion, students are awarded a certificate of completion.

**OCCUPATIONS:** Residential, Commercial, and Industrial Contracting, Maintenance Electricians, Installer, Wireman, Instrumentation Technician, Cable Installers, Motor Repair, Service Technician, Electrical Technician and Electrical Utility Service in commercial buildings, hospitals, schools, apartment complexes, engineering and electrical companies.

**PREREQUISITE:** None

<b>COURSE TITLES</b>	<b>COURSE NO.</b>	<b>LECTURE HOURS</b>	<b>LABORATORY HOURS</b>
Electrical Trade and Safety	ELC600	30	30
Electrical Circuits and Theory	ELC601	60	40
National Electrical Code	ELC602	30	00
Device Boxes, Raceways, Fittings	ELC603	60	30
Electrical Drawings and Schematics	ELC604	60	30
Electrical Test Equipment	ELC605	60	30
Conduit Bending	ELC606	30	90
Residential Electrical Service	ELC607	60	60
Commercial/IND Electrical Services	ELC608	60	60
Electrical Lab	ELC609	0	90
Career Counseling	CAR500	30	00
<b>TOTAL HOURS</b>		<b>480</b>	<b>420</b>
<b>TOTAL COURSE HOURS</b>			<b>900</b>

## CISCO NETWORKING

**COST: \$16,500 - Tuition: \$16,100 / Books: \$100 / Supplies: \$200 / Registration fee: \$100 /**

**OBJECTIVE:** The Cisco Networking program at PCTI prepares students for a career in computer, network, troubleshooting, and security. Through our comprehensive course of study, students receive both conceptual and hands-on instruction that allows them to understand the foundational aspects of network administration. Specific instruction includes LAN/WAN system design, TCP/IP configuration and installation, server configuration, general configuration, administration and troubleshooting, and security. Students will learn through both classroom instruction and moderate amounts of laboratory experience. There are no additional or special requirements for completion. Upon completion, students are awarded a certificate of completion.

**OCCUPATIONS:** Network Technician, Support Engineer, Systems Engineer, Network Engineer, Network Administrator, Network Security Administrator, Network Analyst, Systems Analyst, Application Analyst, Network Security Analyst

**PREREQUISITE:** Intermediate level computer knowledge

<b>COURSE TITLES</b>	<b>COURSE NO.</b>	<b>LECTURE HOURS</b>	<b>LABORATORY HOURS</b>
IT Essentials I	CS100	60	00
IT Essentials II	CS300	60	60
CCNA I	CS301	60	60
CCN II	CS302	60	60
Network Operating Systems	CS303	60	60
Network Securities	CS304	60	60
CCNA Security	CS305	60	60
Capstone Project	CS600	30	120
Career Counseling	CAR500	30	00
<b>TOTAL HOURS</b>		<b>480</b>	<b>480</b>
<b>TOTAL COURSE HOURS</b>			<b>960</b>

## VOCATIONAL ENGLISH AS A SECOND LANGUAGE

This program is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges

**COST: \$8,000 - Tuition: \$7,600 / Books: \$200 / Supplies: \$100 / Registration fee: \$100 /**

### **PROGRAM DESCRIPTION:**

This program consists exclusively of Vocational English as a Second Language (VESL) instruction, and it is designed only for those students who require English language development to use already existing vocational knowledge, training, or skills. The content of the instruction focuses upon development of listening, reading, writing, speaking (conversation), and grammar at all levels of the curriculum. Courses are designed in such a manner that skills are developed sequentially, with the English elements identified and taught in order of difficulty to include those necessary for English language success in the beginning, low intermediate, high intermediate and advanced levels. Included within the program's interactive guided methodology are a combination of lecture/laboratory, class discussion, and group activities designed to provide English language skills as well as cultural transference. There are no additional or special requirements for completion. Upon completion, students are awarded a certificate of completion.

**OBJECTIVES:** To develop Vocational English as a Second Language (VESL) skills for those students having existing knowledge, training, and/or skills; To develop English language proficiency in listening, reading, writing, speaking,(conversation) and grammar at the beginning, low intermediate, high intermediate and advanced levels; to develop an awareness and understanding of the various cultural aspects of the United States as well as health and safety standards; to enhance career opportunities by removing the English language barrier, allowing graduates to utilize existing vocational and/or professional knowledge or skills; and to develop employment-seeking skills necessary to successfully compete in the employment market using existing knowledge, training and/or skills.

### **ADMISSIONS REQUIREMENTS:**

Applicants for the VESL program must meet the institutional admissions requirements. In addition, applicants for the VESL program must also demonstrate that they possess job skills, prior to being admitted, by providing documentation of credentials such as job experience, test scores, or verification of skill competency by a third party. VESL Program applicants must also complete a VESL Qualification Profile.

<b>COURSE TITLES</b>	<b>COURSE NO.</b>	<b>LECTURE HOURS</b>	<b>LABORATORY HOURS</b>	<b>CLASSROOM HOURS</b>
English Language Skills: Basic	VESL110	130	20	30
English Language Skills: Intro	VESL120	130	20	30
English Language Skills: Funds	VESL130	130	20	30
Concepts of English: Essentials	VESL140	130	20	36
English Connections: Topics	VESL150	130	20	37
English connections: Studies	VESL160	130	20	37
<b>TOTAL HOURS</b>		<b>780</b>	<b>120</b>	<b>200</b>
<b>TOTAL COURSE HOURS</b>				<b>1100</b>

## COURSE DESCRIPTIONS

### HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION TECHNICIAN

There are no prerequisites required for any of these courses.

- **BDM700                      FUNDAMENTALS OF HVAC/R**  
The objective of this course is to explore the foundational aspects of heating, ventilation and air conditioning. Upon completion of this course, students will be able to give a brief history of HVAC/R and explain the importance of HVAC systems in the environment.
- **BDM701                      HVAC/R SCIENCE**  
This course introduces the properties of matter and explains why they are important to the HVAC field. Upon completion of this course, students will be able to name the physical and thermal properties of matter, demonstrate how to calculate the density, specific volume, and specific gravity of material, and discuss how it is used.
- **BDM702                      REFRIGERATION SYSTEMS**  
This course explains the fundamental principles behind the refrigeration cycle. Upon completion of this course, students will be able to identify the four major components of the compression cycle, and draw a basic compression refrigeration cycle with identification of the pressure, temperature, state, and heat content in and out of each component.
- **BDM703                      REFRIGERATION PRACTICES**  
This course explains the fundamental principles behind the refrigeration practices. Upon completion of this course, students will be able to use the four major components of the compression cycle, and complete a basic compression refrigeration cycle and identify the pressure, temperature, state, and heat content in and out of each component.
- **BDM704                      HVAC ELECTRICAL SYSTEMS**  
This course presents electrical and electronics theory, terms, definitions, symbols, circuits, laws and formulas. Power sources, component operation and circuit diagrams are studied. Students use this theory, integrated with objective specific hands-on lab exercises, to practice typical equipment manufacturers troubleshooting techniques. Testing instruments and wiring diagrams are used for system problem-solving projects.
- **BDM705                      AIR CONDITIONING SYSTEMS**  
This course explains the detail of a unitary refrigeration system. Upon completion of this course, students will be able to install various air conditioning systems and describe how a residential and commercial air conditioning systems are configured.
- **BDM706                      SYSTEM DESIGN, SIZING, AND LAYOUT**  
This course emphasizes the different materials used in basic construction and teaches the proper procedures and methods of construction for selection of each. Upon completion of this course, students will be able to incorporate the different methods of construction necessary for a successful residential or commercial project and forecast what part of an HVAC system needs to be installed during each phase of construction.



- **BDM707**                               **COMMERCIAL ENVIRONMENTAL SYSTEMS**  
This course explains the difference between residential, commercial, and industrial air conditioning application. Upon completion of this course, students will be able to list the different types of commercial air conditioning systems and identify which type of equipment configuration best suits commercial application.
  
- **BDM708**                               **COMMERCIAL REFRIGERATION SYSTEMS**  
This course explains the differences between high temperature, medium temperature, and low temperature refrigeration systems. Upon completion of this course, students will be able to explain the basic principles of operation for an absorption system, describe how an evaporative cooling system operates, and list the various types of systems used in commercial refrigeration.
  
- **BDM709**                               **INSTALLATION, MAINTENANCE, TROUBLESHOOTING**  
This course is designed to teach proper installation, maintenance, and troubleshooting techniques for residential, commercial, and industrial HVAC systems. Upon completion of this course, students will be able to complete a system installation, perform preventative maintenance on HVAC systems, analyze and diagnose HVAC system problems, and explain how to use manufacturer provided troubleshooting aids.
  
- **BDM710**                               **EPA AND STATE CERTIFICATION**  
This course is designed to prepare students for licensing and certification in the HVAC field and develop proper examination techniques and study methods. Upon completion of this course, students will be prepared to take the EPA and State HVAC certification exams.
- **BDM711**                               **HEATING AND HEAT PUMP SYSTEMS**  
This course explains the fundamental principles behind the refrigeration cycle. Upon completion of this course, students will be able to identify the four major components of the compression cycle, and draw a basic compression refrigeration cycle with identification of the pressure, temperature, state, and heat content in and out of each component.
  
- **CAR500**                               **CAREER COUNSELING**  
The objective of this course is to assist students in making career choices. This course focuses on self-assessment in terms of educational and career opportunities and reasonable possibilities in the world of work. It includes assessment for personal/career interests, values, needs, attitudes, skills, and other potential, and exploration of occupational information to establish career and educational goals. Upon completion of this course, students will be prepared to make sound career choices.

## COMPUTER SUPPORT SPECIALIST

There are no prerequisites required for any of these courses.

- **CS100**                           **ITE / A+ CERTIFICATION**  
The objective of this course is to provide an overview of the computing field and its typical applications and provide knowledge in key terminology and components of computer hardware, software, and operating systems. Upon completion of this course, students will be able to define basic computer terminology, identify and describe computer hardware components, build and repair computers, identify and define the types of computer software, use simple system software features, and explain the systems development life cycle. There is no prerequisite for this course. This course is tailored to meet the needs of a beginner or enhance the existing skills of those who have computer experience.
- **WIN100**                           **MIRCROSOFT WINDOWS**  
The objective of this course is to provide knowledge in working with personal computers and using Windows to create and manage documents. Upon completion of this course, students will be able to work with multiple programs by using the task bar to switch between the windows; identify fundamental personal computing concepts and terminology; select items using the mouse pointer; create folders using a shortcut menu; copy and move documents and folders by clicking and dragging. There is no prerequisite for this course. This course is tailored to meet the needs of a beginner or enhance the existing skills of those who have knowledge in the Windows environment.
- **INT100**                           **INTERNET USAGE/E- MAIL**  
The objective of this course is to introduce students to the Internet and to electronic mail. Students will learn how to use the Internet to search for and retrieve information and learn how to send and receive messages via e-mail. Upon completion of this course, students will be able to log onto the Internet, perform searches, download and print information, and use e-mail. For a beginner student with little or no typing or computer skills, the prerequisites for this course are Keyboarding, Introduction to Computers, and Introduction to Windows. This course is tailored to meet the needs of a beginner and to enhance the existing skills of those who have knowledge in Internet and e-mail usage.
- **DAT100**                           **DATA ENTRY/KEYBOARDING**  
The objective of this course is to introduce students to typing, keyboarding numerical entries or enhance existing typing skills. Upon completion of this course, students will be able to key alpha/numeric data and master keyboarding skills.
- **MOS200**                           **MICROSOFT OFFICE SUITE**  
The objective of this course is to introduce students to the Microsoft Office Suite of Word, Power Point, Excel, and Access in the Windows environment and provide instruction that leads to certification. Upon completion, students will be able to perform advanced level functions of the software including. For a beginner student with little or no typing or computer skills, the prerequisites are Keyboarding, Introduction to Windows, and Introduction to Computers. This course is tailored to meet the needs of a beginner and to enhance the existing skills of those who have knowledge in Microsoft Office Suite.

- **MOS204**                                **MICROSOFT CERTIFICATION PREP**  
The objective of this course is to familiarize students who have completed the MSO courses with the MSO exam questions and provide them with instructions on how they will be expected to respond on the exam. Students complete a series of practice exams which mirror the format they will see when they take the Microsoft authorized exams. Concepts tested on the exam will be reviewed in class, but those concepts will not be "taught" as in the traditional classes.
- **CAR500**                                **CAREER COUNSELING**  
The objective of this course is to assist students in making career choices. This course focuses on self-assessment in terms of educational and career opportunities and reasonable possibilities in the world of work. Includes assessment for personal/career interests, values, needs, attitudes, skills, and other potential, and exploration of occupational information to establish career and educational goals. Upon completion of this course, students will be prepared to make sound career choices. There are no prerequisites for this course.

**CISCO NETWORKING ACADEMY AND ADMINISTRATION**

**There are no prerequisites required for any of these courses.**

<b>• CS101</b>	<b>IT ESSENTIALS 1</b>	
<p>This course provides a substantive overview of computer systems, including but not limited to computer hardware, operating systems, and software. Topics include the building, repair, and upgrading of personal computers and laptops, correct use of tools, selecting appropriate components, preventive maintenance, and troubleshooting.</p> <p>This course prepares students for the CompTIA A+ Exam.</p>		
<b>• CS102</b>	<b>IT ESSENTIALS 2</b>	
<p>This course provides a substantive overview of computer systems, including but not limited to installing Windows, managing Windows, connecting to a network and the Internet, introduction to Linux, basic host, data, and network security, and troubleshooting hardware and software issues. Current issues such as the effect of computers on society, the history and use of computers in business, education, and other modern settings are also discussed.</p> <p>This course prepares students for the CompTIA A+ Exam.</p>		
<b>• CS301</b>	<b>INTRODUCTION TO NETWORKS</b>	

Introduce the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

This course prepares students for the Cisco CCENT 100-105 ICND1 Exam. (CCNA Certification is achieved after successful completion of both the ICND1 and ICND2 Exams.)

• <b>CS302</b>	<b>ROUTING AND SWITCHING ESSENTIALS</b>	
• <b>CS303</b>	<b>SCALING NETWORKS</b>	

This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Detailed explanations of LAN switch operation, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), First Hop Routing Protocols, redundancy, and routing using EIGRP and OSPF. Use best practice methods to analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and routing.

This course prepares students for the Cisco CCNA Routing and Switching 200-105

ICND2 Exam. (CCNA Certification is achieved after successful completion of both the ICND1 and ICND2 Exams.)

• <b>CS304</b>	<b>CONNECTING NETWORKS</b>	
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This course introduces various types of WAN services, such as Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, as well as WAN security concepts, including GRE, VPN, and DMVPN. The use of BGP is introduced as the routing protocol that connects to the Internet. The principles of traffic control and use of access control lists (ACLs) is developed to protect a network. Other security and monitoring topics discussed are SNMP, SPAN, and IPSLA. An introduction to the special network services required by converged applications and discussion of the role of quality of service (QoS). Other topics introduced are Cloud, virtualization, IoT, and SDN.

This course prepares students for the Cisco CCNA Routing and Switching 200-105 ICND2 Exam. (CCNA Certification is achieved after successful completion of both the ICND1 and ICND2 Exams.)

• <b>CS305</b>	<b>CCNA SECURITY: IMPLEMENTING NETWORK SECURITY</b>	
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This course builds on the CCNA objectives, adding practical methods and technologies used to make a network more secure. Topics include identifying network threats, configuration best practices, AAA, zone-based firewalls, intrusion detection and prevention, cryptographic systems, implementing and troubleshooting VPNs, design and configuration of Cisco ASAs (Adaptive Security Appliance), security planning, and security testing.

This course prepares students for the Cisco CCNA Security 210-260 IINS Exam.

• <b>CS600</b>	<b>CAPSTONE/INTERNSHIP</b>	
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Survey course that allows students to choose an area of interest to apply the knowledge and skills gained throughout the program. Students may either take part in an internship or complete a project that must be approved by the instructor. The practicum cannot be completed until the student has passed one of the certification exams for this program.

• <b>CAR500</b>	<b>CAREER COUNSELING</b>	
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The objective of this course is to assist students in making career choices. This course focuses on self-assessment in terms of educational and career opportunities and reasonable possibilities in the world of work. It includes assessment for personal/career interests, values, needs, attitudes, skills, and other potential, and exploration of occupational information to establish career and educational goals. Upon completion of this course, students will be prepared to make sound career choices.

### **ELECTRICAL INSTALLER TECHNICIAN**

There are no prerequisites required for any of these courses.

- **ELC600**                                    **ELECTRICAL TRADE AND SAFETY**  
 The objective of this course is to provide an overview of the electrical trade, the career paths available, and safety rules and regulations. Students will demonstrate the necessary electrical precautions and OSHA mandated procedures. There is no prerequisite for this course.
- **ELC601**                                    **ELECTRICAL CIRCUITS AND THEORY**  
 The objective of this course is to cover electrical concepts used in Ohms Law. Students will be able to explain atomic theory, electromotive force, resistance, forces that are characteristic of alternating-current systems, AC and DC motors, circuit breakers and fuses, and calculate electric power equations. There is no prerequisite for this course.
- **ELC602**                                    **NATIONAL ELECTRICAL CODE**  
 The objective of this course is to provide a navigational road map for using the NEC. Students will be able to identify the layout of the NEC and retrieve types of information found within the code book. There is no prerequisite for this course.

- **ELC603**                               **DEVICE BOXES, RACEWAYS, FITTINGS AND CONDUCTORS**

The objective of this course is to cover the hardware and systems used to mount and support boxes, receptacles, and other electrical components. Students will be able to install conductors in a raceway system, identify the appropriate size for applications of raceways, and use proper wiring techniques. There is no prerequisite for this course.
- **ELC604**                               **ELECTRICAL DRAWINGS AND SCHEMATICS**

The objective of this course is to cover electrical prints, drawings, and symbols and the types of information that can be found on schematics, one-lines, and wiring diagrams. Students will be able to read electrical prints and identify the symbols found on schematics. There is no prerequisite for this course.
- **ELC605**                               **ELECTRICAL TEST EQUIPMENT**

The objective of this course is to cover proper selection, inspection, and use of common electrical test equipment. Students will be able to demonstrate usage of voltage testers, clamp-on ammeters, ohmmeters, multi-meters, phase / motor rotation testers, and data recording equipment. There is no prerequisite for this course.

  - **ELC606**                               **CONDUIT BENDING**

The objective of this course is to cover conduit bending and installation, techniques for using hand-operated and step conduit benders, cutting, reaming, threading, and bending all sizes of conduit, mechanical, hydraulic, and electrical benders. There is no prerequisite for this course.
- **ELC607**                               **RESIDENTIAL ELECTRICAL SERVICE**

The objective of this course is to cover the electrical devices and wiring techniques common in residential construction and maintenance, the principles of human vision and the characteristics of light. Students will be able to install various types of lamps and lighting fixtures, calculate loads, and install wiring in residential services. There is no prerequisite for this course.
- **ELC608**                               **COMMERCIAL AND INDUSTRIAL ELECTRICAL SERVICES**

The objective of this course is to familiarize students with modern wiring technology concepts, components, and applications. Upon completion of this course, students will be able to properly use testing equipment and acceptable terminology, installation, diagnostics, troubleshooting procedures, and safety regulations. This course is tailored to meet the needs of a beginner student or to expand the knowledge of a person with existing experience. There is no prerequisite for this course.
- **ELC609**                               **ELECTRICAL LAB**

The objective of this course is to provide hands on operation and technical details on various electrical equipment. Upon completion of this course, students will be able to services and install electrical systems. This course is tailored to meet the needs of a beginner student or to enhance the knowledge of a person with existing experience. There is no prerequisite for this course.
- **CAR500**                               **CAREER COUNSELING**

The objective of this course is to assist students in making career choices. This course

focuses on self-assessment in terms of educational and career opportunities and reasonable possibilities in the world of work. Includes assessment for personal/career interests, values, needs, attitudes, skills, and other potential, and exploration of occupational information to establish career and educational goals. Upon completion of this course, students will be prepared to make sound career choices. There are no prerequisites for this course.

## **COURSE DESCRIPTIONS**

### **CAREER COUNSELING**

**There are no prerequisites required for this course.**

The objective of this course is to assist students in making career choices. This course focuses on self-assessment in terms of educational and career opportunities and reasonable possibilities in the world of work. Includes assessment for personal/career interests, values, needs, attitudes, skills, and other potential, and exploration of occupational information to establish career and educational goals. Upon completion of this course, students will be prepared to make sound career choices. There are no prerequisites for this course.

### **VOCATIONAL ENGLISH AS A SECOND LANGUAGE**

**"This program is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges."**

**There are no prerequisites required for any of these courses.**

- **VESL110**                      **LANGUAGE SKILLS: BASIC**  
The objective of this course is to focus on initial listening, speaking, reading, and writing skills. Listening skills will enable students to demonstrate limited comprehension of spoken English. Speaking skills will enable students to speak intelligible English with limited awareness of appropriate stress, blending between words, intonation, and speed. Reading and writing skills will enable students to demonstrate comprehension of manuscript that represents previously learned language.
- **VESL120**                      **ENGLISH LANGUAGE SKILLS: INTRODUCTION**  
The objective of this course is to introduce competencies in verb tenses to demonstrate understanding and use of verb tenses in meaningful communication. This includes

understanding and use of imperative forms, modals, use of various sentence elements and types.

- **VESL130**                      **ENGLISH LANGUAGE SKILLS: FUNDAMENTALS**  
The objective of this course is to further competency of verb structures and tenses in meaningful communication. Other lessons include study and comprehension of sentence structures and patterns to include nouns, adjectives, prepositions, adverbs, affirmative and negative statements, simple present, simple past, and compound sentences.
- **VESL140**                      **CONCEPTS OF ENGLISH: ESSENTIALS**  
The objective of this course is to expand use of verb tenses including past and future, and learn about modals, adverbs, adjectives and conjunctions. Lessons focus on reading, writing, speaking, and listening skills.
- **VESL150**                      **ENGLISH CONNECTIONS: ONE**  
The objective of this course is to teach students how to use a dictionary and continue developing use of a variety of verb tenses, past, present, and future. Students learn vocabulary and practical language skills. Lessons focus on reading, writing, speaking and listening.
- **VESL160**                      **ENGLISH CONNECTIONS: TWO**  
The purpose of this course is to teach students to use more complex sentence structures and parts of speech. Vocabulary is focused on housing, holidays, transportation, and cooking. Lessons focus on reading, writing, speaking, and listening.

#### **PROGRAM LENGTHS**

**Cisco Networking:** This program is open entry, and students may begin classes each Monday. This program will be approximately 40 to 60 weeks in duration. Students will attend school 6 hours per day full time, Monday through Thursday from 8:00 a.m. until 2:00 p.m., 2 p.m. to 6:00 p.m., and will continue until completion of the program.

**Computer Support Specialist:** This program is open entry, and students may begin classes each Monday. This program will be approximately 40 to 60 weeks in duration. Students will attend school 6 hours per day full time, Monday through Thursday from 8:00 a.m. until 2:00 p.m., or 2 p.m. to 6:00 p.m., and will continue until completion of the program.

**Heating, Ventilation, Air Conditioning, and Refrigeration Technician:** This program is open entry, and students may begin classes each Monday. This program will be approximately 40 to 60 weeks in duration. Students will attend school 6 hours per day, Monday through Thursday from 8:00 a.m. until 2:00 p.m., 9:00 a.m. to 1:00 p.m., or 2:00p.m. to 6:00 p.m., and will continue until completion of the program.

**Electrical Installer Technician:** This program is open entry, and students may begin



classes each Monday. This program will be approximately 40 to 60 weeks in duration. Students will attend school 6 hours per day, Monday through Thursday from 8:00 a.m. until 2:00 p.m. and 9:00 a.m. until 1:00 p.m. or 4 hours per day, or 2:00 p.m. until 6:00 p.m., and will continue until completion of the program.

**Vocational English as A Second Language:** This program is open entry, and students may begin classes each Monday. Students will attend school 4 hours per day, approximately 60 weeks, Monday through Thursday from 8:00 a.m. until 12:00 p.m., or 2:00 p.m. until 6:00 p.m., and will continue until completion of the program.

**All Long-Term Programs:**

8:00 AM – 2:00 PM	Class	8:00 am - 9:00 am
	Class	9:00 am - 10:00 am
	Break	10:00 am - 10:15 am
	Class	10:15 am - 12:00 pm
	Lunch	12:00 pm - 12:30 pm
	Class	12:30 pm - 2:00 pm

**All Long-Term Program:**

9:00 AM – 1:00 PM	Class	9:00 am - 9:50 am
	Break	9:50 am - 10:00 am
	Class	10:00 am - 10:50 am
	Break	10:50 am - 11:00 am
	Class	11:00 am - 11:50 am
	Break	11:50 pm - 12:00 pm
	Class	12:00 pm - 12:50 pm
	Break	12:00 pm - 1:00 pm
	Class	1:00 pm - 1:50 pm
	Break	1:50 pm - 2:00 pm
	Class	2:00 pm - 3:00 pm

**All Long-Term Programs:**

2:00 AM – 6:00 PM	Class	2:00 pm - 2:50 pm
	Break	2:50 pm - 3:00 pm
	Class	3:00 pm - 3:50 pm
	Break	3:50 pm - 4:00 pm
	Class	4:00 pm - 4:50 pm
	Break	4:50 pm - 5:00 pm
	Class	5:00 pm - 6:00 pm

## REGISTRATION DATES

Students may register for programs offered at JTI at any time. Classes begin on various schedules depending on the demand for programs. Students should contact the administrative office for class schedules and registration information. Enrollment is the first Tuesday of each month. All terms run concurrently.

## School Calendar

JTI has a one week Summer break starting the first Monday in July and a one week Winter break starting the last Monday in December. JTI observes the following holidays:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Thanksgiving Day
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Juneteenth	
Independence Day	

## CLASS SCHEDULES

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

Monday – Thursday, 8:00 a.m. – 2:00 p.m.  
Monday – Thursday, 2:00 p.m. – 6:00 p.m.

### **Computer Support Specialist**

Monday – Thursday, 8:00 a.m. – 2:00 p.m.  
Monday – Thursday, 2:00 p.m. – 6:00 p.m.

### **Cisco Networking**

Monday – Thursday, 8:00 a.m. – 2:00 p.m.  
Monday – Thursday, 2:00 p.m. – 6:00 p.m.

### **Electrical Installer Technician**

Monday – Thursday, 8:00 a.m. – 2:00 p.m.  
Monday – Thursday, 2:00 p.m. – 6:00 p.m.

### **Vocational English as a Second Language**

Monday – Thursday, 8:00 a.m. – 12:00 p.m.  
Monday – Thursday, 2:00 p.m. – 6:00 p.m.

## LEARNING RESOURCES/MEDIA SERVICES

JTI incorporates video tapes, reference books, technical manuals, industry magazines, and supplements to text material to enhance its training programs. Computers are located in each classroom room for student use. Jay's Technical Institute has a media library which includes audio visual materials, reference books, specialty equipment, and professional magazines. All media equipment and supplies are current and relevant to the programs offered at JTI. These resources are located in the media center and items must be checked out for use in the classroom or clinic area. They are available to faculty and students Tuesday – Friday from 12:00 p.m.– 4:00 p.m.

## COPYRIGHT INFRINGEMENT POLICY AND SANCTIONS

Copyright is legal protection of intellectual property, in whatever medium, that is provided for by the laws of the United States to the owners of copyright. Types of works that are covered by copyright law include, but are not limited to, literary, dramatic, musical, artistic, pictorial, graphic, film and multimedia works. Many people understand that printed works such as books and magazine articles are covered by copyright laws but they are not aware that the protection extends to software, digital works, and unpublished works and it covers all forms of a work, including its digital transmission and subsequent use.

Any sharing of copyrighted material without proper licensing or permission from the owner/author/software manufacturer is prohibited by law, and is not condoned by the Jay's Technical Institute. Any students accused of copyright violation or infringement will be required to resolve matters on their own without involvement from the school. Additionally, all students are subject to Jay's Technical Institute's acceptable use guidelines and are subject to disciplinary action should those policies be violated.

### Acceptable Use Policy

In general, acceptable use means respecting the rights of other computer users, the integrity of the physical facilities and all pertinent license and contractual agreements. If an individual is found to be in violation of the Acceptable Use Policy, the JTI will take disciplinary action, including the restriction and possible loss of network privileges. A serious violation could result in more serious consequences, up to and including suspension or termination from JTI. Individuals are also subject to federal, state and local laws governing many interactions that occur on the Internet. These policies and laws are subject to change as state and federal laws develop and change.

- You may use only the computers, computer accounts, and computer files for which you have authorization.
- You may not use another individual's account or attempt to capture or guess other users' passwords.
- You are individually responsible for appropriate use of all resources assigned to you, including the computer, the network address or port, software and hardware. Therefore, you are accountable for all use

of such resources. As an authorized user of school resources, you may not enable unauthorized users to access the network by using JTI computers or a personal computer that is connected to the network.

- JTI is bound by its contractual and license agreements respecting certain third party resources; you are expected to comply with all such agreements when using such resources.
- You should make a reasonable effort to protect your passwords and to secure resources against unauthorized use or access. You must configure hardware and software in a way that reasonably prevents unauthorized users from accessing the JTI network and computing resources.
- You must not attempt to access restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorization by the system owner or administrator.
- You must comply with the policies and guidelines for any specific set of resources to which you have been granted access. When other policies are more restrictive than this policy, the more restrictive policy takes precedence.
- You must not use JTI computing and/or network resources in conjunction with the execution of programs, software, processes, or automated transaction-based commands that are intended to disrupt (or that could reasonably be expected to disrupt) other computer or network users, or damage or degrade performance, software or hardware components of a system.
- On the JTI network and/or computing systems, do not use tools that are normally used to assess security or to attack computer systems or networks (e.g., password 'crackers,' vulnerability scanners, network sniffers, etc.) unless you have been specifically authorized to do so by management.

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

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

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please visit the [U.S. Copyright Office Web site](#), especially the [FAQs](#) section.

Authorized users are expected to uphold local ordinances and state and federal law.

As authorized users on computing and network resources you must:

- Abide by all federal, state, and local laws.
- Abide by all applicable copyright laws and licenses.
- Observe the copyright law as it applies to music, videos, games, images, texts and other media in both personal use and in production of electronic information. The ease with which electronic materials can be copied, modified and sent over the Internet makes electronic materials extremely vulnerable to unauthorized access, invasion of privacy and copyright infringement.
- Do not use, copy, or distribute copyrighted works (including but not limited to Web page graphics, sound files, film clips, trademarks, software and logos) unless you have a legal right to use, copy, distribute, or otherwise exploit the copyrighted work. Doing so may provide the basis for disciplinary action, civil litigation and criminal prosecution.

## **STUDENT CODE OF CONDUCT**

All students are expected to be professional at all times.

- No smoking, except in designated smoking areas
- No eating or drinking on the clinic floor or in the classroom
- Drugs and alcohol are not permitted on the premises. Violation of this rule leads to immediate termination
- Absenteeism and tardiness are grounds for termination
- If a student is absent more than 3 days, the student will be required to furnish the school a doctor's statement or an official document stating the reason for the absence
- Students must notify the school when absent
- No loud talking, laughing, foul language, horse playing, teasing, fighting will be tolerated.
- Students cannot refuse any assignments, refusing can result in immediate termination
- All students are required to clean their work areas at the end of the day.
- No concealed weapons are allowed on school premises. If this rule is violated the student will be terminated immediately
- All students are required to wear the school uniform and a clean smock.
- Students helping students is not permitted without management approval.
- All students are required to get permission before leaving the building
- Students are not allowed to loiter outside the school on the sidewalk or in cars
- Students will be issued a time card and will check in at the beginning of class day. Punch out for lunch, punch in after lunch and punch out at the end of the day. Not following timecard procedures could result in lost hours

- No sitting in the styling chairs
- No abusing the equipment
- Personal phone calls are not permitted. The office phone is available for emergency calls.
- All students must respect their instructors. No arguing or any disrespect will be tolerated.
- No ear phones, radios, mobile phones, or pagers are allowed while in class or on the clinic floor.
- There will be a 30 day suspension for students who solicit tips or hustle customers
- Student are not allowed to loiter in the customer lobby area
- Do not enter offices without permission
- Students are not allowed to borrow or tamper with other students tools
- Students must bring tools to school every day. Students without tools will not be allowed to clock in
- Students must be appropriately dressed. (No sagging pants, excessively tight clothing, excessively big clothing or jogging pants)
- Students must wear smock while on the clinic floor

### **STUDENT HEALTH & SAFETY**

1. Determine the nature and extent of the injury or illness (i.e. minor, major, life threatening). In making this determination, use extreme caution and reasonable judgment. Do not assume facts not in evidence. If in doubt, take the most cautious action available.
2. Provide appropriate first aid.
  - a. If the injury or illness is minor:
    - Make the student comfortable and determine if the student should go home or return to class;
    - If the student should go home, determine whether he needs to be transported or if they should drive;
    - If transportation is necessary, call a taxi if family or fellow students cannot provide transportation
  - b. If the injury or illness is major:
    - Make the student comfortable and determine if it is appropriate and safe to move the student;
    - If it is appropriate and safe to move the student, a staff member should transport the student to the main Memorial Southwest Hospital, approximately 5 miles from the school;
    - If it is not safe to move student, call 911 for emergency medical services

3. Make sure the student is given first aid, care and comfort until they leave the school.
4. Once the student injury or illness is taken care of, report the actions taken to the Administrator and write a report for the student file.
5. If necessary, contact the student's next of kin or emergency contact listed in the student file.

## **FIRE EVACUATION PROCEDURES**

### *IF YOU DISCOVER A FIRE*

- Alert others in the area
- Call 911 if necessary
- Evacuate the building if necessary
- If the Fire is small and it is safe to do so, once the evacuation has begun, use a fire extinguisher to put out the fire.
- Safe evacuation is always the primary concern

### **EMERGENCY EVACUATION**

On hearing the fire alarm or being notified of a fire, walk quickly quietly and calmly to the nearest exit and proceed to the meeting at front of the building. If you have a client in your chair, assist them in finding the nearest exit.

Follow instructions given by school personnel

Do not panic and keep noise to a minimum so that instructions can be heard by everyone.

Once the evacuation has started, please go directly to the designated meeting area. Your Instructor will call the roll to make sure that all students in attendance exited the building safely. All employees are to assist students and clients in getting out of the building and to the designated meeting area. Students are to familiarize themselves with the building floor plan and know the location of fire extinguishers, exits and evacuation procedure.

### **EMERGENCY PROCEDURES:**

**TORNADO** – All staff, students and clients go immediately to the classroom. Remain in this area until it is deemed safe to leave.

**FIRE** – All staff, students and clients should exit in an orderly manner through the nearest exit.

**EARTHQUAKE** – All staff, students and clients go immediately to the classroom. Remain in this area until it is deemed safe to leave.

**BOMB THREAT** – All staff, students and clients should exit in an orderly manner through the nearest exit. Proceed to the designated meeting placed. School personnel will contact the proper authorities.

**VIOLENT ACTS BY AN INDIVIDUAL** – All staff, students and clients should give in to any demands made by an individual who threatens the use of deadly force. Once the individual has left the building, school personnel will contact the proper authorities.

All accident reports concerning health and safety will be maintained by the school manager and evaluated annually in October for effectiveness of this policy and its application.

## **CAMPUS SAFETY and SECURITY**

### **CRIME**

To report a crime, contact the main office on your campus for non-emergencies or call 911 for emergencies. Any suspicious activity or person seen loitering inside or around the Institute buildings should be reported to the main office. Campus crime, arrest, and referral statistics include those reported to the Administration Office as well as those reported to the local law enforcement agencies. Hard copies of the annual disclosure of crime statistics may be obtained from the main office or by calling (713) 772-2410.

The Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident as soon as possible. Because police reports are public records under state law, the Police Department cannot hold reports of crime in confidence. Anonymous reports of crime may be made via Silent Witness (see below). All reports will be investigated.

Jay's Technical Institute (J.T.I.) attempts to provide a safe, secure educational environment for all students and employees. JTI does not provide security guards on its campus premises. The ultimate authority for law enforcement at the JTI is the local police department. The JTI does not have any written agreements with local police departments for the investigation of alleged criminal offenses. JTI officials have the authority to contact the local police to request assistance in preventing or reacting to crime within or in the immediate vicinity of school facilities. Authorized personnel in the main office coordinate safety and security issues. The individuals mentioned above are not authorized to arrest individuals but do have the authority to detain suspected criminal offenders if it is deemed safe to do so. The administration has a strong, working relationship with the local police and they work in partnership to offer students and employees the safest possible environment.

### **SILENT WITNESS**

Crime on campus interferes with the learning process, disrupts the quality of life, and indirectly increases tuition. If you have seen a crime on campus or have been a victim of a crime on campus yourself and would like to report it anonymously, please contact the Administrative Office to provide assistance on handling. All information will remain confidential; this report will not have any personal information on it.

### **EFFECTIVE CRIME PREVENTION**

- *Always have your keys ready to unlock the car door and enter without delay.*
- *Before entering your car; look into the back seat*



- *If you are being followed, drive to the nearest open business for help, or drive to the police or fire station.*
- *If you have trouble, raise the hood, and stay in your vehicle. When someone offers assistance, roll the window down just enough to talk to them. Ask them to stop at the first phone to call a relative, friend garage or the police for you.*
- *Walk with confidence-show that you're aware and in control.*
- *Walk with friends in well-lighted areas. When possible, avoid walking alone.*
- *If on campus, call campus security for an escort when you're ready to leave.*
- *Stay in well lighted areas, away from alleys or wooded areas.*
- *Avoid shortcuts through parks, vacant lots and other deserted places*
- *Above all, be aware of the people around you.*

## **ALCOHOL and SUBSTANCE ABUSE EDUCATION**

It is the policy of Jay's Technical Institute that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the workplace, on Institute premises, or as part of any Institute sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral of or prosecution. The specifics of this policy can be found in the Drug Free School Policy or in the Student handbook.

JTI has developed a system of Information and referral to address the needs of students and employees struggling with the illicit use of drugs and/or the abuse of alcohol. This system includes a network of resources including reliable sources for information materials, referrals, and disciplinary actions. A violation of any law regarding drugs or alcohol is also a violation of the Drug Free School Policy and will be treated as a separate disciplinary matter by the JTI.

Additional information about drug and alcohol abuse, health risks, addiction and prevention can be accessed at the National Institute on Alcohol Abuse and Alcoholism ([www.collegedrinkingprevention.gov](http://www.collegedrinkingprevention.gov)) as well as the national Institute on Drug Abuse ([www.drugabuse.gov/DrugPages/DrugsofAbuse.htm!](http://www.drugabuse.gov/DrugPages/DrugsofAbuse.htm!)).

## HOW TO HELP AN INTOXICATED FRIEND

### DO

- *Keep calm and get lots of help. Individuals with high alcohol blood levels can be unpredictable and violent*
- *Speak in a clear, firm, reassuring manner*
- *Stay with a person who is vomiting. If the victim is laying down, turn them on their side, keep the tongue from falling back into their throat and protect them from choking*
- *Monitor the person. If they become unconscious (will not wake up or talk to you) or if they appear to have problems breathing, seek medical help immediately. Call (713) 884-3131 or 911*

### DON'T

- *Don't try to walk, run or exercise the person. Don't try to keep them awake.*

- *Don't force anything orally-food, liquid (coffee, etc.) or drugs-in an attempt to sober them up.*
- *Don't give person a cold shower; this can be very dangerous.*
- *Don't try to restrain the person without lots of sober assistance.*
- *Don't permit the person to drive*

## **Sexual Assault Prevention and Responses**

The Police Department offers sexual assault education and information programs to the general public, including institute students and employees, upon request. Literature on date rape, sexual assault, and sexual harassment is also available through the Police Department.

If you are a victim of a sexual assault at the Institute, your first priority should be to get to a place of safety. You should obtain necessary medical treatment. The Administration Office strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the Administration office. Filing a report with the Administration Office will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- Assure the victim has a referral to confidential counseling from counselors specifically trained in the area of sexual assault.

Additional information about sexual violence can be accessed at the National Women's Health Information Center ([www.womenshealth.gov](http://www.womenshealth.gov)).

When a sexual assault victim contacts the Administration office or another Institute official, the Police Department will be notified as well. The victim of the sexual assault may choose for the investigation to be pursued through the criminal justice system and the Institute's disciplinary procedures. A representative will guide the victim through the available options and support the victim in his or her decision. Personal counseling will be limited to initial crisis assessment and referral. Rape crisis and counseling options are available through a number of county agencies. Contact The Houston Rape Crisis Hotline 713-528-RAPE (7273).

Institute disciplinary proceedings and due process procedures are detailed in the Institute's Student Handbook. Both the victim and accused will be informed of the outcome of the disciplinary proceeding. A student or employee found guilty of sexual misconduct could be criminally prosecuted in the state courts and may be suspended or expelled from Jay's Technical Institute or have their employment terminated. Student victims have the option to change their academic situations after an alleged sexual assault, if such changes are reasonably available.

In accordance to the Wetterling Act of 2002 (the federal law dealing with state registration of sex offenders) was amended by the Campus Sex Crimes Prevention Act (CSCPA) to require states to obtain information about the enrollment or employment of registered sex offenders at institutions of

higher education, and to provide that information to campus police departments or other appropriate law enforcement agencies. Jay's Technical Institute is providing information for where students and employees may obtain information regarding registered sex offenders.

Any registered offender who is enrolled as a student of any university, college, community college, or other institution of higher education, or is with or without compensation, a full-time or part-time employee of that university, college, community college, or other institution of higher education, shall report their status as an employee, student, or carrying on a vocation to their local law enforcement authority in the area for which they establish residence within this state.

Upon receipt of this information, the local law enforcement authority shall forward this information to the Department of Public Safety and provide notice to the Administration Office or local law enforcement authority in the jurisdiction where the institution is located, of the fact that this person is a registered sex offender and is employed; a student; or carrying on a vocation within their institution.

The registrant shall notify the local law enforcement authority in the area for which they established residence within this state when ceasing to be employed, enrolled as a student or carrying on a vocation at the university, college, community college, or other institution of higher education.

Upon receipt of this information, the local law enforcement authority shall forward this information to the Department of Public Safety and provide notice to the Campus Police or local law enforcement authority in the jurisdiction where the institution is located, of the fact that this registered sex offender has ceased employment; enrollment as a student; or carrying on a vocation within their institution.

For local registered sex offender information go to:

[https://records.txdps.state.tx.us/DPS\\_WEB/SorNew/index.aspx](https://records.txdps.state.tx.us/DPS_WEB/SorNew/index.aspx)

Criminal offenses may be reported to the Executive Director, Branch Manager, School Administrator, Program Instructor or any person working in an administrative capacity on your campus. These designated positions will follow the approved procedures for reporting the crime.

## COMPLAINTS/GRIEVANCE POLICY

Students are encouraged to discuss any problems they may be having with their teacher or academic advisor. If the response is not satisfactory, the student should discuss the problem with the Executive Director. Students will not be penalized for filing complaints. Complaints to the Executive Director must be in writing and conveyed no more than thirty (30) days from the occurrence leading to the complaint. To start the grievance process, mail the complaint to the:

Jay's Technical Institute  
11910 Fondren Meadow Dr.  
Houston, Texas 77071

If this response is unsatisfactory, the student may send the unresolved complaint to the state regulatory authority and/or the accrediting body listed respectively.

Texas Department of Licensing and Regulation  
P.O.Box 12157  
Austin, Texas 78711  
Phone: (800) 803-9202  
Website: [www.license.state.tx.us/complaints/](http://www.license.state.tx.us/complaints/)

Notification of Complaint to the Texas Workforce Commission A student who is dissatisfied with the school director's response can file a complaint with the Texas Workforce Commission:  
Texas Workforce Commission Career Schools and Colleges  
Room 226T 101 East 15th  
Street Austin, Texas 78778-0001  
Phone: (512) 936-3100  
<http://csc.twc.texas.gov/>

Council on Occupational Education  
7840 Roswell Road, Bldg. 300, Suite 325  
Atlanta, Georgia 30350  
Phone: (770) 396-3898  
Website: [www.council.org](http://www.council.org)

## TRANSCRIPTS

Student transcripts are available upon request by students or other institutions. All transcript requests must be written. Transcripts contain information on the program of study, units of study completed with grades, hours attended, number of practical applications performed and dates attended. Requests will be filled within two days by the records clerk. The official transcript of course hours is maintained by the state regulatory agency.

### *TRANSCRIPT REQUEST PROCEDURES*

Transcript requests must be forwarded to the admissions office between the hours of 9 a.m. – 12 p.m.

Transcripts will be processed within two days. The first transcript is provided at no charge. All subsequent requests will cost \$10.00 each. A record of each request will be kept in the permanent file.

- Complete transcripts request form, indicate if the transcript should be mailed or will be picked up
- Forward to Administrator office
- Pay fee at the time of request (if applicable)
- Call (713) 772-2410 to schedule pick of time (if applicable)

## TRANSCRIPT REQUEST FORM

Program: \_\_\_\_\_

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Allow 2 days and choose an option below:

- I will pick the transcript up on \_\_\_/\_\_\_/\_\_\_
- I will call to schedule pick up

Please mail to the address below:

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Signature Date

## **JOB PLACEMENT ASSISTANCE**

We assist current JTI students and graduates in finding full-time, part-time, and cooperative education employment. Job bulletins containing employment leads from Houston and the surrounding area employers are available at all campus locations.

Main Campus: 11910 Fondren Meadow, Houston, TX 77071  
Phone: 713.772.2410

Port Arthur Barber Campus: 7765 9th Avenue, Suite M, Port Arthur, TX 77642  
Phone: 409.509.8010

### **TYPES OF ASSISTANCE**

1. We will help you set your career goals
2. Provide assistance with Online Job Search
3. Provide assistance with a professional cover letter/resume
4. Provide a listing of available employment opportunities

### **True and Correct Statement**

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.

---

Ollie J. Hilliard

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

**ADDENDUM #1**

**Jay's Technical Institute Student Handbook / School Catalog**

**Volume 1 PUBLISHED 10/03/2023**

**Effective 10/03/2023**

**Updated 10/03/2023**

**Full Time staff as of 10/2023**

Ollie Hilliard  
Chief Executive Officer  
B.A. Social Work Texas Southern University

Olivia Washington  
Financial Aid Administrator  
USDE Financial Aid Professional Certificate

Troy Williams  
Admissions  
High School Diploma

Erica Odom  
Licensed Cosmetology Instructor Main Campus  
TDLR Licensed Cosmetology Instructor

**Full Time staff as of January 2024**

Ollie Hilliard  
Chief Executive Officer  
B.A. Social Work Texas Southern University

Troy Williams  
Admissions  
High School Diploma

**Part time Staff as of 10/23/2023**

Jamie Babineaux  
Executive Director  
M.Ed. Sam Houston State University



Samuel Sze  
Business Manager  
Certified Public Accountant

Dustin Landry  
Licensed Barber Instructor Main Campus  
TDLR Licensed Instructor

Johanna Chavarria  
Licensed Barber Instructor Port Arthur  
TDLR Licensed Instructor

Dwight Odom  
Port Arthur Branch Administrator  
High School Diploma

Oscar Mendez  
HVAC Instructor  
TDLR Registered Air Conditioning and Refrigeration Technician

Thomas Davis  
Electrical Installer Technician Instructor  
Associate of Applied Science – Lee College

Fred Harris  
CISCO/CSS Instructor  
Associate of Applied Science – Regis University

#### **Part Time staff as of January 2024**

Jamie Babineaux  
Executive Director  
M.Ed. Sam Houston State University

Samuel Sze  
Business Manager  
Certified Public Accountant

Dustin Landry  
Licensed Barber Instructor Main Campus  
TDLR Licensed Instructor

Johanna Chavarria  
Licensed Barber Instructor Port Arthur  
TDLR Licensed Instructor

# Addendum #2 Jay's Technical Institute Academic Calendar

## July 2023-June 2024 (United States)

### July 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### August 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### September 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### October 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### November 2023

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### December 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### January 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### February 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

### March 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### April 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### May 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### June 2024

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 3<sup>rd</sup> – July 8<sup>th</sup>  
Summer Break

Dec. 25<sup>th</sup> - Jan. 2<sup>nd</sup> 2025  
Winter Break

Nov 23, 2023 • Thanksgiving Day  
Dec 24, 2023 • Christmas Eve  
Dec 25, 2023 • Christmas Day  
Jan 1, 2024 • New Year's Day

Jan 1, 2024 • Martin Luther King Jr Day

Mar 29, 2024 • Good Friday  
Mar 31, 2024 • Easter Sunday  
Apr 1, 2024 • Easter Monday

May 27, 2024 • Memorial Day  
Jun 19, 2024 • Juneteenth

### **ADDENDUM #3**

**Jay's Technical Institute Student Handbook / School Catalog**

**Volume 1 PUBLISHED 10/03/2023**

**Effective 10/03/2023**

**Updated 10/03/2023**

### **FACILITIES**

JTI offers training in the Barbering, Cosmetology, HVAC, Computer, and Electrical fields at the main campus located at 11910 Fondren Meadow, Houston, TX 77071. The Port Arthur branch only offers barber training courses. All administrative offices are located at the main campus. There is one branch campus in Port Arthur, Texas. All training rooms have modern professional training equipment. All lab areas are designed to ensure that students develop the job skills and knowledge necessary for employment.

JTI maintains modern professional equipment for student use. All facilities and equipment meet American with Disabilities Association (ADA) standards and are suitable for persons with disabilities. JTI will provide reasonable accommodation for persons with disabilities. Courses are designed to ensure that students develop the job skills and knowledge necessary for professional employment.