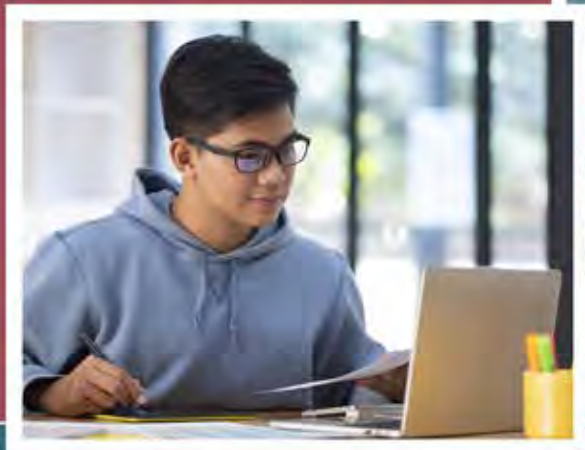


2022 High School Catalog

January 1, 2022 – December 31, 2022

Volume B



**U.S. Career
Institute**
Dream • Learn • Succeed



SCHOOL CATALOG 2022

VOLUME B

HIGH SCHOOL



January 1, 2022 – December 31, 2022

U.S. Career Institute

2001 Lowe Street • Fort Collins, CO 80525

1-800-347-7899

www.uscareerinstitute.edu

© 2022 Weston Distance Learning, Inc. 0600000CT21B-82

All rights reserved. This book is protected by copyright. No part of this book may be reproduced in any form or by any means, including photocopying, or utilized by any information storage and retrieval system without written permission from Weston Distance Learning, Inc.

WELCOME

Welcome to your USCI High School program. You've taken a big step toward earning your high school diploma and beginning down a career path. You should be proud of your initiative – we certainly are!

At USCI, we have over 40 years of experience in distance education. You will have our undivided attention as you progress through our accredited high-school program. You'll discover that USCI's course materials are unique. Our faculty and subject specialists are experts in distance education. They have carefully selected, designed and written your course materials in easy-to-understand language for quick comprehension and long-term retention. The result? You grasp concepts quickly and remember them longer!

Our faculty and staff are here to answer any question you may have. Don't hesitate to ask – we want you to be successful!

Just think, in a short period of time, you will join the ranks of our high school graduates. After that, we encourage you to enroll in a USCI degree or non-degree program to continue your education—we would love to provide all of your education needs. Welcome to USCI High School!



**U.S. Career
Institute®**
Dream › Learn › Succeed®

Word, Microsoft PowerPoint, Microsoft Outlook, Microsoft Excel, Microsoft Windows, Microsoft Access, Microsoft Edge, Microsoft Publisher, Microsoft Notepad, Microsoft Paint and Windows Explorer are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Administrative Personnel

Pamela L. Weston, Founder

Earl Weston, President

Megan Bowen, High School Director

Janet Perry, Vice President of Academics and Compliance

Holly Cook, Vice President of Marketing and Student Affairs

Jennifer Manns, Director of Admissions and Student Relations

Primary Faculty

<u>Name and Degrees/Professional Certifications</u>	<u>Area of Specialty</u>
Angela DeLegge BS Animal Science and Equine Science (Dickinson State University) Small Animal Technician certificate (Veterinary Technical Institute) Credential: VTNE	Veterinary Assistant
Beth Price MEd and Human Resources Studies (Colorado State University) BS Business Administration (University of Montana)	Business
Gloria Parks Ed.S. Teaching and Learning (Liberty University) MA Teacher Leadership (University of Illinois at Springfield) BA History (South Carolina State University) Credentials: Social Studies 7-12 (GA)	Social Studies
Gwen Hilliard MEd Instructional Design and Technology (Midwestern University) BS Education (University of Nebraska - Omaha) Credentials: Health Education, Family and Consumer Sciences, Speech, EC-4 Generalist (TX)	Family, Technology and Consumer Science, Health Education, Healthcare Support, Speech
Janeka Phillips Brown MSEd Secondary Education: English Language Arts (Jacksonville State Univ.) BS Management (Jacksonville State University) Credentials: Professional Educator Certificate, Class A, Secondary Grades 6-12 English Language Arts (AL)	English
Janet Russeth Juris Doctorate (John Marshall Law School) Credentials: Member of Illinois State Bar	Paralegal
Javier Ramirez MA Educational Administration/Leadership (California State Univ. - Northridge) BS Engineering (California State University - Northridge) Credentials: Math; Administrative Services (CA)	Math
Karen Delfray PhD Biodefense (George Mason University) MEd Secondary Science Education (George Mason University BS Biology) Credentials: Science (VA), Administration (VA)	Science

<u>Name and Degrees/Professional Certifications</u>	<u>Area of Specialty</u>
Kelly Korniak	Science
MS Education (East Carolina University)	
BS Education (Old Dominion University)	
Credentials: 9-12 Science (NC)	
Kristina Lazorik	English
BA Secondary English Instruction (Northland College)	
Credentials: Secondary English 7-12 (WI)	
Liz Vicardi	Event Planning
BA Technical Journalism concentrated in Public Relations (Colorado State Univ.)	
Credential: APR	
Meredith DeSalva-Gaffney	Spanish
MS Curriculum and Instruction, University of Scranton	
BA Spanish Education, University of Delaware	
Credential: Spanish (MA, NC, NJ, PA, WI)	
Mollie Cole	Science, Fitness
MEd Secondary Science Education (University of Missouri)	
MAT Athletic Training (St. Louis University)	
BS Biological Science (University of Missouri)	
Credential: Biology (MO), BOC Athletic Trainer	
Nancy Kathan	Social Studies
MA Curriculum and Instruction (University of Kansas)	
BSEd Middle/Secondary Education (University of Kansas)	
BA World History and Political Science (University of Kansas)	
Credential: Social Studies (CO)	
Nathan Matherne	Health, Performing Arts, Physical Education, Visual Arts
Master of Music (Sam Houston University)	
Bachelor of Music Education (Missouri State University)	
Credentials: Level III Performing Arts, Health, Visual Art, Physical Education (NM); Online Teaching Credential endorsed by CNM and APS	
Stacy Swartz	Healthcare
BS Health Information (Herzing University)	
Credentials: RHIA, CCS, CPC	
Valerie Monahan	Accounting
MBA (Rutgers University)	
BS Accounting (Rowan University)	
Credentials: CPA, CFE	

Advisory Council Members

High School

Brenda Ladin, MA Education

Jeff Bibbey, MA, BSc

Kristy Bibbey, MA, BSc, Colorado secondary teaching credential

Vocational Contributors

Jennifer Turner, RN

Gena Anderson, SPHR

Clay Waller, MA, CPA

Damarie Nix, JD

Dr. Maryann Lamer

Dr. Justin Bateh

Alan Jantzen

Celeste Cannon

Alice Burron, MS, ACSM, ACE, CCWS, CWC

General Information

Vision Statement.....	1
Mission Statement.....	1
High School Program Mission Statement.....	1
Institutional Goals.....	1
About the School.....	1
Accreditation.....	1
Method.....	2

Academic Information and Policies

Academic Code of Conduct for the Distance Education Student.....	2
Anti-Bullying Policy.....	2
Satisfactory Academic Progress.....	3
Appeals.....	3
Admissions.....	4
Availability of Course Materials.....	5
Honor Roll.....	6
Grading System.....	6
Graduation Requirements.....	6
Graduate Support and Next Steps.....	6
Learning Resources.....	7
Transfer of Credit.....	7

Administrative and Support Services

Conflict of Interest Policy.....	8
Grievance Policy.....	8
Leave of Absence.....	9
School Holiday Schedule.....	9
School Contact Information.....	10
Student Contact Information.....	10
Student Identity Verification Policy.....	10
Parent/Guardian Identity Verification Policy.....	11
Student Services.....	11
Educational Surveys.....	11
Confidentiality of Student Records/FERPA.....	11
Conflict of Interest Policy.....	14
Services Available to Students with Disabilities.....	14
Transcripts.....	16
Withdrawal and Termination.....	16

Program Outcomes and Vocational Outcomes

Healthcare Focus	17
Vet Focus.....	17
Business Focus.....	18
Fitness Focus	18
Paralegal Focus	18

Classes Required for Graduation

Simple as 7: Breakdown of Classes Required for Graduation	19
---	----

Course Information

Course Information.....	24
-------------------------	----

Technical Requirements

Technical Requirements	31
Technical Support	31

Tuition and Financial Services

Student Protection Policy (Refund Policy).....	32
--	----

Forms

Student Information Release Form	35
Transcript Request Form	37
Work-Credit Affidavit	39
Homeschool Verification Form.....	41

General Information

Vision Statement

By fostering a love of learning and the ability to think, as well as providing skill and knowledge necessary for gainful employment, U.S. Career Institute will change the world one student at a time.

Mission Statement

U.S. Career Institute's mission is to offer affordable, quality distance education to our students. USCI's flexible, real world career training is written especially for the distance learner. Our administration, faculty and staff are dedicated to supporting our students through exceptional service.

High School Program Mission Statement

USCI's high school program mission is to serve a diverse group of students seeking a high school diploma through an accessible and flexible online experience. USCI offers affordable, quality academic and vocational high school content through distance education.

Institutional Goals

Following are U.S. Career Institute's institutional goals for its students:

1. U.S. Career Institute will exceed our student's expectations.
2. U.S. Career Institute will provide quality education written/presented specifically for the distance education learner.
3. U.S. Career Institute's decisions and actions always consider the student.
4. U.S. Career Institute has the resources to support the education it offers.
5. U.S. Career Institute would be proud to have a friend or family member as a student.
6. U.S. Career Institute will continuously seek to improve its education and support of students.

About the School

The school conducts its educational activities as a privately owned and operated institution from its site of operations at 2001 Lowe Street, Fort Collins, Colorado 80525.

The school is owned by Weston Distance Learning, Inc., a private corporation which is wholly owned by Earl J. Weston. Earl and Pam Weston are the sole members of the Board of Directors. USCI High School operates as an online institution.*

Accreditation

U.S. Career Institute is accredited by the Distance Education Accrediting Commission (DEAC), 1101 17th St. NW, Suite 808, Washington, DC 20036; phone: 202-234-5100; www.deac.org. The DEAC is listed by the U.S. Department of Education as a recognized accrediting agency.

Method

The high school program is specifically designed for study through distance learning. This self-paced approach requires constant effort on the part of the student, encouraged by frequent evaluation from the instructor. Each course includes lessons and instructional materials with clear directions for the learning assessments to be completed. The school provides the high school curriculum through easy-to-navigate online learning management systems (LMSs). Students will communicate with their instructors and complete their classwork in the LMSs. Students may take up to 30 days to complete courses that are valued at 0.5 credits and 60 days to complete courses that are valued at 1 credit.

Demonstration of mastery of the instruction by the student is accomplished by self-study activities, participation-based activities and required assessments. Required assessments are recorded by the school and form a part of the student's permanent record. Students are notified of their grades via the USCI student portal.

Academic Information and Policies

Academic Code of Conduct for the Distance Education Student

As a student of a DEAC accredited distance education institution, I recognize that in the pursuit of my educational goals and aspirations, I have certain responsibilities toward my fellow distance learners, my institution and myself. To fulfill these responsibilities, I pledge adherence to this Code of Conduct. I will observe fully the standards, rules, policies and guidelines established by my institution, the Distance Education Accrediting Commission, the State Education Agency and other appropriate organizations serving an oversight role for my institution. I agree to:

1. Present my qualifications and background truthfully and accurately for admission.
2. Observe the institutional policies and rules on submitting work, taking examinations, participating in online discussions and conducting research (where applicable).
3. Never turn in work that is not my own or copied from another work without citing the source..
4. Never ask for, receive or give unauthorized help from anyone other than the course instructor on graded work.
5. Never use outside books or papers that are not authorized by the directions provided by the instructor for exams.
6. Never divulge the content of or answers to exams to fellow students.
7. Never improperly use, destroy, forge or alter institution's documents, transcripts or other records.
8. Never divulge my online user name or password (where applicable).
9. Never allow another individual to log in as me and/or represent himself or herself as me.
10. Protect my password.

Anti-Bullying Policy

USCI High School does not tolerate bullying. Bullying is an unwanted aggressive behavior that results in a perceived or real power imbalance between the two parties (source: www.stopbullying.gov). Students who experience or observe bullying should report the situation, including any details, immediately to hsadmin@uscareerinstitute.edu. The school will review the report within two (2) business days. Depending on the circumstances, students who engage in bullying may be dismissed from the school.

Satisfactory Academic Progress

Satisfactory academic progress (SAP) is measured two ways – qualitatively and quantitatively. Qualitatively, students must maintain a grade point average above 60%. Student progress is monitored by the instructional staff. Students who do not make passing grades are subject to academic review. During the review, the school reviews the student's performance to evaluate if the student appears to have the ability to benefit from the program. If the student is deemed to not have the ability to benefit from the program, the school will cancel



the enrollment and notify the student. If the student is found to have the ability to benefit, the school will determine what probationary steps need to occur for the student to continue with their studies. For example, a student may be asked to repeat a course or assignments and/or take extra time to review particular lessons. If the student is allowed to continue with their studies, the school will monitor student progress to ensure the student is meeting the probationary terms. Students who fail to meet probationary terms will be dismissed from the school. Students may be placed on academic probation three (3) times, provided they return to good academic standing as outlined in their probationary steps each time. Any additional failures to maintain good academic standing requires further review by the academic review board to determine the merits of the student continuing with their studies or academic dismissal.

Quantitatively, students must attempt the equivalent of a full year of high school in one calendar year. For the purpose of SAP, an attempt is defined as submitting a minimum of 25% of the coursework. A full year of high school is defined as 6 credits. Students who do not attempt six (6) credits per one year of school may be dismissed from the school. Students who need to restart or repeat a course will be assessed a \$100 charge. Students who receive an extension for a course will be expected to meet the one-year requirement or file for an extension equivalent to the time extended for the course. Students may extend their enrollment for up to 12 months over the life of their enrollment. Extensions are not guaranteed and depend on various factors (e.g. staffing, content revision, etc.). The cost for extension is \$50 per month extended. This charge is non-refundable.

USCI High School wants students to be successful and understands that sometimes unexpected situations arise. Students are strongly encouraged to contact USCI if they have concerns over being able to complete their course/program on time. The earlier USCI knows about the concern, the better the chances are that USCI can find a workable solution for the student. If currently enrolled in the course in question, students should contact the faculty member for assistance. If the student needs additional assistance or is not currently enrolled in an affected course, he/she should contact the registrar. Students who are granted leaves of absences will have their maximum time extended by the length of the leave.

Appeals

Students who wish to appeal dismissal from the school should provide a letter to the attention of the Academic Review Board upon the receipt of the dismissal letter. The letter must explain the extenuating circumstances which caused the student's poor academic performance or inability to complete the program on time along with assurances that these circumstances will no longer impact the student's progress. Only certain extenuating circumstance are an acceptable basis for an appeal, such as a serious illness, hospitalization, extreme family emergency, or death in the family. The student will be informed of the outcome of the appeal along with any revisions in academic standing.

Decision of the Academic Review Board are final unless there are errors in the data used to calculate the student's SAP standing. Students may reapply after two years.

Admissions

U.S. Career Institute is an equal opportunity institution and offers admission to anyone who meets the admission standards and can benefit from the training, without regard to race, religion, gender, sexual orientation, age, color, national or ethnic origin, physical disability or place of residence. Students under the age of 18 may be admitted to the school provided their parent or guardian signs the enrollment agreement. Students must be at least 13 years old and have completed 8th grade. Student must attest to being able to read and write English.

U.S. Career Institute is an open enrollment school. This means that as long as the applicant meets the admissions requirements for minimum education and age, they will be accepted into the school.

The enrollment period begins when the lessons are made available online. The student has 12 months or 30 days per 0.5 credit hours per school year, whichever is greater, after enrollment to complete the school work for that grade year of study. Attempts that meet SAP guidelines will be considered as meeting these requirements.

Steps for Admission

1. Complete an enrollment agreement. Enrollment agreement is located on the school's website. Simply click the *Enroll Now* button. Students under 18 must have a parent or guardian complete the enrollment agreement. The student will be asked to self-attest completion of 8th grade by providing the school/s name, address and dates of attendance. Applicants will generally receive acceptance information immediately via email, but in no case will it take longer than 48 business hours. Applicants who do not meet entrance requirements will receive a refund of any tuition paid.
2. Maximize Transfer Credit: Students should complete the Transcript Request Form at the back of this catalog to order any transcripts from 9th to 12th grade they want to have considered for transfer credit. Students must submit previous high school transcripts within 75 days of enrollment. Some students may have attended 9th grade as part of a junior high school program. In that case, students should include the junior high school as part of the necessary transcripts to request. This allows USCI to properly place students in the correct classes and not require students to duplicate work.
3. Students may start USCI High School within 24 hours. Within 24 hours of enrollment, USCI will send the student access to the first vocational or gen ed path course, HS002 - Strategies for Academic Success, so they can get started. Students will complete their vocational content prior to their core and other elective content.
4. Transfer credit allows students to gain credit for previous high school work or work experience. USCI believes it is important to maximize transfer credit. Within one week of receiving a student's official transcript/s, USCI will evaluate the transcript/s in a manner that helps students maximize transfer credit and issue the student a high school program plan. This plan shows the student which courses they will need to successfully complete in order to earn their USCI high school diploma. Students may also submit a work-credit affidavit (found at the back of this catalog) to earn up to 1.0 elective credit. Students who do not submit official transcripts (or work-credit affidavits) will not receive transfer credit. Official transcript/s must be received prior to beginning a course for which the student receives transfer credit. Once a course is started, transfer credit will not be granted.

5. USCI pre-selects the order of required core and elective courses in each student's high school plan. Upon enrollment, USCI preselects all remaining electives for students; however, students may change these electives prior to the course being made available to the student. Students change these electives in their student account web page or through the registrar at hsregistrar@uscareerinstitute.edu. Once the elective coursework is available to the student, it cannot be changed (unless the student fails and needs to retake an elective). These electives are tiered based on difficulty level. Electives will become available to students throughout the program based on the tier level of the elective and student progress.
 - a. Students who received credit via homeschool or a private unaccredited school should review the Homeschool or Private Unaccredited School Documentation information in this catalog.
 - b. USCI accepts up to 75% of previous high school work as transfer credit. Each full credit (1.0) is worth \$24 (or \$12 per 0.5 credit). The maximum financial credit a student will receive is 25% off tuition, regardless of the type of credit (enrollment discount, transfer credit, etc.).
 - c. USCI accepts transfer credit for courses receiving passing grades from accredited or ACE-approved programs.
 - d. Students may receive up to 1.0 elective credit for work experience. See Credit for Work in this catalog for additional information.
 - e. Students transferring from an unaccredited home school must follow the process outlined in the *Homeschool Verification Form* and Homeschool or Private Unaccredited School Documentation policy. USCI reserves the right to require a summative assessment/project for content area if appropriate.
 - f. GED programs may serve as proof of education, but they are not accepted as transfer credit.
 - g. The maximum transfer credit (regardless of source) is 75% of the high school program, or 18 credits.

Homeschool or Private Unaccredited School Documentation

In order to apply for homeschool or private unaccredited school credit review, students must submit a portfolio along with a \$50 non-refundable evaluation charge and the *Homeschool Record Summary for Incoming USCI High School Students* form at the back of this catalog. Portfolio reviews should be addressed to:

USCI High School
ATTN: HS Registrar
2001 Lowe Street
Fort Collins, CO 80525

Availability of Course Materials

U.S. Career Institute reserves the right to change and revise course materials as needed. U.S. Career Institute also reserves the right to discontinue a course provided the school deems it has an alternative that meets the same requirement or that the requirement is no longer needed. If U.S. Career Institute chooses to discontinue a course, it shall notify students currently enrolled in the course that they have at least 15 days longer than the scheduled course time to complete the course (0.5 credit courses will receive 45 days notice; 1 credit courses will receive 75 days notice).

Honor Roll

Students are evaluated every six months for Honor Roll designation. Students who have completed at least four (4) classes in the six-month evaluation period with an overall GPA of an “A” will receive designation on their high school transcript as being on the Honor Roll for the evaluated time period.

Grading System

The school uses a number-letter system of grading, with number grades being assigned to quizzes and letter grades to completed courses. The course Grade Point Average is determined by obtaining a weighted average of graded activities. In general, repeat assignments or quizzes are not available. In some cases, an instructor may be able to make an exception. All exceptions are up to the discretion of the instructor.

Numerical Grade	Letter Grade	Rating
90-100	A	Excellent
80-89	B	Good
70-79	C	Average
60-69	D	Passing
Below 60	F	Fail (no credit)

In order for students to graduate from high school, they must complete all coursework with a GPA of 60% or above and fulfill their tuition obligation. When students graduate, they will receive their USCI High School Diploma. A student may repeat a course in the effort to obtain a higher grade. In this case, the second course grade will count toward the overall program GPA. Students may retake the course more than two times, but should be aware that all attempts other than the first attempt will be counted in GPA and attempted or earned credits.

Graduation Requirements

To graduate, students must:

1. Attain a final average of 60% or higher;
2. Have a signed enrollment agreement on file;
3. Have paid tuition in full; and
4. Have successfully completed and earned credit for the 24 required hours for graduation.

USCI will automatically release the high school diploma once all requirements have been met.

Graduate Support and Next Steps

USCI’s vocational-track high school programs provide an introduction to potential career fields. Students are introduced to career planning as part of their high school curricula. Graduates who wish to continue their studies with USCI’s postsecondary vocational school or college will be granted appropriate transfer credit, or in the event the course is not equivalent to a USCI postsecondary or collegiate course, a monetary reduction in tuition for the partially learned content may be granted for USCI high school coursework of similar content and rigor as USCI’s vocational content. See “Transfer Credit” in this catalog for more information.

Learning Resources

Students are provided with all course and instructional materials necessary to complete the course work. This does not include computers, business machines, or reference materials (which are normally available at public libraries). Students are encouraged to make use of resources available to them in their communities. These include public, private and professional libraries and research facilities. For course-related problems, students should request help from school faculty or librarian in locating specific sources.

Transfer of Credit

USCI does not guarantee the transferability of its credits to any other institution or acceptance of its diploma to meet college entrance requirements. The acceptance of transfer academic credits and academic credentials to another institution is determined by the receiving institution. Institutions individually establish criteria for transfer credit acceptance based on many factors, including but not limited to: course content, final grade, credits per course, type of accreditation, etc. Accordingly, U.S. Career Institute does not imply or guarantee the transferability of credits. Should students wish to continue their studies in a USCI non-degree or degree program, they will receive a credit for USCI high school vocational courses of equivalent rigor and content. Student must achieve a minimum 70% GPA in a high school course for it to be eligible for transfer to a USCI non-degree or degree program.

Students will receive full transfer credit and tuition reduction for the following degree course:

- BU001 and BU002 (must both be completed) will receive credit for BS100 (Business Fundamentals)

Students will receive partial tuition credit toward degree course which includes the following content (note: but will complete the full degree course):

- BU003 for BS120 (Introduction to Management)
- CD001 and CD002 (must both be completed) will receive partial tuition credit for GE200 (Career Development Strategies)

Students will receive partial tuition credit toward non-degree programs which include the following high school content (note: but will complete the full non-degree program):

- AN001 - Animal Care I
- AN002 - Animal Care II
- AN003 - Animal Care III
- AN004 - Animal Care IV
- BU004 - Introduction to Accounting
- BU005 - Business Law
- EV001 - Event Planning I
- EV002 - Event Planning II
- FT001 - Fitness I
- FT002 - Nutrition 101
- FT003 - Bones, Muscles and Nerves
- FT004 - Skin, Heart and Lungs
- HC001 - Introduction to Medical Terminology
- HC002 - Ethics and Healthcare Law
- HC003 - Introduction to Anatomy
- HC004 - Safety, First Aid and Vital Signs
- PL001 - Paralegals and the Legal System
- PL002 - Legal Research

See the Steps for Admission section in this catalog for additional information.

Administrative and Support Services

Conflict of Interest Policy

To avoid conflict of interest, faculty/instructors do not have access to student account or tuition information. Students/parents/guardians who have a question about the student account or tuition should contact Student Services for assistance. In addition, faculty members and instructors must notify school administrators in the event a student with whom the faculty member or instructor has had a previous work or personal relationship is placed in their course. Administrators will determine how to address any potential conflict of interest concerns. Students who feel this conflict of interest policy has not been followed should follow the grievance procedure published in this catalog.

Grievance Policy

USCI focuses on the needs and satisfaction of our student in order to provide exceptional, applicable instruction and service. If a student (or parent/guardian if student is under 18 years of age) has a problem, they are expected to talk to the appropriate school department in an effort to resolve the problem. If they are unable to resolve a problem, they can file a complaint with the Vice President of Academics and Compliance.

A valid complaint is defined as written notification to the school by a student (or parent/guardian if student is under 18 years of age) that one of the following have occurred:

- An error or poor quality affecting a student's enrollment, academic services, administrative services or payment record;
- Inappropriate conduct or performance issues concerning any school employee or third party representative;
- School's failure to follow school policy unless it is to the benefit of the student and within accreditation/state acceptable guidelines;
- School's failure to follow DEAC or state policies, standards or requirements;
- Any other issue that has a clear negative impact on student's ability to complete their coursework in a reasonable fashion or affects the academic transcript without appropriate cause.

Students and parents accept that there may be some decisions they do not agree with, but these decisions are inherent to the school's right to operate such as grading, quiz requirements, tuition payment and collection policies, any item covered in the Code of Conduct or other policies outlined in the school catalog and/or enrollment agreement. Student/parent conflict with one of these items is not a basis for valid complaint.

It is important that USCI students feel safe and able to both communicate with the school and request the school keep information private. This may include keeping certain information confidential even from parents/guardians. Likewise, there is some information that must be shared with parents/guardians. Students who are under 18 years of age may request the school not communicate grievances (or other concerns) that are not related to financial matters, a failed course and dismissal from the school.

Please send complaint to:

Email: hsadmin@uscareerinstitute.edu (subject line must state, "Formal Grievance")

Mail: U.S. Career Institute
ATTN: HS Administration
2001 Lowe Street, Fort Collins, CO 80525

The complaint should include:

1) name, 2) student ID number (if enrolled), 3) current address, 4) current phone number (if available), 5) current email address (if available), 6) a description of the complaint including pertinent details (dates, who the student spoke to, etc) of any previous conversations with the school, 7) copy of any documents necessary for full understanding of complaint, 8) expectation for how the complaint should be resolved.

The Vice President of Academics and Compliance will conduct an investigation into the complaint and respond in writing to the complaint within 30 days of its receipt.

Students may file a complaint online with the DEAC at <https://www.deac.org/Student-Center/Complaint-Process.aspx>.

Leave of Absence

Students who are temporarily unable to continue their program due to personal circumstances or emergencies may request a leave of absence for up to six (6) months. The leave of absence extends program expiration by the same number of months as the leave of absence. There is no charge for a leave of absence or return from leave of absence. This policy applies to one (1) leave of absence only. Any additional leaves of absence will be considered on a case-by-case basis.

Students who are granted a leave of absence are still required to met tuition obligations, including tuition payments as outlined on their enrollment agreement.

To receive a leave of absence, students should call 800-347-7899 or write:

U.S. Career Institute
Attn: Registrar
2001 Lowe Street
Fort Collins, CO 80525
email: hsregistrar@uscareerinstitute.edu

School Holiday Schedule

USCI will be closed the following dates:

2022

February 21, 2022
May 30, 2022
July 4, 2022
September 5, 2022
November 24, 2022
November 25, 2022
December 20, 2022
December 23, 2022
December 26, 2022

2023

January 2, 2023
February 20, 2023
May 29, 2023
July 4, 2023
September 4, 2023
November 23, 2023
November 24, 2023
December 25, 2023
December 26, 2023

School Contact Information

We enjoy assisting our students with any question they may have about the program or the school. Students may email, call, write or fax the school. Office hours are Monday through Friday, from 7:00 am-6:00 pm MST.

24-hour Online Student Record Information: Log on to student account at www.uscareerinstitute.edu.

Instruction:

- Messaging Instructors: Log on to student account at www.uscareerinstitute.edu, enter classroom and message instructor. When messaging their faculty member (instructor), students may request to set up an appointment for a phone or Zoom call.

Payments:

- Online: Access balance information or make payments on student account at www.uscareerinstitute.edu.
- Phone: 1-800-347-7899

Students who are having difficulty in making their monthly payments are encouraged to contact the school for assistance options.

Registrar: Call 1-800-347-7899; email: hsregistrar@uscareerinstitute.edu

School Administrator: 866-576-6862; hsadmin@uscareerinstitute.edu

Student Contact Information

Students and parents (where applicable) may update their address, phone number, email or physical address on the student website or by calling, emailing or writing Student Services.

Student Identity Verification Policy

The student identity verification policy enables U.S. Career Institute to verify that the student who registers in a course or program is the same student who participates in and completes the course or program. The *Student Identity Verification Policy* follows:

- A. All students are assigned a secure, individual Student Identification Number (ID) and password at the time of enrollment. Students have the option of creating their own unique password, or receiving a system generated password. These assigned identifiers are used to access the student records.
- B. Students must enter their password a second time to access WDL's Learning Management System.

Students who have forgotten their password or request to change their password must contact Student Services. The Student Services representative will ask the student to confirm identifying information before updating the password.

Appropriate use of technology is the student's responsibility. Students should take precautionary measures to keep login credentials secure and make arrangements to change password credentials periodically or in the event a breach is suspected.

Parent/Guardian Identity Verification Policy

The parent/guardian identity verification policy enables USCI to verify that the user is the parent and/or guardian who has appropriate access to their minor child's records. The policy is as follows:

- A. All parents/guardians who are identified on the student's enrollment agreement are assigned a secure, individual Parent/Guardian Identification Number (ID) and password. Upon initial access to the account using an auto-generated password, parents/guardians have the option of creating their own unique password.
- B. Parents/guardians will have access to payment, grade and progress of their student.
- C. Upon the student's attainment of 18 years of age, parent/guardian access will be removed unless the student uses the release form at the back of this catalog to allow the parent/guardian to continue access to the student's grades and progress. Parents will not be allowed access to student information without the release form.

Parents/guardians who have forgotten their password or request to change their password must contact Student Services. The Student Services representative will ask the parent/guardian to confirm identifying information before updating the password.

Parents/guardians should take precautionary measures to keep login credentials secure and make arrangements to change password credentials periodically or in the event a breach is suspected.

Student Services

Educational Surveys

From time to time, USCI asks students to complete surveys. These surveys contain required information for regulatory reports, as well as information that will allow USCI to continually assess the effectiveness of our curricula, our service and the academic achievement of our students. This, in turn, allows periodic revisions to keep curricula up-to-date.

Confidentiality of Student Records/FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students or parent/guardian of non-eligible certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect the student's education records within 45 days after the day USCI receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access to records and notify the student when records are available for review.
2. The right to request the amendment of the student's education record that the student or parent believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student (or parent/guardian) who wishes to request an amendment to his/her\ student record should write to: USCI, ATTN: HS Registrar, 2001 Lowe Street, Fort Collins, CO 80525. If USCI decides not to amend the record as requested, it will notify the student or parent/guardian in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before USCI discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure.
4. USCI discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. This typically includes a USCI employee who serves in an administrative, supervisory, academic or support staff position, and to other USCI representatives, including faculty with whom the school has determined to have legitimate educational interests. This may also include adjunct faculty, contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
 - A school official also may include a volunteer or contractor outside of USCI who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, adjunct faculty member, auditor or collection agent. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for USCI.
 - From time to time, USCI will report information to various need-to-know agencies, such as accrediting agencies, state education departments, law enforcement agencies, courts, or credit bureaus. In these cases, only the required information is released.
 - To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
 - For the protection of student personal information, USCI requires written permission before it will release non-Directory Information/enrollment, academic or administrative records to a third party. If a student wants the school to disclose any of this information to someone other than the student, s/he must complete the Student Information Release Form located at the back of the Academic Catalog and return it to the school.
 - Additional privacy policy information may be found on our website: www.uscareerinstitute.edu.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by USCI to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

In addition to the parties and situations outlined above, a postsecondary institution may disclose PII (a.k.a. non-directory information) from the education records without obtaining prior written consent of the student —

- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
 - To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
 - To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
 - To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
 - Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))
6. Directory information refers to information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. USCI designates the following categories of student information as public or “Directory Information.” USCI may disclose such information at its discretion, provided however that the school may not use the student’s social security number, either alone or in combination with other data elements, to identify student records when disclosing or confirming directory information without the written consent of the student.
- Name (first and last)
 - Local address, telephone number and email address
 - Home address and phone number
 - Date and place of birth
 - Photograph
 - Dates of attendance
 - Enrollment status (e.g. undergraduate; full-time or part-time)
 - Graduation date and anticipated date of graduation
 - Degree(s) conferred
 - Major and minor field of study
 - Awards and honors (e.g. Dean’s List)
 - Previous institution(s) attended
 - Class (e.g. sophomore)

Examples of information which is NOT directory information and which may not be released without written consent include race, religion, social security number, student identification number, GPA, grades, test scores, class schedule, citizenship, and ethnicity. Note: Non-directory information may be disclosed to need-to-know agencies or individuals as outlined elsewhere in this policy.

A currently enrolled student may request that all or a portion of directory information not be released by sending the Registrar a request. Each request is valid for one calendar year from the time the Registrar receives the request. The Registrar will email or call the student to verify receipt of the request to not release directory information. Requests to withhold directory information expire one calendar year after Registrar receives the request. Students are responsible for making a new request before the old request expires.

7. The Solomon Amendment is a federal law that allows military recruiters to access some address, biographical, and academic program information for students who are 17 years of age and older. The Department of Education has determined the Solomon Amendment supersedes most elements of FERPA. USCI is therefore obligated to release directory and non-directory data included in the list of “student recruiting information.”

Information released to military recruiters may include: student name, address (home and mailing), telephone (home and cell), age if known, place of birth if known, level of education at USCI, academic major, degrees received and other schools attended. If the student does not wish to have records released under the Solomon Amendment, he/she needs to submit a written request and receive verification of receipt of the request by USCI’s registrar.

Military recruiters may request student recruitment information once each semester (defined as two terms) for each of the 12 eligible units within the five branches of the service: Army, Army Reserve, Army National Guard; Navy, Navy Reserve; Marine Corps, Marine Corps Reserve; Air Force, Air Force Reserve, Air Force National Guard; Coast Guard and Coast Guard Reserve.

Students/parents/guardians should carefully consider the consequences of any decision made to withhold any category of directory information as requests for such information from non-institutional persons or organizations will be denied. In addition, opting out of directory information disclosure does not prevent disclosure of the student's name, electronic contact from classmates/faculty in the learning management system during enrollment in the same course/term as the classmates or faculty member for the course, information the student chooses to disclose during his/her course of study (such as sharing with a class his/her personal information) or electronic identifier in the student's physical or electronic classroom.

Conflict of Interest Policy

To avoid conflict of interest, faculty/instructors do not have access to student account or tuition information. Questions about student accounts or tuition should be directed to Student Services. In addition, faculty members must notify school administrators in the event a student with whom the faculty member or instructor has had a previous work or personal relationship with is placed in their course. Administrators will determine how to address any potential conflict of interest concerns. Students who feel this conflict of interest policy has not been followed should follow the grievance procedure published in this catalog.

Services Available to Students with Disabilities

Access Policy for Students with Disabilities

It is the policy of U.S. Career Institute to provide reasonable accommodation to qualified applicants and students with disabilities in accordance with applicable law, the school's admissions and academic standards, and sound ethical practice in disability services. This policy, in conjunction with the USCI's equal opportunity policy, enables USCI to comply with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, which require that no person be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in any program or activity offered by USCI. A *disability* is a documented physical or mental impairment that substantially limits one or more major life activities. An applicant or student is *qualified* if he or she meets the academic and technical standards for a program or activity offered by USCI with or without reasonable accommodation.

An applicant or student with a disability who seeks accommodation should notify the Vice President of Academics and Compliance by submitting documentation and a request for accommodation, as specified in this policy, so that the request can be evaluated and reasonable accommodation(s) provided. The Vice President of Academics and Compliance can be contacted at hdsdisabilityserv@uscareerinstitute.edu or 800.766.9006, ext. 4537.

Applicants/Students with disabilities have the following rights and responsibilities:

- Right to equal access to all programs.
- Disability records will be maintained separately from academic records. Disability records will be used solely to determine appropriate services.
- Right to appropriate confidentiality. Disability records will remain confidential and will only be shared on a need-to-know basis with individual faculty or administrators responsible for administering the granted reasonable accommodations.
- Responsibility to give advance notification of accommodations needed prior to the beginning of an academic program (unless reasonable accommodations are needed for entrance examination procedures or other pre-enrollment activity. In such cases, the student should notify the Vice President of Academics and Compliance during the enrollment process.)
- Responsibility to obtain access to necessary learning aids such as readers, software and other specialized equipment.

- Responsibility to initiate the request for services or reasonable accommodations. Requests should be addressed to the Vice President of Academics and Compliance. Students must communicate to the Vice President of Academics and Compliance the nature of their disability and their request for reasonable accommodations to allow them full participation in programs.
- Responsibility to submit documentation of their disability and a request for services to the extent USCI requires it to understand the student's needs. The required documentation includes the following: a diagnosis of the current disability, as well as supporting information, such as the date of the diagnosis, how that diagnosis was reached, and the credentials of the diagnosing professional; information on how the disability affects a major life activity; and information on how the disability affects academic performance. The documentation should provide enough information for you and the school to determine appropriate academic adjustments or reasonable accommodations. Expenses incurred in obtaining such documentation are the responsibility of the student.
- Responsibility to follow USCI behavior expectations outlined in this catalog. USCI reserves the right to dismiss students who, regardless of disability, are bullying other students, engaging in offensive behavior in the classroom, not meeting the Code of Conduct and/or engaging in behaviors outlined in the Withdrawal and Termination section of this catalog.

The following documentation should be forwarded to the Vice President of Academics and Compliance upon admission or at any time concurrent with a request for accommodations:

For physical disabilities:

- A statement of the physical impairment from a licensed healthcare professional, qualified and currently or recently associated with the student.
- A statement as to how the student is limited in functionality in a major life activity.
- Recommendation for reasonable online accommodations.
- In the case of hearing impairment, the student should also submit a report from an audiologist that includes the results of an audiogram and the degree of the hearing loss.

For mental disabilities:

A statement or report from a licensed psychologist or psychiatrist that includes the following items:

- Statement of DSM-IV condition or impairment.
- Summary of assessment procedures used to make the diagnosis.
- Description of present symptoms and fluctuating condition symptoms in relation to the impairment.
- Current medications and side effects as they may impair the student's academic performance or ability to function in an online classroom.
- A description of functional limitations in a major life activity.
- Recommendations for reasonable accommodations for the online classroom.

For learning disabilities:

- A diagnostic interview by a qualified evaluator that includes historical information of learning difficulties in elementary and secondary education.
- A comprehensive diagnostic interview that addresses relevant background information supporting the impairment, including developmental history, academic history and psychosocial history.
- A record of comprehensive testing that is current (within past two years and after age of 18).
- A description of functional limitations in a major life activity.
- Recommendations as to reasonable accommodations for the online classroom.

After an applicant or student has compiled relevant documentation and submitted a request for accommodation to the Vice President of Academics and Compliance, the Vice President of Academics and Compliance will consider the information and documentation provided by the applicant or student, consult with appropriate instructors and/or school officials as needed, and determine what constitutes reasonable accommodation(s) for the applicant or student's disability. A list of approved accommodation(s) will be provided to the applicant or student and shared with any instructors and/or school officials who will be responsible for providing or making arrangements for such accommodation(s). While USCI makes reasonable accommodations for its students, it does not issue traditional IEP or 504 plans. At any time, students/parents/guardians may contact USCI and request assistance with or changes to accommodations.

If a student wishes to file a complaint regarding any disability discrimination, the student should first report the concern to the Vice President of Academics and Compliance. If the situation cannot be resolved through that process, the student should follow the USCI grievance procedure provided in the Catalog. Students also have the right to file an ADA or Section 504 complaint with the Office for Civil Rights (OCR) of the U.S. Department of Education.

Transcripts

Transcripts of academic records are available to the student, or will be sent to an institution or person designated by the student, when the student makes the request in writing. A request for a transcript should be accompanied by a \$28.00 fee for each transcript requested. Transcripts may be withheld for nonpayment of tuition fees.

Withdrawal and Termination

Students who wish to withdraw must communicate their withdrawal request to the Student Services Department. Students are strongly encouraged to submit their request by email (stuserv@uscareerinstitute.edu); however, students may communicate their request by phone (800.347.7899) or letter (2001 Lowe Street, Fort Collins, CO 80525) if needed. Upon withdrawal or termination, any refund due will be paid in accordance with the Student Protection Policy in this catalog. Any balance due will continue to be payable per the terms of the enrollment agreement.

U.S. Career Institute reserves the right to terminate a student from any program for the following reasons:

- ✓ Failure to demonstrate reasonable and successful progress in the program.
- ✓ Failure to submit assessments in accordance with specified standards.
- ✓ Plagiarism or falsification of records, enrollment, transcripts or course work documents submitted for review or credit.
- ✓ Failure to maintain a tuition payment agreement.
- ✓ Failure to conduct self with professionalism, courtesy and respect for others in all dealings with institution staff, faculty and other students.
- ✓ Failure to observe the Academic Code of Conduct for the Distance Education Student.

Terminated students will be cancelled per the terms of the refund policy outlined in their enrollment agreement and this catalog.

Students who are terminated may reapply for a new enrollment to the school after two years. At that time, the student would need to complete a new enrollment agreement and address the enrollment request to the Director of Admissions and Student Relations. Admission and/or readmission is not guaranteed.

Program Outcomes

Upon completion of the program, students will be able to:

- Demonstrate and apply understandings of major concepts, skills and practices in literacy, mathematics, science and social studies.
- Apply critical thinking skills through completing learning tasks that require:
 - Recognizing problems and formulating appropriate solutions
 - Demonstrating usage of higher-order thinking skills
 - Using logic to solve problems
- Examine life skills including financial literacy, wellness, lifetime fitness and career development.
- Communicate clearly and concisely via written and verbal communication.
- Complete mathematical problems using fundamental math skills.

Vocational Outcomes

Outcomes were also determined for the vocational track:

- Demonstrate fundamental basic skills to support continuing professional education.
- Explore skills for building a career, researching careers and setting career path goals

Vocational outcomes measure ability to complete introductory level courses and the skills developed for determining and building a career for each vocational focus in the vocational track.

Healthcare Focus

Program Outcomes

Upon completion of the program, students will be able to:

- Show a fundamental understanding of the human body and medical terminology.
- Explain legal and ethical standards related to patient confidentiality within health care.

Vet Focus

Program Outcomes

Upon completion of the program, students will be able to:

- Use appropriate veterinary terminology while working with animals to communicate with veterinary technicians, clients and veterinarians in a veterinary care environment.

Business Focus

Program Outcomes

Upon completion of the program, students will be able to:

- Use terminology used in the business and accounting fields.
- Explain ethical and moral issues that affect business.

Fitness Focus

Program Outcomes

Upon completion of the program, students will be able to:

- Use anatomy, basic bio-mechanical principles and terminology used in fitness and nutrition.
- Explain the role of fats, carbohydrates, protein, vitamins, minerals and water in nutrition.

Paralegal Focus

Program Outcomes

Upon completion of the program, students will be able to:

- Define legal terms, processes and documents related to Criminal and Civil law.
- Explain moral issues, ethics and laws that affect business.

Classes Required for Graduation

Students are required to complete certain types of classes to graduate. At USCI, students must have 24 credits to graduate. Students may earn these credits either by taking them through USCI or through transfer credit. Here is a summary of the credits a student must have to graduate:

English	4 credits
Math	3 credits
Science	3 credits
Social Science	3.5 credits
Required Electives	2 credits
Vocational Electives	4 credits
More Electives	4.5 credits
Total	24 credits

Each class a student takes is worth a certain number of credits.

Simple as 7: Breakdown of Classes Required for Graduation

Students have seven areas of content they must complete to graduate. Each course is worth a set number of credits. Below are the classes required by these seven different areas.

1 ENGLISH

Students are required to complete 4 credits of English content:

Course Code	Course Name	Credits
EL001	English	1.0
EL002	English 10	1.0
EL003	English 11	1.0
EL004	English 12	1.0
	Total English Credits	4

2 MATH

Students are required to complete 3 credits of Math content:

Course Code	Course Name	Credits
MT001	Math 9 (Pre-Algebra)	0.5
MT002	Math 10 (Algebra I)	1.0
MT003	Math 11 (Algebra II)	0.5
MT004	Math 12 (Geometry)	1.0
	Total Math Credits	3

3 SCIENCE

Students are required to complete 3 credits of Science content:

Course Code	Course Name	Credits
SN001	Science 9 (Earth and Space Science)	1.0
SN002*	Science 10 (Biology)	1.0
SN003	Physical Science	0.5
SN006	Environmental Science 1A	0.5
Total Science Credits		3

4 SOCIAL SCIENCE

Students are required to complete 2.5 credits of Social Science content plus 0.5 credits of Economics and 0.5 credits of Personal Finance:

Course Code	Course Name	Credits
SS005	U.S. History	1
SS004	Geography	0.5
SS006	World History	0.5
SS001	Civics	0.5
SS003	Economics & Personal Finance	1.0
Total Social Science Credits		3.5

5 REQUIRED ELECTIVES

Students are required to complete these non-vocational electives for 2 credits:

Course Code	Course Name	Credits
HS002	Strategies for Academic Success	0.5
FTXXX	Fitness Elective of Student's Choice	0.5
FTXXX	Fitness Elective of Student's Choice	0.5
CT001	Introduction to Computer Science	0.5
Total Required Non-Vocational Electives		2

6 VOCATIONAL/GEN ED TRACK

Students are required to complete the electives in their vocational track. Find the appropriate vocational track below for a list of which courses are required.

Students in the Business track must complete 4 credits:

Course Code	Course Name	Credits
BU001	Business Fundamentals I	0.5
BU002	Business Fundamentals II	0.5
BU005	Business Law	0.5
BU004	Introduction to Accounting	0.5
BU003	Introduction to Management	0.5
CD001	Career Development Strategies I	0.5
CD002	Career Development Strategies II	0.5
CO001	Introduction to Speech	0.5
	Total Business Required Credits	4

Students in the Fitness track must complete 4 credits:

Course Code	Course Name	Credits
FT001	Fitness 1	0.5
FT002	Nutrition 101	0.5
FT003	Bones, Muscles and Nerves	0.5
FT004	Skin, Heart and Lungs	0.5
EL008	Introduction to Writing	0.5
CD001	Career Development Strategies I	0.5
CD002	Career Development Strategies II	0.5
CO001	Introduction to Speech	0.5
	Total Fitness Required Credits	4

Students in the Healthcare track must complete 4 credits:

Course Code	Course Name	Credits
HC001	Introduction to Medical Terminology	0.5
HC002	Ethics and Healthcare Law	0.5
HC003	Introduction to Anatomy	0.5
HC004	Safety, First Aid and Vital Signs	0.5
EL008	Introduction to Writing	0.5
CD001	Career Development Strategies I	0.5
CD002	Career Development Strategies II	0.5
CO001	Introduction to Speech	0.5
	Total Healthcare Required Credits	4

Students in the Paralegal track must complete 4 credits:

Course Code	Course Name	Credits
PL001	Paralegals and the Legal System	0.5
PL002	Legal Research	0.5
EL008	Introduction to Writing	0.5
BU005	Business Law	0.5
CD003	Career Preparedness	0.5
CD001	Career Development Strategies I	0.5
CD002	Career Development Strategies II	0.5
CO001	Introduction to Speech	0.5
	Total Paralegal Required Credits	4

Students in the Veterinary track must complete 4 credits:

Course Code	Course Name	Credits
AN001	Animal Care I	0.5
AN002	Animal Care II	0.5
AN003	Animal Care III	0.5
AN004	Animal Care IV	0.5
CD003	Career Preparedness	0.5
CD001	Career Development Strategies I	0.5
CD002	Career Development Strategies II	0.5
CO001	Introduction to Speech	0.5
	Total Veterinary Required Credits	4

Students in the General Education (Gen Ed) track must complete 4 credits:

Course Code	Course Name	Credits
CA001	Healthy Cooking	0.5
VA001	Drawing I	0.5
VA002	Drawing II	0.5
EL008	Introduction to Writing	0.5
VA005	Painting 1	0.5
CO001	Introduction to Speech	0.5
HU001	Sociology	0.5
AH001	Art History I	0.5
	Total Gen Ed Required Credits	4

7 MORE ELECTIVES

In addition to required electives and pathway electives, all students must complete an additional 4.5 hours of elective credit. Upon enrollment, a default group of electives is set for the student; however, the student may change the elective until the elective course to be replaced is made available to them. Once a course is made available to the student, it may not be replaced (unless the student failed and must repeat an elective).

The full list of electives available to students (including courses that may replace default courses) includes:

Course Code	Course Name	Credits
AH001	Art History 1A	0.5
AH002	Art History IB	0.5
CA001	Healthy Cooking	0.5
PS002	Psychology 1A	0.5
PS003	Psychology 1B	0.5
SP001	Spanish I	1.0
SP002	Spanish II	1.0
HU001	Sociology	0.5
MT005	Trigonometry	0.5
EV001	Event Planning I	0.5
EV002	Event Planning II	0.5
AN002	Animal Care II	0.5
FT002	Nutrition 101	0.5
FT005	Foundations of Personal Wellness 1A	0.5
FT006	Foundations of Personal Wellness 1B	0.5
FT007	Healthy Living 1A*	0.5
FT008	Healthy Living 1B	0.5
EL005	Novels: Call of the Wild	0.5
EL007	Novels: Red Badge of Courage	0.5
EL006	Novels: Jane Eyre	0.5
EL008	Introduction to Writing	0.5
SN008	Physics 1A	0.5
SN009	Physics 1B	0.5
SN004	Chemistry 1A	0.5
SN005	Chemistry 1B	0.5
VA001	Drawing I	0.5
VA002	Drawing II	0.5
VA003	Digital Photography I	0.5
VA004	Digital Photography II	0.5
VA005	Painting I	0.5
VA006	Painting II	0.5
	Total Elective Credits to Select	4.5

Default Electives for all Career Pathway Programs are:

Course Code	Course Name	Credits
AH001	Art History 1A	0.5
CA001	Healthy Cooking	0.5
HU001	Sociology	0.5
PS001	Psychology (full year)	1.0
SP001	Spanish I	1.0
SP002	Spanish II	1.0

Default Electives for the general education pathway program are:

Course Code	Course Name	Credits
PS002	Psychology I	0.5
VA006	Painting II	0.5
SP001	Spanish I	1.0
SP002	Spanish II	1.0
FT007	Healthy Living 1A	0.5
EL007	Novels: Red Badge of Courage	0.5
FT008	Healthy Living 1B	0.5

Course Information

Course Code	Course Name and Description	Course Credits	Prerequisite/s	Simple as 7 Group
AH001	Art History 1A Students focus on art in the Middle Ages, Renaissance and Baroque periods.	0.5		7
AH002	Art History 1B This course includes history of world art after 1200, 18th and 19th century European and American art, and modern art.	0.5	Art History 1A	7
AN001	Animal Care I Students learn about the proper handling and restraint of animals, emergency procedures, physical exams and bandaging/wound dressing.	0.5		6
AN002	Animal Care II Animal Care II introduces students to the basics of grooming, manicuring, bathing, as well as veterinary terminology and basic sanitation.	0.5	Animal Care I	6
AN003	Animal Care III Animal anatomy helps the student advance their knowledge of the veterinary technology field and students learn about a few important body systems in animals - circulatory, respiratory and digestive.	0.5	Animal Care II	6
AN004	Animal Care IV Animal Care IV focuses on handling drugs and medicines; animal laws and regulations; quarantine and control; and animal feeding and diets.	0.5	Animal Care III	6
BU001	Business Fundamentals I Understanding business is an integral part of being part of the working world. Students learn basic ethics, social responsibility, business structures, small businesses and entrepreneurs.	0.5		6
BU002	Business Fundamentals II Students learn basics about management, production, quality control, human resources, marketing and the global economy.	0.5	Business Fundamentals I	6
BU003	Introduction to Management Students discover the four principles of management: planning, organizing, controlling and leading. Delving deeper into planning, students apply principles for a company, department and personal level.	0.5		6
BU004	Introduction to Accounting This course covers accounting fundamentals, including the accounting equation, recording transactions and journals.	0.5		6
BU005	Business Law Students learn basics about contract law, including what makes a contract and negation of the contract; property transactions and rights; and how businesses are organized.	0.5		6

Course Code	Course Name and Description	Course Credits	Prerequisite/s	Simple as 7 Group
CA001	Healthy Cooking This course introduces students to healthier food choices, kitchen sanitation and safety, meal planning, reading food labels, salt replacement, food choice cost and healthy beverages.	0.5		7
CD001	Career Strategies I Career management is a vital skill for anyone in the workforce. This course teaches students about the process of career change and how to identify and achieve career goals.	0.5		6
CD002	Career Strategies II Students continue learning about career management by discovering how to research career options, explore the job market and pursue the right jobs.	0.5	Career Strategies I	6
CD003	Career Preparedness Students learn workforce behaviors that improve success. Topics include communication, diversity, work ethic, teamwork and collaboration, evaluations, project management and organizational responsibilities.	0.5		6
CO001	Introduction to Speech This course takes the fear out of public speaking. Students learn how to prepare and deliver a speech and about informative and persuasive speech presentations.	0.5		6
CT001	Introduction to Computer Science This course covers the basics of computer science - terminology, program execution, hardware, software, data types, and control structures.	0.5		5
EL001	English 9 (Literacy & Comprehension) This introduction level course teaches students about the role of vocabulary, word analysis and structure, grammar, prediction and different types of text.	1.0		1
EL002	English 10 Students learn about literature as they explore different genres, parts of speech, poetry, conflict, rhetoric, satire, irony, the art of argument and drawing conclusions.	1.0		1
EL003	English 11 Students study roots of the United States through Native American myth-telling, the American Revolution, Individualism, Gothic style, and on through the 1900's to today.	1.0		1
EL004	English 12 (Expository Reading & Writing) Students learn how to write to make a difference - from making the argument, using information, narratives, choosing words wisely, editing and writing for the audience.	1.0		1
EL005	Novels: Call of the Wild This course reviews symbolism, point of view, characters and setting of this classic story about Buck, a dog who makes the journey from a carefree life to learning how to use his primal instincts to survive the Alaskan Yukon.	0.5		7

Course Code	Course Name and Description	Course Credits	Prerequisite/s	Simple as 7 Group
EL006	Novels: Jane Eyre Orphaned as an infant, Jane must find her way in a world that is sometimes cruel. This gothic romance novel study dives into the search for identity and a meaningful life, the definition of gothic and romance themes, and the realization of happiness.	0.5		7
EL007	Novels: The Red Badge of Courage Henry Fleming hopes to find glory when he enlists in the Union Army. But will he have courage when it comes to battle? This course studies figurative language, conflict and themes of this controversial novel	0.5		7
EL008	Introduction to Writing Students are introduced to basic writing skills. Next, students explore writing to evaluate, reflect, and argue.	0.5		7
EV001	Event Planning I Students learn about the world of event planning, beginning with how to make an event plan, managing resources, and details necessary for successful corporate and private events.	0.5		6, 7
EV002	Event Planning II Students continue learning about successful event management, including tipping, laws, fundraising and community events.	0.5	Event Planning I	7
FT001	Fitness I Fitness is a huge industry. Students learn about the industry, the fitness-wellness connection, the psychology of wellness and basic exercise physiology.	0.5		6
FT002	Nutrition 101 Nutrition is an important component of overall wellness. Students learn how to fuel the body for activity, digestion and absorption.	0.5		6
FT003	Bones, Muscles and Nerves Students learn about important systems - the skeletal, muscular and nervous systems.	0.5		6
FT004	Skin, Heart and Lungs Students learn the basics of the integumentary, cardiovascular and respiratory systems.	0.5		6
FT005	Foundations of Personal Wellness I This course examines the importance of physical activity, fitness, setting goals, and cardiorespiratory fitness.	0.5		7
FT006	Foundations of Personal Wellness II Students learn about adolescent development, mental health, stress, tobacco, alcohol and drugs.	0.5	Foundations of Personal Wellness I	7
FT007	Healthy Living 1A Health and wellness basics are the backbone of this course - from healthy choices, to goal setting, personal care, consumer choices, health services, safety, first aid and environmental health.	0.5		6, 7

Course Code	Course Name and Description	Course Credits	Prerequisite/s	Simple as 7 Group
FT008	Healthy Living 1B Students continue their study of healthy living with mental and emotional health, family and social health, growth and development, and diseases and disorders.	0.5	Healthy Living 1A	7
FT009	Lifetime Fitness Students learn about fitness fundamentals and biomechanical principles, cardiovascular and muscular fitness, and flexibility and nutrition.	0.5		6
HC001	Introduction to Medical Terminology Students learn the basics of how to communicate in the healthcare industry - through medical terminology. Topics include dividing and combining terms as well as abbreviations.	0.5		6
HC002	Ethics and Healthcare Law Patient privacy is vital in the healthcare industry. Students learn about healthcare law, ethics, compliance, fraud, abuse, HIPAA and release of records.	0.5		6
HC003	Introduction to Anatomy Students learn about the relationship between anatomy, physiology and pathology. The course then delves into anatomical landmarks and divisions as well as cell and tissue anatomy and pathology.	0.5		6
HC004	Safety, First Aid and Vital Signs Students learn about safety in the medical office, basic first aid, and how to take/measure vital signs (blood pressure, pulse and temperature).	0.5		6
HS002	Strategies for Academic Success Students learn how to be successful in their studies. They begin with learning about motivation and continue with evaluating study habits and styles, setting goals, preparing for online learning, using the internet wisely and with integrity, notetaking, memorization skills and test taking techniques.	0.5		5
HU001	Sociology This introductory course explores culture, social control, the social structure and socializing. Students also learn about how different age groups function in society as well as social stratification and control.	0.5		7
MT001	Math 9: Pre-Algebra This course sets the stage for high school math. Students learn the basics of integers, decimals and fractions; expressions; equations and inequalities; and ratios, proportions and percents.	0.5		2
MT002	Math 10: Algebra I This course uses bite-size chunks of information to walk students through quantitative reasoning, writing and graphic equations, function notation, evaluating and recognizing patterns, equations and inequalities, and nonlinear and exponential functions. Students round out their year of algebra with polynomial expressions and quadratic equations.	1.0	Pre-Algebra	2

Course Code	Course Name and Description	Course Credits	Prerequisite/s	Simple as 7 Group
MT003	Math 11: Algebra II Step by step, students learn about linear and literal equations, absolute value, function operations, symmetry, function inverses and rate of change. Students continue with quadratics complex numbers, polynomials and begin learning about rational functions.	0.5	Algebra I	2
MT004	Math 12: Geometry This course provides insight into geometry - Euclidian geometry, proofs, angles, linear pairs, lines, triangles and circles.	1.0		2
MT005	Trigonometry Students who love math can take their learning a step further with this course about triangle theorems, solving for lengths and angles of triangles, sines, cosines, area, perimeter and vectors.	0.5	Algebra II and Geometry	7
PL001	Paralegals and the Legal System This course provides an understanding of the role of a paralegal in the legal system, reviews the U.S. Constitution and discusses how laws are created. Students also learn about the three branches of government.	0.5		6
PL002	Legal Research The legal system is a maze of cases, laws and resources. This course introduces students to primary and secondary sources of law, how to read court reports, research resources - both federal and state, and statutory research.	0.5	Paralegals and the Legal System	6
PS001	Psychology - full year Learners begin their understanding of what psychology is, the nervous and endocrine systems, sensation and perception, consciousness, learning theories, memory and language. Continuing their journey into psychology, students learn about intelligence, motivation, emotion, stress, human growth and development, personality and abnormal behaviors/disorders.	1.0		7
PS002	Psychology I Learners begin their understanding of what psychology is, the nervous and endocrine systems, sensation and perception, consciousness, learning theories, memory and language.	0.5		7
PS003	Psychology II Continuing their journey into psychology, students learn about intelligence, motivation, emotion, stress, human growth and development, personality and abnormal behaviors/disorders.	0.5	Psychology I	7
SN001	Science 9 (Earth and Space Science) This course explores the expanding universe, sun, stars, solar system and gravity. Then coming back to Earth, topics include history of the earth, plate tectonics and minerals and rocks. The course continues with weathering, erosion, atmosphere, climate and energy resources.	1.0		3

Course Code	Course Name and Description	Course Credits	Prerequisite/s	Simple as 7 Group
SN002	Science 10: Biology Students delve into the elements of living organisms - carbohydrates, proteins, lipids and so on. The course continues with cell structure, DNA and genetics.	1.0		3
SN003	Physical Science Students learn about chemical reactions, solutions and motion and forces in this physical science class.	0.5		3
SN004	Chemistry 1A Atoms, the periodic table, matter and chemical reactions round out the topics in this course.	0.5		7
SN005	Chemistry 1B Students continue their study of chemistry by exploring the energy in chemical reactions; mixtures, solutions and acid-base reactions; organic chemistry and redox/nuclear chemistry.	0.5	Chemistry 1A	7
SN006	Environmental Science 1A The environment surrounds us everyday and this course provides insight into our ecology, biosphere and land.	0.5		3
SN008	Physics 1A Students learn about speed, velocity, acceleration, Newton's laws and momentum.	0.5		7
SN009	Physics 1B Continuing their physics knowledge, students learn about power, energy, thermodynamics, mechanics, electricity and magnetism.	0.5	Physics 1A	7
SP001	Spanish I Students learn the basics of the Spanish language - greetings, colors, descriptions, common verbs, hobbies, food, family, places, shopping, weather, professions, clothing, body parts, numbers, vacations, directions, transportation and sports.	1.0		7
SP002	Spanish II Students build on their knowledge from Spanish I by studying more verbs, pastimes, holidays, cars, nature, music, technology, measurement, work, social and slang content.	1.0	Spanish I	7
SS001	Civics This course explores different types of government, democracy, the Enlightenment, the Declaration of Independence and the U.S. Constitution.	0.5		4
SS003	Economics and Personal Finance Students learn about scarcity, resources, opportunity cost, economic systems, competition and free enterprise, micro- and macroeconomics, global economy and personal financial literacy.	1.0		4
SS004	Geography Students are introduced to world geography, from the Americas to Africa, the Middle East, Europe, Asia and Oceania.	0.5		3

Course Code	Course Name and Description	Course Credits	Prerequisite/s	Simple as 7 Group
SS005	U.S. History While still a young country, students learn that the United States has a rich history with reconstruction, expansion, industrialization, imperialism, World Wars I and II, the Depression and New Deal, Cold War and civil rights.	1.0		3
SS006	World History Students learn about the Renaissance, Reformation and conquest of the Americas.	0.5		3
VA001	Drawing I Students learn about proportional and spatial relationships, basic geometric shapes, tools and techniques. Students will draw basic shapes and angles, perform basic shading, learn terminology, and learn how to depict objects.	0.5		7
VA002	Drawing II Students develop basic drawing skills, such as line, tone, volume, space, form, composition, and subject matter. Students draw from still life, landscape, human figure, and architectural subjects. Students learn about shading and texture.	0.5	Drawing I	7
VA003	Digital Photography I This course introduces students to photographic terms, early photographic systems, equipment, file formats, camera lenses, light meters and light sources. Students learn about select photography artists.	0.5		7
VA004	Digital Photography II Students learn the difference between art and fine art photography, various composition techniques, and effective use of light. Students will learn how to describe the states of production and apply design skills to create original works of art.	0.5	Digital Photography I	7
VA005	Painting I This course introduces students to visual perception and artistic expression. Students are presented with basic artistic concepts of the color wheel, transparency/opacity, hue, value, chroma, temperature and color contrast.	0.5		7
VA006	Painting II Students develop confidence in using painting as a medium for artistic expression and learn to verbalize ideas, study historical and contemporary issues in art as well as major painting styles and masters.	0.5	Painting I	7

Technical Requirements

The online course is designed to be compatible with today's computers. To take the online courses, students will need access to a computer with the following technical requirements.

1. Hardware
 - CPU (Processor): Intel 1.33 GHz or AMD 2.33 GHz or better
 - RAM: At least 1 GB
 - Speakers and microphone
 - Hard Drive: 250 MB free space
 - Monitor Display Settings: 1024 x 768 resolution
2. Software – (Please note, Adobe® and Mozilla® free product download information provided upon enrollment)
 - Operating System: Windows® 7 or higher or OSX 10.9+
 - Portions of some courses utilize Virtual Labs which are incompatible with Mac Operating Systems (OS X and macOS). As a result, students need access to a Windows computer to complete lessons that include Virtual Labs.
 - Adobe® Acrobat Reader DC
 - Microsoft Word (or word processor that can save files in format compatible with MS Word 2013)
 - Internet Browser: Mozilla® Firefox, Google Chrome, or Microsoft Edge
3. Services
 - Fiber Internet Service Provider: Cable or a DSL line (high-speed Internet)
 - A valid email address

Technical Support

Our Online Technical Support team is ready to assist any student with a question or technical problem concerning their online course. Common questions and answers can be found anytime on the USCI student website. Students may also contact the Online Technical Support team by email or phone.

Tuition and Financial Services

Tuition is \$1,839 for the entire program. Tuition payment and terms are outlined in the student's enrollment agreement. U.S Career Institute does not participate in financial aid programs.

Tuition costs cover instruction, support and course materials. Students may need to gain access to or purchase manuals or supporting items. The tuition outlined in this catalog is subject to change. From time to time, U.S. Career Institute may offer discounts prior to enrollment or after enrollment. Discount amounts vary depending on the offer, but all discounts are offered to well-defined groups in specified time periods and at the same offer amounts during that time period. In order for a student to take advantage of a discount, the student must follow the terms outlined in the offer. In no case will total discounts, including transfer credit awards, exceed 25% of original tuition. If a student uses a discount, either prior to or after enrollment, the refund policy is based on the discounted tuition. Students may view their student account for up-to-date information on their tuition balance. Students should refer to the signed enrollment agreement for tuition. All enrollments are assessed a one-time \$75 application charge and annual \$50 technology charge.

All tuition payments must be made in U.S. funds. Students residing in Canada, Mexico and other foreign countries are responsible for any applicable custom duties and/or CST.

Student Protection Policy (Refund Policy)

1. If the student cancels within five (5) calendar days of enrollment, the student may cancel the enrollment and is entitled to a full refund of all monies paid.
2. If the student cancels six (6) calendar days or more after enrollment and has not submitted any assignments/quizzes, the student is entitled to a reduction in tuition. The school is entitled to a nonrefundable registration charge of 20% of the total tuition, not to exceed \$200.
3. If the student cancels six (6) calendar days or more after enrollment and has submitted an assignment/quiz, tuition will be adjusted. The school will retain the \$200 registration charge. If the student has paid more than the registration charge and adjusted tuition, he/she is entitled to a refund for the total paid in excess. If the student has paid less than the registration charge and adjusted tuition, he/she will owe USCI the difference. Adjusted tuition is based on the percent of program assignments/quizzes/graded documents completed determined by how many assignments/quizzes have been completed. Refunds are exclusive of books, tool and supplies. The adjusted tuition charge is based on the following schedule:
 - a. If the student completes up to 10 percent of the assignments/quizzes, he/she is entitled to a 90 percent reduction in tuition and refund of any excess tuition paid.
 - b. If the student completes up to 25 percent of the assignments/quizzes, he/she is entitled to a 75 percent reduction in tuition and refund of any excess tuition paid.
 - c. If the student completes up to 50 percent of the assignments/quizzes, he/she is entitled to a 50 percent reduction in tuition and refund of any excess tuition paid.
 - d. If the student completes more than 50 percent of the assignments/quizzes, he/she is not entitled to a reduction in tuition.
4. If the student has not completed the program in 18 months, the school is entitled to the full tuition and no refund will be issued.
5. If the school cancels the program within 12 months of the student's enrollment date, the student is entitled to a full refund, except if the school ceases operation. As a regular part of its maintenance and review of content, the school may cease offering an individual course/s in the program. Students actively in the discontinued course will be allowed to finish per school policy for time to complete courses.
6. Any refund due will be issued within 30 days of USCI's receipt of notice of cancellation.
7. Any books or other items or services purchased separately through the school (including their shipping and handling) are not refundable.
8. Students are assessed a one-time, non-refundable application charge of \$75 (non-refundable after the 5-day cancellation period). Students are also assessed an annual \$50 non-refundable technology charge.
9. Credit granted for previous training will not impact the refund policy.
10. A \$30 NSF charge will be assessed on payments returned for insufficient funds.
11. A \$10 late charge will be assessed for payments not received by the due date.
12. Technology charges are not refundable.
13. If any delinquency is not covered within 40 days of the institution's notice, USCI reserves the right to call the total course price due immediately plus any related collection or attorney fees.
14. No refund is due if USCI ceases operation.
15. If an enrollment is not accepted, all monies paid by the applicant will be refunded.
16. The official date of termination is the date the school receives the student's notice of cancellation.

INTERNATIONAL STUDENTS

Tuition payment must be in U.S. funds. Students in Canada, Mexico and other foreign countries are responsible for any applicable custom duties and/or GST.

Sample Refund Calculation: A student cancels enrollment after completing 27 out of 75 assignments, which is 36% of the program. The sample student enrolled six months ago at a tuition of \$1,839.00. The student paid a \$75 application charge and \$50 annual technology charge. The student has paid \$424.00 to the school. The refund calculation is as follows:

1. $\$1,839.00 - \200.00 registration charge = $\$1,639.00$
2. $\$1,639.00 \times 0.50$ (50% tuition per the outlined percent brackets in the refund policy) = $\$819.50$
3. $\$819.50 + \200 registration charge + $\$75$ application charge + $\$50$ technology charge = $\$1,144.50$
4. $\$1,144.50$ cancellation amount - $\$424$ already paid by student = $\$720.50$ due from student to the school.



2001 Lowe Street
Fort Collins, CO 80525
1-800-347-7899

Student Information Release

For your protection, USCI requires your written permission before it will release your enrollment, academic or administrative records to a third party. If you want the school to disclose any of this information to someone other than you, please complete this form and return to the school. (Note: If you are a minor, your information will be shared with your parent/s or guardian/s. Should you turn 18 while a student at USCI, you will need to sign a release if you wish your parent/s or guardian/s to have continued access to your school information and performance.)

If you have any further questions, please contact the Student Services Department at 1-800-347-7899 or at stuserv@uscareerinstitute.edu.

Thank you,
Student Services

Completely fill out this form.

I hereby authorize USCI to release

Financial Grades All Other (be specific): _____

information to:

_____ (Print first and last name of individual or name of company)

Address: _____
(Street) (City) (State) (Zip)

Expiration Date (MM/DD/YYYY) of my release: _____

*I understand I may revoke this release at any time in writing to the Student Services Department at stuserv@uscareerinstitute.edu.

Student Information

Student ID: _____

Student Name: _____
(First) (Last)

Address: _____
(Street) (City) (State) (Zip)

Today's Date: _____

Student Signature: _____

If student is a minor, parent or guardian signature is also required.

Parent/Guardian Signature: _____

Transcript Request Form

Student Instructions:

1. You are allowed up to 75 calendar days to provide previous high school and/or GED transcripts. Some students may have attended 9th grade as part of a junior high school program. In that case, students should include the junior high school as part of the necessary transcripts to request. To make sure you receive applicable transfer credit in a timely manner, please make sure you complete this form within **two (2) weeks** of enrollment and mail it to the appropriate junior high school/s and/or high school/s.
2. Contact the junior high school and/or high school from which you are requesting transcripts to determine if you need to include any fee with this request and to verify their address.
3. If you need additional forms, you may copy this form or write a letter to additional institutions including the information outlined below.
4. Send this form to the junior high school/s and/or high school/s where you earned credit. Make sure you include any transcript fee necessary to process your request. (**Do not send this form to U.S. Career Institute**).
5. All transcripts must be official. An official transcript is one that is mailed or transmitted directly to USCI from the junior high school or high school and includes the school's seal or security mark.

Dear Registrar,

Please provide an official transcript to U.S. Career Institute showing courses taken, grades received, credits earned, course descriptions (if available), school profile (if available), approval or accrediting body, and dates of attendance. Electronic or emailed transcripts are the preferred manner of delivery; however, mailed transcripts will also be accepted.

Student Information

Student Name: _____ Birth Date: _____

Maiden Name or Other Former Name/s: _____

Social Security Number (or Student ID Number While Attending this School): _____

Daytime Phone: _____ USCI ID Number: _____

Email Address: _____

Junior High School or High School Information

Name of Junior High School or High School Attended: _____

Address: _____

City: _____ State: _____ Zip: _____

Enrollment Dates: _____ to _____

Signature

Student Signature: _____ Date: _____

School Registrar:

Please ensure that the student's USCI ID number (located in the Student Information section of this request form) is included with the transcript.

Mail official transcript

and copy of this form to:

USCI High School

ATTN: Registrar/Transcript Evaluation

2001 Lowe Street

Fort Collins, CO 80525

email: hsregistrar@uscareerinstitute.edu

phone: 800-347-7899



Work-Credit Affidavit

USCI High School recognizes the importance of skills learned in the workplace. Often times these skills complement the USCI career pathway a student has chosen, a different career, or may even be skills that are necessary for success in many different jobs. These learned skills are of value, and in many cases can result in transfer credit into USCI.

USCI supports workplace learning by offering high school students up to 1 elective credit for approved work experience. To qualify for credit:

1. The experience must be in one of the following work environments:

- Business Operations/Sales
- Construction
- Education/Childcare*
- Healthcare
- Information Technology/Computer technology
- Retail
- Food Service
- Restaurant/Hotel/Event Coordinating
- Cleaning/Custodial Services
- Lawncare*
- Administrative/Office
- Other: _____
(please note and describe field for USCI to consider for approval)

*Private babysitting, lawncare, and similar personal service jobs can be considered if student can show they have a regular customer base that amounts to required hours of documented work.

2. For 75-149 hours of accepted work experience, the student will receive 0.5 elective credits. For 150+ hours of accepted work experience, the student will receive 1 elective credit. Maximum credit allowed is 1. Partial credit is not given.
3. To apply for work-credit, the student must submit this Work-Credit Affidavit. This affidavit must be signed by the student and the employer/s.
4. Submit this affidavit to Megan Bowen, USCI High School Director, at hsadmin@uscareerinstitute.edu.

Continued on page 2

To be completed by student

Student Name: _____ Student ID: _____

Experience to be considered for work credit:

Position: _____ Field (see item 1 above): _____

Job duties/responsibilities: _____

Employer (name of company or individual): _____

Address/Phone number of Employer: _____

Dates of Employment: _____

Select One: Worked between 75 and 149 hours Worked 150 or more hours

To be completed by employer

I attest to the work experience and hours worked for the student listed in this affidavit.

Employer Name (print): _____

Employer Signature: _____ Date: _____

To be completed by USCI

Reviewed by: _____

Approved Hours: _____ Date: _____

