

NORTH VALLEY OCCUPATIONAL CENTER AVIATION CENTER



Veterans Information Bulletin 2018 – 2020

08.2018

NORTH VALLEY OCCUPATIONAL CENTER

Student with prior military / vocational training:

Yes

No

If yes, attach a copy of transcripts to this agreement

(Any applicable reduction in tuition / fee will be noted on student's payment receipt)

COMPLETE THE FOLLOWING:

Name of Program (course): _____

Total # of Hours Required: _____ Estimated Completion Date: _____

VETERAN'S SIGNATURE:

This certifies that I have received a copy of the Veterans Information Bulletin (VIB). I understand that I must be enrolled in a minimum of 20 hours per week to maintain full time student status. Anything less than 20 hours may reduce my veterans benefit. I also understand that my veterans benefit will cease once I have completed the course.

Name (printed)

Signature

Date

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Veterans Policies and Procedures

CREDIT EVALUATION POLICY

Previous military or vocational training will be evaluated prior to enrollment in any course for which veterans benefits are requested. Pertinent training, if found, will be recorded, and the length of the course shortened appropriately. The student and the Veterans Administration will be notified of the adjustment.

ATTENDANCE / PROGRESS POLICY

Attendance will be reviewed on a monthly basis. Unsatisfactory attendance (less than 80%) or lack of progress for a period of one month will result in a student conference and written probation. If attendance is improved, the student will be taken off probation. If attendance does not improve, a second meeting will be scheduled, and a second probation will be scheduled. If the attendance does not improve, the VA will be notified.

The school grading system provides grades of A, B, C, D and a failing grade of F. In addition, NM (no mark) may be issued for fewer than 48 hours of attendance in any class. INC is used for incomplete work due to absences and when the student is close to completing the class (missing work must be indicated and noted). A passing grade of A, B, C, or D and the instructor's recommendation are required for certificates of completion for any course. A student who fails to achieve a passing grade in a course for more than two consecutive months will meet with the Certifying Official and the instructor to develop a plan of action to assist the student to succeed in class.

TERMINATION POLICY

A student may be dropped from a class at North Valley Occupational Center for the following reasons: failure to attend first class meeting at the time class is scheduled to begin; failure to meet prerequisites as stated in the class schedule and approved by the Division of Adult and Career Education (DACE); absent more than three consecutive class sessions in a semester without contacting the instructor; committing an unlawful act on school premises; violation of school regulations or disruption of the orderly operation of the school or class; unsuccessful completion of the required hours and competencies for the courses; and student continually arrives late or leaves early.

REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS

Be advised that your electronic VA account **reimbursement date** indicates that funds had been disbursed **at least two weeks before the NVOC Bookstore actually receives it by US Mail.**

For information or for **resolution of specific payment problems**, the veteran should call the DVA nationwide toll free number at **1-888-442-4551** or visit the website www.benefits.va.gov/gibill

NORTH VALLEY OCCUPATIONAL CENTER
APPROVED PROGRAMS AND CURRICULUM LIST

1.	Administrative Assistant Curriculum Admin Assist 1/ Office Procedures Admin Assist 2/Business English Admin Assist 3/ Business Math Typist/Keyboarding <i>(Seating Capacity: 35)</i>	370 total hours 75-35-50 75-35-60 75-35-70 71-50-88	19 weeks (20 hours/week) 90 hours 90 hours 90 hours 100 hours
2.	Aircraft Mechanic Curriculum Airframe & Powerplant Technician Powerplant Technician Trainee Airframe Technician Trainee <i>(Seating Capacity: 25)</i>	2400 total hours 79-70-50 79-70-90 79-70-70	69 weeks (35 hours/week) 600 hours 900 hours 900 hours
3.	Auto Tech: Brakes (25 Seats) & Suspension Curriculum Auto Tech: Brakes Auto Tech: Susp/Steering <i>(Seating Capacity: 25)</i>	360 total hours 79-90-53 79-90-79	18 weeks (20 hours/week) 180 hours 180 hours
4.	Auto Tech: Emissions Curriculum Auto Tech: Emission Control 1 Auto Tech: Emission Control 2 Auto Tech: Engine Perf. 2 <i>(Seating Capacity: 30)</i>	360 total hours 79-90-65 79-90-67 79-90-71	36 weeks (10 hours/week) 90 hours 90 hours 180 hours
5.	Auto Tech: Engine Perform. Curriculum Auto Tech: Engine Perf. 1 Auto Tech: Engine Perf. 2 Auto Tech: Engine Repair <i>(Seating Capacity: 30)</i>	540 total hours 79-90-69 79-90-71 79-90-73	27 weeks (20 hours/week) 180 hours 180 hours 180 hours

6.	Computer Operations Curriculum	550 total hours	28 weeks (20 hours/week)
	Computer Op/1: Foundation	75-35-80	90 hours
	Computer Op/2: Applications	75-35-90	90 hours
	Computer Op/3: Database	75-45-50	90 hours
	Computer Op/4: Presentation	75-45-60	90 hours
	Computer Op/5: IC3 Certification Prep	75-45-70	90 hours
	Typist/Keyboarding	71-50-88	100 hours
	<i>(Seating Capacity: 35)</i>		
7.	Electrician Curriculum	480 total hours	35 weeks (20 hours/week)
	Electrician 1: Fundamentals	72-75-50	120 hours
	Electrician 2: Wiring/Codes	72-75-55	120 hours
	Electrician 3: Wiring Techniques	72-75-60	240 hours
	<i>(Seating Capacity: 35)</i>		
8.	Machinist Curriculum	540 total hours	27 weeks (20 hours/week)
	Machinist 1	77-85-50	180 hours
	Machinist 2	77-85-60	180 hours
	Machinist: CNC	77-85-70	180 hours
	<i>(Seating Capacity: 30)</i>		