

# SCHOOL OF AUTOMOTIVE MACHINISTS

## CATALOG SUPPLEMENT A

Volume 18, 2009

March 19, 2009

### ADMINISTRATION

Ashley Banuelos	Office Coordinator/Registrar
Josephine Bautista	Financial Aid Director
Cory Brown	Student Services/Admissions Representative
Lucian Fuehrer	Student Services/Admissions Representative
Kelly Hamilton	Bookkeeper
Kimberly Klevenhagen	Director of Development/Job Placement
Judson Massingill	Director of Education/Job Placement
Linda Massingill	Executive Director
Tami O'Brien	Administrative Assistant
David Saunders	Admissions Coordinator

### FACULTY

Judson Massingill	Instructor - Certified, Specialized Training - ITS, 38 years experience ASE Master Machinist
John Harrison	Instructor - Certified, Specialized Training, 39 years experience ASE Certified Machinist
Casey Snyder	Instructor - Certified, Specialized Training, 13 years experience ASE Master Machinist
Chris Bennett	Instructor - Certified, Specialized Training, 6 years experience ASE Certified Machinist
Shawn Hooper	Instructor - Certified, Specialized Training, 6 years experience ASE Certified Machinist
Ryan Fischer	Instructor - Lab - Certified, Specialized Training, 4 years experience ASE Certified Machinist
Spencer Allen	Instructor - Lab - Certified, Specialized Training, 5 years experience ASE Certified Machinist (applied for)

### SCHEDULE OF COURSES

Block Course	Automotive Engine/Block Machining
Head Course	Automotive Engine/Cylinder Head Machining
or	
Combo Course	Automotive Engine/Block and Cylinder Head Machining (This is a combination of the Block and Head Courses listed above)
CNC Course	Automotive Engine/CNC Machining

### IN SERVICE DAYS (No Classes) - 2009

February 16	October 12
May 22	November 25
September 4	

### SCHOOL HOLIDAY - 2009

January 1 - 5	New Year's Holiday
March 9 - 13	Spring Break
April 10	Good Friday
May 25	Memorial Day
July 1 - 21	Independence Day/Summer Break
September 7	Labor Day
November 26 - 27	Thanksgiving
December 21, 2009 - January 4, 2010	Winter Holiday

### SCHEDULE OF TUITION

Registration Fee	100.00
Tuition (per course)	15,775.00
Textbooks & Manuals	100.00
(Supplies and lab fees included in tuition)	

### Block Course

### SCHEDULE OF TUITION

Registration Fee	100.00
Tuition (per course)	15,775.00
Textbooks & Manuals	100.00
(Supplies and lab fees included in tuition)	

### Head Course

### SCHEDULE OF TUITION Combo Course (Block & Head)

(This is a combination of the Block and Head Courses listed above)	
Registration	200.00
Tuition (Subject to change if not taken in same calendar year)	31,550.00
Textbooks & Manuals	200.00
(Supplies and lab fees included in tuition)	

### SCHEDULE OF TUITION

Registration Fee	Included in Tuition
Tuition (per course)	12,325.00
Textbooks & Manuals	Included in Tuition
(Supplies and lab fees included in tuition)	

### CNC COURSE

### 2009 ENROLLMENT DATES - BLOCK, HEAD, & COMBO COURSES\*

ENTRANCE DATE	ENDING DATE	ENTRANCE DATE	ENDING DATE
January 7, 2009	October 9, 2009	July 31, 2009	April 30, 2010
February 11, 2009	November 18, 2009	September 9, 2009	June 9, 2010
March 17, 2009	December 18, 2009	October 14, 2009	July 30, 2010
April 28, 2009	February 10, 2010	November 12, 2009	August 31, 2010
June 2, 2009	March 23, 2010		

### 2009 ENROLLMENT DATES - CNC COURSE

Call for start dates

\*Ending Date subject to student clock hours

(over, please)

## DRESS CODE

The goal of the School of Automotive Machinists is to prepare its students to accept a responsible and professional position in the automotive industry. In addition to technical competence, the potential employer will be highly concerned with finding positive attitudes in regards to appearance, dependability, attendance, a good work ethic, and, of course, safety. To this end, the School of Automotive Machinists has adopted the following dress code for safety and appearance reasons. Failure to abide by this standard may result in a student being asked to leave. The time missed will be considered an unexcused absence.

- SHIRTS:** SAM uniform shirts must be worn at all times while at school. Shirts must be tucked in.
- PANTS:** All students must wear either blue jeans, cords, or dress slacks. Shorts, military pants or athletic apparel are not acceptable.
- SHOES:** Hard leather shoes or boots must be worn at all times while in school.
- CAPS:** Baseball caps are the only hats that can be worn at school. Caps other than those issued by School of Automotive Machinists must be approved by the administration.
- HAIR LENGTH:** Males-Hair should be cut in such a manner as not to touch the collar of a standard S.A.M. uniform shirt. Hairstyles are at the discretion of the administration.  
Females-If hair is long it must be tied with a rubber band or hair net and tucked under a cap while in a shop/lab situation.
- MUSTACHES  
& BEARDS:** Acceptable if neatly trimmed.
- JEWELRY:** Jewelry of any type is discouraged. Earrings are not permitted.
- SAFETY  
GLASSES:** Safety glasses required to be worn at all times in all shop/lab areas.

## STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and  
Colleges of Technology  
2101 Wilson Blvd., Suite 302  
Arlington, VA 22201  
(703) 247-4212

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting Linda Massingill, Executive Director.

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

  
Judson Massingill  
Founder/Director of Education