NOTICE

At the discretion of Sonoran Desert Institute, information contained in this catalog is subject to change without prior notification. If there is any inconsistency or conflict between the information contained in this catalog and any other material, the information contained in the catalog shall take precedence. Sonoran Desert Institute is not responsible for information or claims made by individuals not affiliated with the Institute that is contrary to Sonoran Desert Institute published material.

Throughout this catalog, “Institute” or “SDI” refers to Sonoran Desert Institute.

Sonoran Desert Institute is accredited by the Distance Education Accrediting Commission, Washington, D.C.

January 1, 2016 through December 31, 2016
Revised January 2016
CONTACT INFORMATION

Sonoran Desert Institute
8767 E. Via De Ventura, Suite 126
Scottsdale, AZ 85258-3376
Phone: (480) 314-2102 or Toll Free 1-800-336-8939
Fax: (480) 314-2138
www.sdi.edu
General Inquiries: info@sdi.edu
Current Students: studentsvc@sdi.edu
Admissions Department: admissions@sdi.edu
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LETTER FROM THE PRESIDENT

Welcome to Sonoran Desert Institute! Both your learning and success as a student are a priority to the Board of Trustees, faculty, and staff. We are pleased you have chosen us for your education.

The educational strength of Sonoran Desert Institute is accomplished through our vision for the future success of all of our students. Our faculty and staff are highly respected and committed to you. Our desire is to prepare you to enhance your future in a rapidly changing marketplace. We hold ourselves to the highest standards in providing education and services to our students.

Our degree and certificate programs are designed to cater to the diverse lifestyles of our students as well as help them to achieve new heights in their careers. No matter what type of student you are – professional worker, stay-at-home mom, career seeker, or military service member – the convenience and flexibility of distance learning will help make your goals attainable. You may enroll in the program of your choice at any point in time and get started right away.

It is our goal to provide you with a quality, affordable education and we look forward to accompanying you on your academic journey.

Sincerely,

Paul Zagnoni, President
Sonoran Desert Institute
About Sonoran Desert Institute

HISTORY

The Sonoran Desert Institute was founded in 2000, and was approved for training by the Arizona State Board for Private Postsecondary Education in 2001. The Institute was accredited in 2004 by the Distance Education Accrediting Commission (DEAC), formerly DETC. This accreditor is recognized by the United States Department of Education.

The Institute can trace its roots to 1921 when the School of Gunsmithing was opened in Scottsdale, Arizona. The school’s program of instruction was continually updated and revised by the founder’s family to ensure that it was current with changing technology and practices. When the Sonoran Desert Institute was opened in 2000, the Gunsmithing program was a major component of the Institute’s course offerings. Today, with the significant interest in the Firearms Technology program, Gunsmithing remains a focus of SDI’s curricula.

During the first decade of this millennium, the Institute grew to over 500 students. Key to the success of the Institute is its comprehensive approach to easily understood curriculum, attention to providing quality service to its students, and the flexibility of its instructional model. A recent graduate wrote, “SDI enabled me to continue to advance my new career. The instructors, staff and quality course content reaffirmed to me that I had chosen the best school to support my goals.”

In 2012, Sonoran Desert Institute was acquired by the Trade Training Company, LLC. This transfer was approved by DEAC and the Arizona State Board for Private Postsecondary Education.

VISION

Students of Sonoran Desert Institute will develop advanced job skills that will empower them to be outstanding employees and responsible workplace leaders. These graduates will make decisions based on sound judgment, technical competency, and an awareness of the connections of their academic discipline, the workplace, and their community. Each graduate will be committed to improving their workplace knowledge and skills. Sonoran Desert Institute will accomplish these outcomes by continually improving its curricula, instructional delivery, and customer service, while successfully building partnerships with the students, the community, and the industries it serves.

MISSION

Sonoran Desert Institute is committed to adding value to its students’ lives by providing innovative, relevant and applicable workplace-driven education through distance-delivered instruction. Through our professional practices and academic integrity, students will develop skills that will ensure each graduate has a labor market advantage.

PURPOSES

• Ensure that each student displays a mastery of the knowledge and skills required of his/her selected discipline
• Demonstrate professional ethics and practice academic integrity
• Ensure access for students through open enrollment, multiple entry points, and year-round instruction
• Provide innovative instructional practices that address diverse learning styles
• Use technology to create effective instruction and increase the learning resources available to each student in order to improve student learning
• Use regular assessments to validate student learning and to continually improve the curricula, services, and all other aspects of the institution
• Foster a spirit of innovation and teamwork that produces academic quality, superior service, and convenience for all students
• Generate the necessary financial resources to support the Institute’s mission

Vision, mission, and purposes of Sonoran Desert Institute are reviewed, appended if necessary, and approved by the SDI Board of Trustees each year at its annual meeting.

OWNERSHIP INFORMATION

Sonoran Desert Institute is a wholly owned subsidiary of the Trade Training Company, LLC. The Trade Training Company, LLC is registered with the Arizona Corporation Commission as “doing business as” (dba) Sonoran Desert Institute. The mailing address of Trade Training Company, LLC is 8767 E. Via De Ventura, Suite 126, Scottsdale, Arizona, 85258-3376.

Board of Trustees

The Board of Trustees for Sonoran Desert Institute is comprised of the following members:

Lawrence Gudis, Chair
Douglas Feeney, Member
Paul Zagnoni, Member

ACCREDITATION AND APPROVALS

Sonoran Desert Institute has demonstrated the ability to meet criteria for academic and consumer rights standards from federal and state agencies as well as non-governmental agencies. These standards ensure quality education through sound financial operations, approved programs of study, qualified instructors, and approved recruitment and admissions policies. Reviews and renewals of accreditation are conducted periodically as required.

Sonoran Desert Institute is accredited by the Distance Education Accrediting Commission (DEAC) formerly Distance Education Training Council (DETC), and is approved to operate in the State of Arizona by the Arizona State Board for Private Postsecondary Education. Information about all accreditation and approval agencies is listed below.

The Distance Education Accrediting Commission (DEAC) is listed by the U.S. Department of Education as a nationally recognized accrediting agency. The Distance Education Accrediting Commission is a recognized member of the Council for Higher Education Accreditation (CHEA).

Distance Education Accrediting Commission (DEAC)
1101 17th Street NW, Suite 808
Washington, DC 20036
Phone: 202-234-5100
Fax: 202-332-1386
Website: www.deac.org

Sonoran Desert Institute is licensed and regulated by the Arizona State Board for Private Postsecondary Education.

Arizona State Board for Private Postsecondary Education
1400 W. Washington Street
Room 260
Phoenix, AZ 85007-2939
Phone: (602) 542-5709
Fax: (602) 542-1253
Website: www.azppse.state.az.us

Sonoran Desert Institute is an institutional participant in the initiative under the National Council for State Authorization Reciprocity Agreements. Additional information is available at www.nc-sara.org.
Approvals have been granted from the following agencies:

- Several SDI programs are approved for active duty military to participate in the Defense Activity for Non-Traditional Education Support (DANTES) Education Services Program (www.dantes.doded.mil).
- Several of the Institute’s programs have been approved by the National Healthcareer Association (NHA) for National Certification, which allows SDI graduates to sit for the NHA National Certification Examination (www.nhanow.com).
- The Yavapai County Arizona Local Workforce Investment Board has approved several programs from the Institute. This approval is valid statewide and allows qualified students to receive funding under Workforce Investment Act (WIA) tuition programs.
- The Arizona Board for Technical Registration lists Sonoran Desert Institute as a school whose programs meet both the education and supervised inspection requirement for submission to the State for a license as a home inspector.

SUCCESS MEASURES

Success measures for the Institute are evidence of student learning through the quantifying and monitoring of the instructional experience of SDI students. The academic assessment process provides the means for governing and monitoring the educational experience of our students, and gathering evidence of student learning.

<table>
<thead>
<tr>
<th>Success Indicator*</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average completion/graduation rate</td>
<td>55%</td>
</tr>
<tr>
<td>Students surveyed who said they achieved their learning goals</td>
<td>95%</td>
</tr>
<tr>
<td>Students surveyed who would recommend SDI to a friend</td>
<td>98%</td>
</tr>
<tr>
<td>Students surveyed who were satisfied with their studies</td>
<td>99%</td>
</tr>
</tbody>
</table>

*Information provided from calendar year 2014 as reported to DEAC for the annual report.

Success measures of Sonoran Desert Institute are reviewed by the SDI Board of Trustees each year at its annual meeting.

OFFICE HOURS

Sonoran Desert Institute is open throughout the year to serve current, prospective and prior students.

Administrative Office Hours
Monday – Thursday 8:00 am – 4:00 pm (MST)
Friday 8:00 am – 12 noon (MST)

Note that Arizona does not switch to daylight savings time. Therefore, the office hours remain Mountain Standard Time year-round.

Holidays
Sonoran Desert Institute honors the following holidays. The administrative office will therefore be closed on these dates. When the holidays fall on the weekend, SDI will typically align with the Federal observance, usually the Friday prior or the Monday following such holiday. Current students will be informed of specific office closures by email and/or website updates.

- New Year’s Day
- Martin Luther King Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans’ Day
- Thanksgiving Day and the following Friday
- Christmas Eve
- Christmas Day
SDI’s online classroom is generally available 24 hours a day, 7 days a week to provide the most flexibility to students to work at their convenience. Students will be notified in advance of any scheduled down times for system maintenance. Faculty hours and availability vary. Students will be provided with general guidelines by faculty for each course during their program of study.

**Term/Semester Dates**
SDI offers courses beginning every Monday. Semesters/Terms are generally 16 weeks in length, as indicated below.

<table>
<thead>
<tr>
<th>Term Start Date</th>
<th>Term End Date</th>
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<tbody>
<tr>
<td>12/07/15</td>
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<td>04/03/16</td>
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<td>01/04/16</td>
<td>04/24/16</td>
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<td>01/11/16</td>
<td>05/01/16</td>
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<td>01/18/16</td>
<td>05/08/16</td>
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<td>02/01/16</td>
<td>05/22/16</td>
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<td>02/08/16</td>
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<td>02/15/16</td>
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<td>10/02/16</td>
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<thead>
<tr>
<th>Term Start Date</th>
<th>Term End Date</th>
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<tr>
<td>06/20/16</td>
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<td>11/06/16</td>
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<td>08/01/16</td>
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<td>09/12/16</td>
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<td>01/08/17</td>
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<td>09/26/16</td>
<td>01/15/17</td>
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<td>12/12/16</td>
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<td>04/09/17</td>
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<tr>
<td>12/26/16</td>
<td>04/16/17</td>
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</table>
FEDERAL STUDENT AID (FSA) ACADEMIC YEARS

Students interested in Federal Student Aid (FSA) must establish the academic year during which they wish to receive aid. The academic year at SDI is two (2) 16-week semesters in length. The table below provides dates for SDI semesters available to students receiving FSA and indicates how they are combined into academic years for FSA purposes.

<table>
<thead>
<tr>
<th>AY Begin Date</th>
<th>AY End Date</th>
<th>1st Semester Start</th>
<th>1st Semester End</th>
<th>2nd Semester Start</th>
<th>2nd Semester End</th>
</tr>
</thead>
<tbody>
<tr>
<td>25-Jan-16</td>
<td>4-Sep-16</td>
<td>25-Jan-16</td>
<td>15-May-16</td>
<td>16-May-16</td>
<td>4-Sep-16</td>
</tr>
<tr>
<td>28-Mar-16</td>
<td>6-Nov-16</td>
<td>28-Mar-16</td>
<td>17-Jul-16</td>
<td>18-Jul-16</td>
<td>6-Nov-16</td>
</tr>
<tr>
<td>25-Apr-16</td>
<td>4-Dec-16</td>
<td>25-Apr-16</td>
<td>14-Aug-16</td>
<td>15-Aug-16</td>
<td>4-Dec-16</td>
</tr>
<tr>
<td>23-May-16</td>
<td>1-Jan-17</td>
<td>23-May-16</td>
<td>11-Sep-16</td>
<td>12-Sep-16</td>
<td>1-Jan-17</td>
</tr>
<tr>
<td>27-Jun-16</td>
<td>5-Feb-17</td>
<td>27-Jun-16</td>
<td>16-Oct-16</td>
<td>17-Oct-16</td>
<td>5-Feb-17</td>
</tr>
<tr>
<td>25-Jul-16</td>
<td>5-Mar-17</td>
<td>25-Jul-16</td>
<td>13-Nov-16</td>
<td>14-Nov-16</td>
<td>5-Mar-17</td>
</tr>
<tr>
<td>29-Aug-16</td>
<td>9-Apr-17</td>
<td>29-Aug-16</td>
<td>18-Dec-16</td>
<td>19-Dec-16</td>
<td>9-Apr-17</td>
</tr>
<tr>
<td>26-Sep-16</td>
<td>7-May-17</td>
<td>26-Sep-16</td>
<td>15-Jan-17</td>
<td>16-Jan-17</td>
<td>7-May-17</td>
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<tr>
<td>24-Oct-16</td>
<td>4-Jun-17</td>
<td>24-Oct-16</td>
<td>12-Feb-17</td>
<td>13-Feb-17</td>
<td>4-Jun-17</td>
</tr>
<tr>
<td>21-Nov-16</td>
<td>2-Jul-17</td>
<td>21-Nov-16</td>
<td>12-Mar-17</td>
<td>13-Mar-17</td>
<td>2-Jul-17</td>
</tr>
<tr>
<td>19-Dec-16</td>
<td>31-Jul-17</td>
<td>19-Dec-16</td>
<td>9-Apr-17</td>
<td>10-Apr-17</td>
<td>31-Jul-17</td>
</tr>
</tbody>
</table>

SDI ADMINISTRATION

Paul Zagnoni, President
Traci Lee, Vice President of Operations
John Jaramillo, Director of Student Services
Roxanne Palmer, Director of Admissions
Sara McGilvray, Director of Faculty Services
Morgan Jorgensen, Director of Financial Services
Wes LeMay, Executive Director of Strategic Development
SDI Contact Information

Sonoran Desert Institute offers assistance and resources to students and alumni for administrative, instructional, and financial requests.

Sonoran Desert Institute
8767 E Via de Ventura, Suite 126
Scottsdale, AZ 85258-3376
Phone: (480) 314-2102 or Toll Free (800) 336-8939
Website: www.sdi.edu

Department email addresses:
- Admissions – admissions@sdi.edu
- General Inquiries – info@sdi.edu
- Student Services – studentsvc@sdi.edu
- Financial Services – fa@sdi.edu

STUDENT SERVICES

SDI’s Student Services department is available to provide assistance with students’ concerns or to answer administrative questions regarding their program of study. If needed, Student Services will direct students to another department that may best serve their specific needs.

Student Services will assist students with information on following topics:
- Coursework materials
- Student records
- Transcript requests
- Progress reports to employers and/or education counselors
- Address changes
- Discounts, special offers and online store
- Lessons and/or assignments
- Lesson and course completion
- Questions regarding grading
FINANCIAL SERVICES

SDI’s Financial Services department is available to assist students with financial matters related to their program of study. This includes guidance on potential funding options, establishing payment plans, discussing student account transactions, and any other relevant financial information.

FUNDING OPTIONS

SDI students may be eligible for various types of financial assistance, depending on the program of study and specific eligibility requirements for each funding type. Generally speaking, the options available include the following categories:

- Military Benefits
- Employer Tuition Assistance
- Federal Financial Aid
- SDI Grants/Waivers/Scholarships
- Student Payment Plans
- Other Agency Support

MILITARY BENEFITS

Military Tuition Assistance (TA)

Active duty, National Guard, reserve and veterans may be eligible for tuition assistance and/or scholarships. Currently, TA pays up to $250 per credit hour for a maximum of 16 credits annually. Additional criteria exists to determine eligibility and each branch has its own criteria for determining the amount of TA a service member may receive. Active duty military service members should contact their base Education Services Officer (ESO) for details.

Defense Activity for Non-Traditional Education Support (DANTES)

Several SDI programs are approved to participate in DANTES. For information on this program, students should contact their base Education Services Officer (ESO) for details.

Veterans Assistance

Several SDI programs are approved by the Veterans Administration for the use of GI Bill® Benefits, including Chapters 30, 33, 35, 1606, and 1607. Eligible veterans can access additional information and apply using the VONAPP at www.gibill.va.gov. The Department of Veterans Affairs (VA) determines student eligibility. Eligibility may be impacted by many factors including other schools attended, annual funding caps, and enrollment status. Note that although SDI’s full-time enrollment status requires 12 semester credits during a 16-week term, the VA considers eligibility based on course specific credit hours and durations during the semester. Students are typically enrolled in multiple courses during a term and the modular nature of the schedule may impact the VA’s calculation which may vary during the semester based on actual scheduled courses. The table below illustrates the enrollment status for each individual course which, when combined, can impact the actual enrollment status for the period.

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Course Length</th>
<th>VA Enrollment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>8 weeks</td>
<td>¾ time</td>
</tr>
<tr>
<td>4</td>
<td>8 weeks</td>
<td>¾ time</td>
</tr>
<tr>
<td>3</td>
<td>8 weeks</td>
<td>½ time</td>
</tr>
<tr>
<td>1</td>
<td>4 weeks</td>
<td>&lt; ½ time</td>
</tr>
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Veterans Vocational Rehabilitation (Chapter 31)

Veterans Vocational Rehabilitation is a program designed to assist eligible Veterans in achieving maximum independence in their daily life and aid them in becoming a contributing part of society. Students seeking assistance under this program should contact the Vocational Rehabilitation Department of the Department of Veterans Affairs.

Employer Tuition Assistance

Several employers offer tuition assistance to their employees. Specific details vary by employer. Prospective students are encouraged to consult with the human resources department of their employer to determine eligibility and requirements to receive such assistance. SDI will work with students and employers to accommodate the methodology and arrangements accordingly.

FEDERAL STUDENT AID (FSA)

Federal Pell Grant Program

The Federal Pell Grant, unlike a loan, does not have to be repaid. A student’s eligibility for a Pell Grant is calculated using a formula developed by the U.S. Congress and information submitted by the student on the Free Application for Federal Student Aid (FAFSA). Only undergraduate students are eligible for Pell Grants. For the 2015-2016 award year (July 1, 2015 to June 30, 2016), the maximum scheduled Pell Grant award is $5,775.00 (subject to change based on adjustments to the Federal Budget). The amount awarded to a student depends on the student’s cost of attendance, expected family contribution (EFC) and enrollment status (full-time, 3/4 time, half-time, or less-than-half-time).

Iraq and Afghanistan Service Grant Program

This program is another form of aid that does not have to be repaid. However, unlike the Pell Grant program, it is not based on financial need. The Iraq and Afghanistan Service Grant Program is intended to assist students who are not Pell-eligible, but whose parent or guardian died as a result of military service in Iraq or Afghanistan after September 11, 2001 and who, at the time of the parent’s or guardian’s death, were less than 24 years old or were enrolled in college at least part-time. The amount awarded to any eligible student is equal to the maximum Pell Grant for the award year, not to exceed the cost of attendance.

William D. Ford Federal Direct Loan (Direct Loan) Program

Federal loans provided through the William D. Ford Federal Direct Loan Program are referred to as Direct Loans, because the federal government, through the

U.S. Department of Education is the lender. Unlike grants, student loans are borrowed money that students are legally obligated to repay, with interest. Students must maintain an enrollment status of at least half-time to be eligible for Direct Loans. Additionally, all first-time Direct Loan borrowers must complete a Master Promissory Note (MPN) and Entrance Counseling before funds will be disbursed. Repayment begins after a six (6)-month grace period following graduation, withdrawal from school, or if the student’s enrollment status is less-than-half-time.

Direct Loans options for SDI associate degree seeking students include:

- Direct Subsidized Stafford Loans: Subsidized loans are awarded only to undergraduate students on the basis of financial need. If a student is eligible for a subsidized loan, the U.S. Department of Education will pay (subsidize) the interest on the loan while the student is in school, for the first six (6) months after the student leaves school and during periods of deferment.

- Direct Unsubsidized Stafford Loans: Unlike subsidized loans, the borrower is responsible for interest that accrues on Direct Unsubsidized Loans from the time the loan is disbursed until it is paid in full and financial need is not required to receive an unsubsidized loan.

The interest rate for Direct Subsidized and Unsubsidized Undergraduate Loans is 4.29% at the time of catalog publication. The current rates and additional information may be found at: https://studentaid.ed.gov/types/loans
RETURN OF TITLE IV FUNDS

When a student withdraws from the Institute, the law specifies how the school must determine the amount of Title IV program assistance that was earned. The Title IV programs administered by SDI that are covered by this law are:

Federal Pell Grants, Iraq and Afghanistan Service Grants, and Direct Loans

If the student (or Institute, on the student's behalf) received less assistance than the amount earned, the student may be able to receive those additional earned funds. If the student received more assistance than earned, the excess funds must be repaid by the student or by SDI.

The Institute will use a Department of Education approved refund calculation that determines the percentage of Title IV funds earned by the student. If the student did not receive all of the funds earned, the student might be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the Institute must obtain the student's permission before disbursing funds. There are some Title IV funds that a student might have been scheduled to receive that cannot be disbursed once the student withdraws because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of his/her program before withdrawal, then the student will not receive any Direct Loan funds which would have been received if the student remained enrolled past the 30th day. If a student receives excess Title IV program funds that must be returned, the Institute must return a portion of the excess equal to the lesser of:

- Student's institutional charges multiplied by the unearned percentage of the student's funds, or
- Entire amount of excess funds

The Institute must return this amount even if it did not keep that amount of the student's Title IV program funds. If the University is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return must be repaid in accordance with the terms of the Master Promissory Note. That is, the student may make scheduled payments to the holder of the loan over a period of time. Any amount of unearned federal grant funds that a student must return is called an overpayment. The maximum amount of a Grant overpayment that a student must repay is half of the Grant funds received or scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is $50.00 or less. The student must make arrangements with the Institute to return the unearned grant funds. The requirements for Return of Title IV program funds when a student withdraws are separate and different than the SDI Institutional Refund Policy (see Catalog page XX). Therefore, the student may still owe funds to the Institute to cover unpaid institutional charges. SDI may also charge the student for any Title IV program funds that the University was required to return on the student's behalf.

SDI WAIVERS AND SCHOLARSHIPS

SDI encourages students to seek scholarship and grant opportunities offered by a multitude of agencies. Additionally, the following financial support is available to eligible candidates.

Active Duty Waiver

In recognition of active duty military service, SDI waives the Educational Resource Fee for any student that can provide evidence of current, active military duty during the period of enrollment, regardless of how they fund their education at SDI.

SGT Michael Beckerman Memorial Scholarship

SGT Michael Joe Beckerman was 17 ½ when he enlisted into the National Guard. SGT Beckerman served two tours in support of Operation Iraqi Freedom and one tour in support of Operation Enduring Freedom. SGT Beckerman was killed in action (KIA) on 31 December 2010 in Howz E Madad, Afghanistan. He is survived by his daughter Brianna.

In honor of SGT Beckerman's sacrifice, SDI is proud to present the annual SGT Michael Beckerman Memorial Scholarship. The scholarship provides full tuition and fees each semester to two recipients annually, one in the Fall and one in the Spring.

Initial Eligibility Requirements:

The SGT Michael Beckerman Memorial Scholarship is a full academic scholarship for SDI's Associate of Science and Firearms Technology degree program. All applying candidates must:

- Currently serve in the armed forces or be a veteran of military service.
• Applicants must be in good standing with his/her current branch of service or have received an “Honorable Discharge.”
• Applicants must provide a DD214, or other documentation verifying military service.
• Applicants must demonstrate a commitment to and passion for the firearms industry and gunsmithing trade by answering essay questions.
• Applicants must submit a regular SDI application for enrollment with all relevant supporting documentation.
• Applicants must submit an Essay (as described below).
• Applicants must provide a Letter of Recommendation sent directly to the school by the individual providing the recommendation.
  › From the commander for members of the military service
  › From any non-family member for applicants that are post-military service
• Military documentation of service, DD214 if post military service
• Recipients must begin studies at SDI within 6 months following the award of the scholarship.

Continuing Eligibility:
• Recipients must be meeting SDI’s Satisfactory Academic Progress requirements and be free of any financial holds on their accounts.
• Recipients must be continuously enrolled to retain scholarship eligibility.

Essay:
Applicants must provide answers to the following two essay questions (maximum 500 words per essay). The document should clearly specify each answer by number. Essays will be scored based on quality, content, organization, and proper formatting, grammar and spelling.

1. What sparked your interest in the gunsmithing field? What do you hope to accomplish with your training and certification?

2. Give two examples of how you have exhibited leadership. Explain how you were influential and what you where trying to achieve. These answers need not be demonstrated through formal or traditional leadership roles. Think broadly and examine the many ways you are having an effect on the people around you.

Deadline:
SDI must be in receipt of all application documentation as noted above by the following deadlines to be considered for the award:
• By midnight Mountain Standard Time on December 1st for the Spring award.
• By midnight Mountain Standard Time on June 1st for the Fall award.

Evaluation Process:
Applications will be reviewed by a Scholarship Committee. The selected recipient will be identified based on a combination of factors including:
• Essay Score
• Recommendation Letter

Applicants will be notified of the committee’s decision via email approximately 30 days after the scholarship application deadline. The chosen recipient must respond within 30 days indicating intent to accept the scholarship. Should the recipient opt out or fail to respond within 30 days, the scholarship will be awarded to the next highest qualifying applicant.
Student Payment Plans

SDI offers students the option to make recurring payments with no interest charge during their program of study when other funding options are not available. Students should contact the Financial Services department to establish suitable payment options. In most circumstances, a credit or debit card is required for monthly payment plans.

OTHER AGENCY SUPPORT

State Vocational Rehabilitation

Vocational Rehabilitation is designed to help disabled individuals in preparation of job-focused activities. Training, counseling, and other services are provided to those with physical and/or mental disabilities that hinder employment. Eligible students may receive services from state agencies for vocational rehabilitation. Further information may be obtained by contacting the local office within the student’s state of residence.

ADDITIONAL SERVICES

In order to help provide for students’ and graduates’ educational needs, SDI has arranged the following services:

Supplies and Equipment Discount

SDI students may qualify for discounts and special offers from various suppliers and vendors. Contact Student Services for a Statement of Enrollment if the supplier requires evidence of student status.

SDI Online Store

As students progress through lessons, they may receive full descriptive and price information on items available through the Sonoran Desert Institute Store. SDI provides items related to student programs on its website. Students are encouraged to review items offered. (www.sdi.edu/shop).

ALUMNI SERVICES

Student Services is available to assist SDI graduates as they move forward in the application of their new skills. Contact Student Services for assistance.

Transcript Request

Transcripts may be requested when official documentation of the student’s grade average on completed coursework and projects is needed. Contact Student Services with the necessary mailing information. All transcripts are provided free of charge.

Delta Epsilon Tau Honor Society

The Sonoran Desert Institute Chapter of the Delta Epsilon Tau Honor Society (DET) is sponsored by the Distance Education Accrediting Commission (DEAC) and was established to recognize extraordinary high academic achievements and leadership of SDI graduates. Visit the SDI website for more information or to obtain the DET Student Application for Membership (www.sdi.edu).

Employment Assistance

DISCLAIMER: SDI does not guarantee job placement, advancement, or continued employment.

Although the Institute does not guarantee job placement, SDI does provide career counseling to students and graduates upon request. Students will be referred to a faculty member with expertise in the field of study to provide such services.
SDI Faculty

School of Firearms Technology

Zeke Stout, Chair
BS Biology with Minor in Psychology – Middle Tennessee State University
AR-15 Armorer
Tennessee Department of Safety and Homeland Security Handgun Carry Permit
First Aid Instructor
Numerous Civilian firearms trainings

Marcia Backos
MA English – Western Reserve University

Danny Guckenburg
MA Social Work – Arizona State University
AR-15 Certified Armorer
Captain, Arizona National Guard, Retired

Mike Harris
MBA in Finance – Pepperdine University

Al Kuenn
BA Marketing – University of Toledo

Robert Lee
MBA – Pepperdine University

Mike Petronella
BA in Criminal Justice, California State University Fullerton

Eric Shaw
AS Criminal Justice – Troy State University
AS Information Systems Administration – ITT

General Education

Kristine Benard
MA English – University of Toledo

Robert Connelly
MS Natural Sciences – State University of New York
MS Education – Niagara University
BS Biology/Education – Status University at Buffalo NY

Mary Courtwright
MS Psychology – Walden University

*Denotes full-time faculty.
Nancy Doris  
Master’s of Education – Cleveland State University

Ted Hansen  
Ph.D – Bowling Green State University  
Master of Education – Bowling Green State University  
BS in Education – Bowling Green State University

Joel Tschere  
MA History – Cleveland State University

School of Construction Services

Justin Washburn, Chair  
Home Inspection Certificate – Sonoran Desert Institute  
Home Inspector License – State of Arizona

School of Arts and Sciences

Dr. Laura Zagnoni, PharmD, Chair  
Doctor of Pharmacy – University of Arizona  
Clinical Pharmacokinetics Residency – University Medical Center, University of Arizona  
Clinical Pharmacy Residency – University of Iowa
SDI Learning Process

Sonoran Desert Institute understands that its students are mature, responsible and independent. Moreover, the Institute knows that its students are driven to learn in order to impact the workplace by applying their acquired knowledge. The learning process must therefore be flexible by allowing students to complete coursework while meeting the demands of work, family, and other commitments. It is with this understanding that SDI provides all of its coursework through distance-delivered learning practices.

Curriculum is developed with the assumption that students are partners in the learning process. The focus is on outcomes that move information from short-term memory to applied knowledge, as expressed through improved productivity and worthwhile skills. Materials are organized into logical groups of information that build on knowledge gained from previous coursework. Essential to this process is the understanding that certificate students assume the responsibility to learn independently. Ultimately, the curriculum is a road map to guide student learning in the most efficient and useful manner possible. Degree coursework combines individual assignments with interactive online learning to achieve objectives.

Credit Hour Definition
Programs offered for credit earn semester credit hours. Semester hours shall be equivalent to the commonly accepted and traditionally defined units of academic measurement in accredited institutions. Academic degree or academic credit-bearng distance learning courses are measured by the learning outcomes normally achieved through 45 hours of student work for one semester credit.* This formula is typically referred to as a Carnegie unit and is used by the American Council on Education in its Credit Recommendation Evaluative Criteria.

*One credit/semester hour is 15 hours of academic engagement and 30 hours of preparation.

ACADEMIC ACTIVITY AND SUBSTANTIVE INTERACTION

Current For-Credit Firearms Technology Programs

SDI is committed to ensuring students take personal responsibility for achieving the learning objectives outlined within each course. To assist students in meeting that goal, the Institute requires students to participate by regularly accessing their course(s), substantively interacting with students and instructors through group discussions, and submitting all assignments and exams in a timely fashion. The purpose of substantive interaction is to promote understanding of topics and subject matter, which will enhance the educational experience for students. Students are encouraged to begin participation in the Discussion Board as soon as possible during each week of the term.

The following actions are considered academic activity, in alignment with Department of Education requirements:

- Submission of assignment
- Course-related discussions
- Taking and/or submission of exam or quiz

Students are expected to establish participation by demonstrating academic activity within the first week of the course and are subject to course and/or institutional withdrawal or cancellation if there is no activity within 14 calendar days of the course start date. Throughout the term, students must participate in such a way as to ensure successful completion of the course by the course end date. Course acceleration is not permitted. Submitting work prior to its due date (accelerating) and going inactive for 14 calendar days is considered a lack of participation in the course and students are subject to course and/or institutional withdrawal. Bulk assignment submissions after periods of inactivity are not recommended, since students are expected to pace with the weekly course guidelines.
Scheduling

Upon enrollment, an entry point is determined and a schedule for the program is established for each 16-week term. Courses may vary in length, with all courses starting and ending during the term. Courses offered for-credit in the School of Firearms Technology have fixed start and end dates, with weekly requirements for each. Students are expected to progress by completing the weekly activities, including all assignments and exams for each scheduled course, within the designated week. SDI's week is defined as Monday through Sunday. All other programs, including prior versions of Advanced Gunsmithing Certificate and the Associate Degree in Firearms Technology, non-credit programs and for-credit programs in the other Schools within the Institute, are generally scheduled in 16-week term increments. These programs do not have specific “attendance” requirements. However, students will be monitored for progression and will be subject to withdrawal for inactivity exceeding 30 consecutive days.

Enrollment Status

SDI uses the following credit hour guidelines to determine a student’s enrollment status each term/semester. Please note that certain funding agencies utilize different methods to determine enrollment status, particularly for courses delivered using a modular delivery method. Please refer to specific agency guidelines for eligibility related to enrollment status.

- Full-time = 12 credit hours or greater
- ¾ time = 9 – 11 credit hours
- ½ time = 6 – 8 credit hours
- < ½ time = 5 credit hours or less

Credit Hour Maximum

A maximum of 18 credit hours may be attempted per term/semester. Students may appeal in writing to Student Services for an increase which will be considered on a case-by-case basis.
General Policies

ADMISSIONS POLICY

The programs offered at Sonoran Desert Institute are postsecondary in nature and require, at a minimum, that all students have a high school diploma, GED, or recognized equivalent. SDI courses are provided in English, and therefore may require proof of English proficiency prior to admission if the student’s native language is not English. If an applicant intends to have SDI consider prior coursework for transferability toward the SDI program of study, transcripts must be requested during the admissions process for evaluation of transfer credit.

Admission Requirements

Applicants seeking admission must meet the following admission requirements prior to the start of the first course at SDI:

- Must have earned a high school diploma, a GED or recognized equivalent*
- Must have access to a computer with an Internet connection for the web-based programs and meet the minimum technology, hardware, and software requirements outlined in the catalog
- Must have the ability to study in English
- Must have the physical and mental ability needed to successfully complete the program
- Must meet the eligibility requirements for the selected program of study
- For Firearms Technology programs, applicants must be a U.S. Citizen or permanent resident.
- Applicants are subject to a background check prior to and/or during their program of study.

* Equivalents include completion of secondary school through homeschooling as defined by state law, or having earned an equivalent to a US high school diploma at an international high school according to approved Foreign Evaluation services.

Applicants must submit the following prior to admission:

- Application for admission, including student signature on the Enrollment Agreement
- Attestation of earning high school diploma, GED, or recognized equivalent**
- Copy of front and back of a valid government-issued photo identification (i.e. driver’s license or passport)
- Request(s) for official transcript(s) from other colleges and universities from which transfer credit evaluation will be conducted
- Statement of Eligibility
- Code of Conduct
- Authorization for background check

**SDI may also require, at its discretion, that an applicant or student provide a high school transcript, high school diploma, and/or evidence of passing the GED or state certificate awarded.
Students Stationed Abroad

Active duty personnel stationed abroad may be subject to delays in receiving shipments and restrictions in materials received. SDI will work with military students to provide alternatives to achieve learning objectives despite these limitations.

International Students

Due to the nature of the programs in the School of Firearms Technology and restrictions on overseas shipping and access to course materials, international students are not currently eligible for admission to these programs.

Active duty military service persons stationed overseas should consider the potential delays and shipping restrictions before enrolling in Firearms Technology programs.

In recognition of the importance of ethical practices in the admissions process, Sonoran Desert Institute subscribes to the Statement of Principles of Good Practice in College Admission and Recruitment, which has been approved by the American Council on Education (ACE) and the American Association of College Registrars and Admissions Counselors (AACRAO).

TRANSFER OF CREDIT

Credit Transfer Into SDI

Sonoran Desert Institute may accept transfer of credit for coursework completed at accredited institutions* or coursework evaluated by the American Council on Education (ACE) under the following conditions:

• A student wishing to receive credit for coursework taken at another institution or evaluated by ACE must request official transcripts during the application process for evaluation to occur during the first semester.

• SDI awards transfer credit on a course-by-course basis for courses with equivalent content and value as the corresponding SDI course(s). Generally, undergraduate college-level courses completed at accredited institutions recognized by the U.S. Department of Education and the Council on Higher Education Accreditation (CHEA) will be eligible for transfer, provided that grades of at least “C” are earned and the course is similar in content and scope to work offered at SDI, or fulfills a required General Education category.

• Students who have earned an Associate or Bachelor degree from an accredited institution, as defined above, will be granted transfer credit to fulfill SDI’s General Education requirements for the Associate of Science in Firearms Technology degree program.

• Proof of academic achievement must be submitted via official transcript from the institution awarding the credit hours.

• Proof of coursework validated by ACE must be submitted via official transcript from ACE. A copy of the ACE transcript may be submitted for initial review; however, the official transcript must be requested prior to matriculation in order for the transfer credit to be awarded and the academic plan updated accordingly.

• Credit by Examination: Sonoran Desert Institute accepts the recommendations of the American Council on Education (ACE) College Credit Recommendation Service as listed in The Guide to Educational Credit by Examination. ACE recommends a credit-granting score of 50 for each CLEP exam. These include Advanced Placement Examinations, College Level Examination Program General Examinations (CLEP), and Excelsior College Examinations (ECEs). Semester hours of credit toward graduation earned on the basis of these tests are granted with a grade of P (Pass), and neither raises nor lowers a student’s grade point average. SDI does not offer testing for credit by examination.

• Students must complete at least 25 percent of the required credit hours in the enrolled program at Sonoran Desert Institute to earn the credential. Additionally, credits earned after a student’s final term at SDI will generally not be considered for transfer, unless previously approved by the Institute.

Currently, SDI does not grant credit hours for experiential learning, i.e., life experience, training, or employment.

*Note to Applicants: Credits must have been earned at an accredited institution. Accredited means accredited by an agency that is recognized by the U.S. Department of Education as an accrediting commission. No exceptions to this will be allowed.
Credit Transfer Out of SDI

Students pursuing other education after attending SDI may request consideration of transfer credit for the courses completed at SDI. Sonoran Desert Institute makes no representation whatsoever concerning the transferability of any credits to any institution. An institution’s accreditation does not guarantee credits earned at the institution will be accepted for transfer by any other institution. Credit transfer is at the sole discretion of the accepting institution. It is the student’s responsibility to confirm with the institution of choice whether or not credits earned at Sonoran Desert Institute will be accepted by the other institution.

Veterans Credit Evaluation Policy

Sonoran Desert Institute will inquire about each veteran or veteran’s benefits-eligible person’s previous education and training, and request transcripts, during the application process, from all prior institutions, including all military training, traditional college coursework and vocational training. Previous transcripts must be evaluated by the end of the first semester to ensure proper scheduling of necessary coursework with SDI.

STUDENT IDENTIFICATION NUMBERS

A student accepted at SDI will be assigned a Student Identification Number upon enrollment with the Institute. This number is very important because it identifies the student’s records at Sonoran Desert Institute. A student will need to refer to his/her Student ID Number when contacting SDI. The Student ID Number can be found on the student’s SDI Welcome Letter.

NAME AND SOCIAL SECURITY NUMBER CHANGES

The name and Social Security number used by the student at the time of application or enrollment must remain on the student’s academic record and transcript. The student’s name associated with any degree or certificate issued by SDI must match the student’s academic record.

Documentation is required by the Institute for legal name and/or Social Security number* changes. Acceptable forms of identification include any of the following:

- Marriage License
- Passport
- Court Order
- Divorce Decree
- Social Security Card

* A photocopy of Social Security Card issued by the Social Security Administration is required for changes in Social Security number.

NON-DISCRIMINATION AND NON-HARASSMENT POLICY

Sonoran Desert Institute is committed to maintaining a fair and respectful environment for work and learning. Such an atmosphere must be free of intimidation, fear, and retaliation. The Institute prohibits discrimination or harassment on the basis of race, color, national origin, religion, age, gender, sexual orientation, disability, marital or military/veteran status or any other category protected by federal, state, or local law.

In keeping with this commitment, the Institute also maintains a strict policy that prohibits sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

Incidents of discrimination and/or harassment will be met with appropriate disciplinary action, up to and including dismissal from the Institute. In addition, retaliation, in any form, against any person raising a discriminatory or harassment concern will not be tolerated by the Institute.
Sonoran Desert Institute is committed to safeguarding the student’s privacy. This privacy policy applies to the Institute’s websites and governs data collection and usage at all the Institute’s sites, services, and offices. In addition, the Institute maintains policies for conforming to the Family Educational Rights and Privacy Act (FERPA).

Privacy and Use of Personal Information
The Institute keeps track of visits to SDI websites and pages in order to deliver customized content and to gauge the popularity and efficiency of sites, sections and services.

At some pages on the SDI site, the Institute may request personally identifiable information, such as user’s email address, name, home or work addresses, or telephone numbers. In addition, information about the user’s computer hardware and software is automatically collected by the Institute or by other Internet entities. This information may include the user's IP address, browser type, domain names, access times and referring website addresses. This collected information serves to provide operational and statistical feedback.

SDI does not sell, rent, lease or lend its Inquiry, Applicant, Student, or Instructor lists to third parties. SDI may share data with trusted partners who help SDI perform statistical analysis. All such third parties are prohibited from using the student’s personal information except to provide services to the Institute and are required to maintain the confidentiality of the student’s information.

The Institute will not disclose the student’s personal information, except as required to do so by law or in the good faith belief that such action is necessary in order to accomplish the following:

• Conform to the edicts of the law or comply with legal process served on the Institute
• Protect and defend the rights or property of the Institute
• Act under demanding circumstances to protect the personal safety of the users of the Institute’s websites, the functionality of those websites, or the general public

Security of Personal Information
The Institute secures students’ personal information from unauthorized access, use, or disclosure. The Institute secures this personally identifiable information on computer servers in a controlled, secure environment, protected from unauthorized access, use, or disclosure. Personal information, such as a credit card number, is only transmitted to other websites through the use of Secure Socket Layer (SSL) encrypted protection.

Changes to This Policy
The Institute may occasionally update this privacy policy and encourages the student to periodically review this policy in order to remain informed of how the Institute is protecting the student’s information.

Family Educational Rights and Privacy Act (FERPA)
Under the Federal Family Educational Rights and Privacy Act of 1974, a student’s academic and financial files at the Institute will not be released to any third party without the written consent of the student. Students should notify Student Services in writing regarding any requests to release personal records information. FERPA gives students 18 or older attending a postsecondary institution the right to:

• Inspect and review the student’s education records maintained by the Institute. SDI may charge a fee for copies.
• Request that the Institute correct records that the student believes to be inaccurate or misleading. If the Institute decides not to amend the record, the student has the right to initiate a formal grievance with the Institute. See SDI Grievance Procedure for details. After the formal grievance process, if the Institute still decides not to amend the record, the student has the right to place a statement with the record stating his/her view about the contested information.
• Non-disclosure of the student’s education records, except with written permission of the student. However, FERPA allows SDI to disclose those records, without consent, to the following parties or under the following conditions:
  • Institute officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

**FERPA and Directory Information**

SDI may routinely disclose directory information without the student’s consent. However, a student may request non-disclosure of directory information by submitting a written request to SDI Student Services. Directory information includes the following:

- Student’s name
- Telephone Number
- Degrees, certificates honors and awards and date earned
- Address
- Date and place of birth
- Dates of attendance
- Email address
- Program of study
- Participation in Institute-sponsored activities
- Photographs of student or student works

The student may contact the resources below for more information.

Call: 1-800-USA-LEARN (1-800-872-5327) / TDD Call: 1-800-437-0833
Write: Family Policy Compliance Office
       U.S. Department of Education
       400 Maryland Avenue, SW, Washington, D.C. 20202-8520

**REFUND FOR DENIAL/CANCELLATION OR WITHDRAWAL**

A student is accepted and enrolled in a course/program with the understanding he/she will attend the entire course/program scheduled. Faculty contracts, learning materials and other Institute resources generate expenses based on that assumption and subsequently create financial obligations that must be shared by the student if he/she withdraws from the Institute. If an applicant is not accepted by the Institute or a student does not complete a course/program, tuition refunds are governed by the policy outlined below.

**General Refund Guidelines**

**Denied Admission and Tuition Refund**

An applicant denied admission by the Institute is entitled to a refund of all monies paid. Monies shall be refunded no later than 30 days of the denial date.

**Cancellation and Tuition Refund**

- A student’s notification of cancellation may be conveyed to the institution in any manner.
- **Five Day Cancellation**: An applicant who provides notice of cancellation within five calendar days of signing an enrollment agreement is entitled to a refund of all monies paid. All monies will be refunded no later than 30 days of the Institute receiving the notice of cancellation.
• Other Cancellations: An applicant who wants to cancel his/her enrollment agreement more than five calendar days after signing the enrollment agreement and making an initial payment, but before shipment of learning materials from the Institute should notify Student Services. Monies will be refunded no later than 30 days of the Institute receiving notice of cancellation.

• Students are expected to participate in classes weekly. During the initial period of enrollment, students will be subject to cancellation if they do not participate in coursework during the first two weeks. It is recommended that students contact Student Services if they need to delay their start date to avoid cancellation.

Withdrawal and Tuition Refunds

SDI is subject to, and must abide by, the refund policies of any branch, agency, or department of the federal government with which it is associated or affiliated. In the event of a conflict between SDI’s Institutional Refund Policy and the refund policy of an affiliated federal branch, agency, or department, the federal policy may supersede that of the Institute. If a student is withdrawn and returns within 180 days of the Withdrawal Date, the terms of this agreement will be reinstated.

Refunds are calculated based on the last date of attendance based on academic related-activities. If a refund is due, it will be issued within 30 days of the date of determination of the withdrawal. The tuition refund amount, shall be determined based on the table, below. Academic-related activities include:

- Submission of assignment
- Course-related discussions
- Taking and/or submission of exam or quiz
- Any other activity that is categorized as “academically related”

Official Withdrawal

Students wishing to officially withdraw from SDI should notify the Office of Student Services. The date of determination for official withdrawals will be the date the student initiates the withdrawal process. SDI may request information from the student regarding their decision to withdraw for quality improvement and reporting purposes.

Unofficial Withdrawal

Degree seeking students are subject to withdrawal if there is no demonstrated academic participation (attendance) for 14 consecutive days. The date of determination will be no later than the 14th day following the last date of attendance. Student progression will be monitored throughout each term and any adjustments to the student’s enrollment status and/or program status shall be updated no later than 30 days after the term end date.

Military Deployment Policy

Students who serve in the United States Armed Forces and who are deployed (or who receive deployment orders) prior to or during a term may be eligible to have their course(s) administratively dropped with no tuition or fee charges for the term. The policy accommodates deployments of up to 24 months in length. Students who are being deployed and who wish to withdraw from the respective term should notify SDI Student Services department as soon as deployment papers are received. Students will be required to submit a copy of orders prior to deployment to ensure eligibility. Upon confirmation of proper documentation, the student’s account will be adjusted as indicated, below.

- If payment is not yet received, tuition will be forgiven or a tuition credit will be granted if applied within 90 days of return from deployment.
- If required, a refund will be made to the appropriate party as determined by the Financial Services department.

Refund Calculation

Refund calculations will be done for each course the student has started, as determined by academic activities establishing “attendance” in the course. The course length determines the calculation as indicated on the chart, below. Refunds are determined based on actual charges to student, less any applicable discounts or institutional scholarships.
## Refunds

<table>
<thead>
<tr>
<th>Published Length of Course</th>
<th>Percentage of Refundable Tuition</th>
<th>Published Length of Course</th>
<th>Percentage of Refundable Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-6 weeks</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; week – 70%</td>
<td>11-16 weeks</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; week – 80%</td>
</tr>
<tr>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; week – 40%</td>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; week – 70%</td>
</tr>
<tr>
<td></td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; week – 20%</td>
<td></td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; week – 60%</td>
</tr>
<tr>
<td></td>
<td>4&lt;sup&gt;th&lt;/sup&gt; - 6&lt;sup&gt;th&lt;/sup&gt; week – 0%</td>
<td></td>
<td>4&lt;sup&gt;th&lt;/sup&gt; week – 50%</td>
</tr>
<tr>
<td>7-10 weeks</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; week – 80%</td>
<td></td>
<td>5&lt;sup&gt;th&lt;/sup&gt; week – 40%</td>
</tr>
<tr>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; week – 60%</td>
<td></td>
<td>6&lt;sup&gt;th&lt;/sup&gt; week – 30%</td>
</tr>
<tr>
<td></td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; week – 40%</td>
<td></td>
<td>7&lt;sup&gt;th&lt;/sup&gt; week – 20%</td>
</tr>
<tr>
<td></td>
<td>4&lt;sup&gt;th&lt;/sup&gt; week – 20%</td>
<td></td>
<td>8&lt;sup&gt;th&lt;/sup&gt; week – 10%</td>
</tr>
<tr>
<td></td>
<td>5&lt;sup&gt;th&lt;/sup&gt; - 10&lt;sup&gt;th&lt;/sup&gt; week – 0%</td>
<td></td>
<td>9&lt;sup&gt;th&lt;/sup&gt; - 16&lt;sup&gt;th&lt;/sup&gt; week – 0%</td>
</tr>
</tbody>
</table>

### Sample Refund Calculation

For each course, the week of the last academic activity will determine the percentage of refund due.

<table>
<thead>
<tr>
<th>Course Length</th>
<th>Credit Hours for Sample Course</th>
<th>Tuition Charged</th>
<th>Week of Last Activity</th>
<th>Refundable Percentage of Tuition</th>
<th>Amount of Tuition School May Retain</th>
<th>Amount of Tuition Refundable</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 weeks</td>
<td>1</td>
<td>$250</td>
<td>1</td>
<td>70%</td>
<td>$75</td>
<td>$175</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>40%</td>
<td>$150</td>
<td>$100</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td>20%</td>
<td>$200</td>
<td>$50</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4</td>
<td>0%</td>
<td>$250</td>
<td>$0</td>
</tr>
<tr>
<td>8 weeks</td>
<td>4</td>
<td>$1,000</td>
<td>1</td>
<td>80%</td>
<td>$200</td>
<td>$800</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>60%</td>
<td>$400</td>
<td>$600</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td>40%</td>
<td>$600</td>
<td>$400</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4</td>
<td>20%</td>
<td>$800</td>
<td>$200</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5 to 8</td>
<td>0%</td>
<td>$1,000</td>
<td>$0</td>
</tr>
<tr>
<td>12 weeks or 16 weeks</td>
<td>3</td>
<td>$750</td>
<td>1</td>
<td>80%</td>
<td>$150</td>
<td>$600</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>70%</td>
<td>$225</td>
<td>$525</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td>60%</td>
<td>$300</td>
<td>$450</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4</td>
<td>50%</td>
<td>$375</td>
<td>$375</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td>40%</td>
<td>$450</td>
<td>$300</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6</td>
<td>30%</td>
<td>$525</td>
<td>$225</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>7</td>
<td>20%</td>
<td>$600</td>
<td>$150</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8</td>
<td>10%</td>
<td>$675</td>
<td>$75</td>
</tr>
</tbody>
</table>

### RE-ENROLLMENT POLICY

A former student of Sonoran Desert Institute is subject to enrollment policies and admissions review of the student’s record/history with the Institute. Completion requirements for the student’s program will be determined by the Institute’s current catalog. A student re-enrolling with SDI is responsible for all course/program tuition and fees in addition to any previous outstanding account balance with the Institute. SDI will honor the federal guidelines regarding readmission for service members for students returning after fulfilling service order requirements.

### Voluntary Withdrawals

A returning student who voluntarily withdrew from the Institute and returns within 180 days from the last date of attendance may be re-admitted upon submission of a Request to Resume Program. This may be done via email or by submitting the Request to Resume Program form available from SDI. If a voluntarily withdrawn student chooses to return after 180 days from the last date of attendance, the student may be subject to program modifications including changes to graduation requirements and tuition and fees. The same form may be submitted and if necessary, Student Services will request additional documentation to acknowledge any relevant changes.
Administrative Withdrawals
If a student was administratively withdrawn for lack of course participation/attendance, the student a Request to Resume Program via email or using the SDI form along with an explanation of what has changed that will enable the student to successfully complete the program.

Dismissal and Academic Disqualification
All dismissals and academic disqualifications from the Institute are permanent. A student who has been dismissed or academically disqualified from the Institute is not eligible for re-enrollment with SDI.

TUITION, FEES AND TERMS POLICY
Information concerning tuition, program costs, payment schedules, and financing options may be found on the Enrollment Agreement for each program of study. Details regarding tuition refunds are located in the SDI Refund for Denial/Cancellation or Withdrawal Policy. The student may contact SDI Admissions or Student Services Department with questions or for assistance.

A student is required to clear any indebtedness to the Institute before grades and transcript will be issued, or the successful completion of a certificate/degree is awarded. A processing fee is charged for checks returned for any reason. All tuition, fees and payment policies are subject to change.

Tuition
Tuition is charged by credit hour per term or semester in credit-based offerings and by program for non-credit offerings. Students electing to take individual or additional courses beyond their program of study will be charged at the current tuition rate.

Educational Resource Fee
An educational resource fee is a mandatory fee assessed to all students who have been admitted for enrollment into the specific program of study.

COURSE RETAKES
The Institute generally does not permit students to retake a course that is already passed with credit earned. Students re-taking a failed course (“F” grade) or one from which they received a “W” grade will be charged tuition based on the per credit hour tuition rate.

TECHNOLOGY AND EQUIPMENT REQUIREMENTS
Sufficient technology and Internet access is required to complete online classes at SDI. The following hardware and software requirements are provided to assist students to ensure they meet or exceed the minimum standards. While tablets, smartphones and other mobile devices may allow for some completion of coursework, they are not guaranteed to support every aspect of learning with SDI.

Computer Hardware Requirements
- Processor: 1.6GHz or faster
- Operating System: Windows Vista, Windows 7 or 8
- Memory: 1GB of RAM or greater
- 40 GB of storage
- CD/DVD-ROM
- Broadband Internet connection 256kbps or faster
- Display setting capable of at least 1024x768
- Chrome 11 or higher
- Internet Explorer 6 or higher and/or Firefox 3 or higher
Software Requirements
Students are expected to submit written assignments using broadly used software such as Microsoft Office or other commonly used document processing tools which will be accessible by SDI faculty and staff.

Other Operating Systems
If a student chooses to use any operating system other than Windows Vista, or Windows 7 or 8, SDI cannot guarantee compatibility to the Learning Management System.

Third-Party Software
Certain SDI courses and exam proctoring may require the installation of third-party software. The system requirements for third-party software should fall within the published specifications above, but please consult the individual software packages to ensure compatibility.

Tools and Equipment
Tools and equipment are provided by the Institute and included in the total program cost. Students in the School of Firearms Technology may need to have access to a firearm and a drill press, as noted for each specific program.

PAYMENTS AND RELEASE OF RECORDS
After the student successfully completes a program or course, the Institute will grant a degree/certificate only if the student satisfies all financial obligations. All records and services may be withheld from a student who has any outstanding financial obligations to the Institute.

CERTIFICATION AND LICENSURE REQUIREMENTS
SDI does not warranty, guarantee, or make representation that successful completion of the course of study will permit the student to obtain licensure or certification. A student who enrolls in an SDI program in a field for which professional practice requires any type of licensure or certification, is solely responsible for determining and complying with state, local, or professional licensure and certification requirements. The student is also responsible for taking the steps necessary to satisfy those requirements.

VOTER REGISTRATION
The National Mail Voter Registration Form can be used to register U.S. citizens to vote, to update registration information due to a change of name, make a change of address or to register with a political party. You must follow the state-specific instructions listed for your state. After completing the form, you must sign your name where indicated and send it to your state or local election office for processing. The national form also contains voter registration rules and regulations for each state and territory.

For more information about registering to vote, contact your state election office at www.eac.gov/voter_resources/contact_your_state.aspx. Register to vote by following your state-specific instructions and using the National Mail Voter Registration form at www.eac.gov/voter_resources/register_to_vote.aspx

SEX OFFENDER REGISTRY
To learn the identity of registered sex offenders anywhere in the United States, visit the sex offender databases at sexoffender.com and nsopw.gov. You can search by city, county or ZIP code. This information is collected by other agencies, and SDI cannot guarantee this information is correct or complete. The information provided here is intended to be in compliance with the Campus Security Act to support the safety of students.
VACCINATION POLICY

SDI does not require vaccinations for students prior to enrollment. Certain programs and field study options may have requirements prior to participation.

SUBSTANCE ABUSE PREVENTION POLICY

SDI is committing to promoting a drug-free learning experience, maintaining a safe and healthy environment for all students and employees. The use of performance-impairing substances can have an adverse effect on judgment and increase the risk of injuries. In keeping with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), all students and employees are advised that individuals who violate federal, state, or local laws and/or the Institute's policies, are subject to disciplinary action and criminal prosecution.

The possession, use, or distribution of a controlled substance or dangerous drugs, or any drug unlawful to possess is a violation of law and the Institute’s policy. Penalties may include required participation in and completion of appropriate rehabilitation programs in addition to federal, state and local sanctions.

Students and employees should be aware of the significant psychological and physiological health risks associated with the use of illicit drugs and alcohol. Physical addiction, lost of control, withdrawal syndrome, and damage to vital organs can result from drug and alcohol abuse. Additional information regarding the effects, symptoms of overdose and withdrawal, and potential consequences may be found at: www.getsmartaboutdrugs.com

The following resources are available for assisting with possible problems related to substance abuse:

- Alcoholics Anonymous – www.aa.org
Academic Policies

GENERAL POLICY STATEMENT

Students are admitted to the program version offered in the catalog current at the time of enrollment. As long as a student is continuously enrolled, the Institute will honor the program completion requirements and tuition and fee rates in place on the date of admittance. Other policies are subject to change based on internal or external requirements and students will be held to policies published in the Institute’s most current catalog. Generally speaking, significant policy changes will be communicated to the student prior to implementation.

APPROVED BREAKS

Academic Breaks

Students seeking a break in attendance should contact the Student Services department to determine the best way to accommodate a gap in attendance. Such breaks may impact funding eligibility and therefore should be reviewed on a case-by-case basis.

Generally speaking, students receiving military benefits are funded on a term-by-term basis. Breaks between terms may be possible, although a student may be treated as a withdrawal and re-enrollment for reporting purposes.

For students receiving Federal Student Aid (FSA) a student is considered to have withdrawn for Title IV purposes if the student ceases attendance at any point prior to completing the payment period or period of enrollment, unless the school obtains written confirmation from the student at the time of the withdrawal that he or she will attend a module that begins later in the same payment period or period of enrollment. Students should contact the Student Services department to determine eligibility for a break and submit the appropriate written confirmation as needed.

CANCELLATION OF COURSES/PROGRAMS

Sonoran Desert Institute reserves the right to cancel or postpone a course or program if student enrollment is insufficient. However, every effort will be made to allow students or prospective students enough time to make other arrangements.

ACADEMIC INTEGRITY

Academic integrity is a vital part of Sonoran Desert Institute’s foundation and every member of the SDI community is expected to adhere to this principle. Violations to academic integrity include but are not limited to cheating, plagiarism, and any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means. Some examples of academic dishonesty include the following:

• Submitting work previously submitted in another course without the consent of the instructor
• Sitting for an examination by a surrogate or acting as a surrogate
• Representing the words, ideas, or work of another as one’s own in any academic exercise
• Conducting any act that defrauds the academic process

Plagiarism is the presentation of someone else’s ideas or work as someone’s own. As such, plagiarism constitutes fraud or theft. Plagiarism or academic dishonesty in any form is a grave offense and will not be tolerated by the Institute.
If an instructor or staff member of the Institute or its affiliates determines there is sufficient evidence of academic dishonesty on the part of the student, the instructor or staff member may exercise one or more of the following options:

- Require the work be rewritten
- Issue a lower or failing grade for the assignment
- Issue a lower or failing grade for the course
- Report the dishonesty to the Institute’s Compliance Officer

If academic dishonesty is reported, the Student Services Department will initiate hearing proceedings that may result in disciplinary action such as probation, suspension, or expulsion of the student from the Institute or its affiliates.

**GRADING AND SATISFACTORY ACADEMIC PROGRESS**

Sonoran Desert Institute ensures each student displays a mastery of the knowledge and skills required for the student’s selected coursework. In order for SDI to accomplish this, SDI must gauge the progress of the student. One of the measures SDI uses is the scoring of the student’s academic activities from the coursework taken at the Institute. Grades from these academic assessments within each course are combined to reflect a final course score, which is recorded in the student’s official grade record.

Students requiring grade verification may request a progressive transcript at any point during a program of study from the Student Services Department. Official transcripts will be issued to students when they have met the requirements for program completion. Additional official transcripts may be requested by students as needed. Transcripts will only be released to students in good financial standing with the Institute.

### Grade Scale

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Grade Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
<td>4.0</td>
<td>Pass</td>
</tr>
<tr>
<td>A</td>
<td>92-96</td>
<td>3.9</td>
<td>Pass</td>
</tr>
<tr>
<td>A-</td>
<td>90-91</td>
<td>3.7</td>
<td>Pass</td>
</tr>
<tr>
<td>B+</td>
<td>86-89</td>
<td>3.5</td>
<td>Pass</td>
</tr>
<tr>
<td>B</td>
<td>82-85</td>
<td>3.3</td>
<td>Pass</td>
</tr>
<tr>
<td>B-</td>
<td>80-81</td>
<td>3.0</td>
<td>Pass</td>
</tr>
<tr>
<td>C+</td>
<td>76-79</td>
<td>2.5</td>
<td>Pass</td>
</tr>
<tr>
<td>C</td>
<td>72-75</td>
<td>2.3</td>
<td>Pass</td>
</tr>
<tr>
<td>C-</td>
<td>70-71</td>
<td>2.0</td>
<td>Pass</td>
</tr>
<tr>
<td>F</td>
<td>Below 70</td>
<td>0.0</td>
<td>Fail</td>
</tr>
<tr>
<td>W</td>
<td>n/a</td>
<td>n/a</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>I</td>
<td>n/a</td>
<td>n/a</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

**Descriptions of Special Grades and Credits**

**Individual Course Withdrawals**

Students may request to withdrawal from a specific course up to the 75% point in the course. After the 75% point, students are subject to the final grade based on the course requirements defined in the syllabus.

**W** - Course Withdrawals will be treated as credits attempted but not earned for Satisfactory Academic Progress (SAP) purposes.

**I - Incomplete grades:**

Incomplete grades may be granted for extenuating circumstances that prevent a student from completing the necessary coursework. The request must be submitted by the end date of the course, before grades are posted. Student must have demonstrated active participation through at least the 75% point in the course and be earning a passing grade.
If an approval is granted, an appropriate timeframe for submission of the additional work will be determined on a case-by-case basis, not to extend beyond 2 weeks after the semester end date. The VA certification period will not be extended for the duration of the Incomplete grade, however, if the student begins a new term, students will be accountable for participation in the subsequent semester coursework while completing work for any course with an incomplete grade. Incompletes will not be used in the (SAP) evaluation until a final grade is entered.

**Repeat Grades**

Students are expected to repeat any courses in which they did not earn a passing grade. Repeats for grade improvement for passed courses with credit earned are not allowed. The highest (passing) grade replaces failed attempt(s) for CGPA purposes. All attempts are considered for SAP requirements based on pace. Certain funding sources will not cover the cost of repeated coursework. Students repeating courses should consult the Financial Services office to determine eligibility.

**Transfer Credits**

A transcript will reflect coursework evaluated and accepted for transfer when granted for courses applied to the student’s program of study. Transcripts must be submitted and evaluated within the first semester to ensure proper scheduling of necessary coursework with SDI. All transfer credits that are accepted by SDI and applied to the student’s program of study will be treated as both credits attempted and credits earned for SAP pace calculations. Transfer credits are not factored into Cumulative Grade Point Average (CGPA) calculations for SAP or graduation considerations.

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**SATISFACTORY ACADEMIC PROGRESS POLICY**

SDI has adopted a Satisfactory Academic Progress (SAP) policy aligned with Federal Department of Education regulations to promote the successful completion of each student’s academic program.

Each student’s academic progress will be evaluated at the end of each term/semester using grade and pace standards. For a student to meet the standards of Satisfactory Academic Progress (SAP) the student must have a cumulative grade point average at the end of the each term/semester of 2.0 and demonstrate successful completion of at least 67% of courses taken toward the program of study. The pace is designed to ensure completion of the program within the 150% maximum time frame.

All transfer credits that are accepted by the Institute and applied to the student’s program of study will be treated as both credits attempted and credits earned. Courses with a temporary grade of Incomplete will not be used in the SAP evaluation until a final grade is entered. All attempts for repeated course work will be treated as credits attempted and the passing grade will replace failed grades in the cumulative grade point average. Courses may not be repeated for credit if the student has already achieved a passing grade. Individual courses from which a student withdraws will be treated as credits attempted but not earned, impacting pace but without impact to the Cumulative Grade Point Average (CGPA).

A student who fails to achieve the standards of CGPA and/or Pace under this policy will be placed on one term/semester of Academic Warning. At the completion of the warning period, a student who fails to achieve standards of CGPA and/or Pace is subject to dismissal. If at any point, the student fails to achieve a CGPA or Pace that ensures completion within maximum time frame, a student will be subject to withdrawal in addition to losing eligibility to Title IV funding.

The Institute will notify the student of any result of an evaluation that may affect funding. This notification will be given within 7 days of any negative determination. During the Academic Warning period, students can receive guidance to assist them in attaining acceptable progression requirements. The Institute may require students to fulfill specific conditions including modifications to course loads or registration in specific courses.

In extenuating circumstances, the Institute may consider an appeal from a student who fails to achieve SAP after the Academic Warning period. Consideration of such appeal would include determination of the student’s ability to re-establish acceptable progression. Students appealing must file an appeal in writing to the Director of Student Services including the reason why the student failed to make satisfactory academic progress and what has changed in the student’s situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation point. Students approved for the appeal will be placed on Academic Probation.
GRADE DISPUTES AND CORRECTIONS

An SDI student should address concerns or questions about perceived scoring/grading errors on assignments, exams and courses directly to the Student Services Department or the designated faculty member. The student should promptly address concerns after receiving feedback and grades. The student’s grades are generally determined by the results of assignments and exams in the course. The student is not allowed to submit extra work to raise a grade.

If, after attempting to address the concerns as indicated, the student wants to officially dispute the grade received, he/she may contact the Student Services Department. Student Services will assist the student with filing a grade dispute. A grade dispute must be initiated within six (6) weeks of the grade posting date. Grade disputes are not appealable beyond assistance from the Institute.

PROBATION, SUSPENSION, AND DISMISSAL OF STUDENT

Sonoran Desert Institute is committed to demonstrating professional ethics and practicing academic integrity. If the Institute finds a student has compromised these standards, the student may be disciplined for any of the following reasons:

- Academic dishonesty
- Forgery, including altering the Institute’s documents, or knowingly providing false information
- Disruption of the educational or administrative process of the Institute
- Theft of the Institute’s property, or the property of an SDI employee or student
- Sexually explicit, indecent, or obscene behavior on the Institute’s website or other communication technology
- Use of the Institute’s equipment or networks to violate copyrights
- Any action that would grossly violate the purpose of the Institute or the rights of those affiliated with the Institute
- Drug and alcohol violations (refer to Substance Abuse Prevention Policy)

Disciplinary action may include probation, suspension, or dismissal from the Institute. A student suspected of committing any violation of the Institute’s policies is provided procedures consistent with fair process before disciplinary action is imposed. The Institute’s Compliance Officer will be responsible for an investigation that includes informing the student in writing of the charges, ensuring the student’s right to due process, and the opportunity for the student to respond to the charges. A panel of SDI administrators will render a decision regarding the charge. The decision will be delivered to the email and postal mailing address most recently filed by the student with the Student Services Department.

Probation is used in cases more flagrant than those warranting a written warning, but less than those warranting suspension. Suspension is appropriate in cases of serious misconduct. Dismissal is the most severe sanction the Institute may impose, and is permanent.
Student Policies

STUDENT CODE OF CONDUCT

A student enrolled at Sonoran Desert Institute has certain responsibilities toward fellow students and the Institute. The student is expected to fulfill those responsibilities by following the SDI Student Code of Conduct for the duration of his/her enrollment. A student’s failure to adhere to one or more of the statements outlined below may be grounds for disciplinary action and/or dismissal from the Institute.

1. The student’s qualifications and background for admission to the institute will be presented truthfully and accurately.

2. The student’s attitude and conduct will be positive, professional, courteous and respectful in all interactions (direct, written, or electronic) with the Institution’s staff, faculty, and other students.

3. Students and employees are prohibited to unlawfully possess, use, or distribute illicit drugs and alcohol on the Institute’s premises or as part of any academic activities. The student will observe all Institute policies in addition to rules on submitting work, taking examinations, participating in online discussions and conducting research.

4. The student will only turn in work that is his/her own and not present another person’s ideas or academic works as his/her own.

5. The student must never ask for, receive, or give unauthorized help to others on graded assignments, quizzes, and examinations.

6. The student will protect the content of questions and the answers to quizzes and exams from disclosure to fellow students or any unauthorized persons.

7. The student will never improperly use, destroy, forge, or alter his/her documents, transcripts, or other records from the Institute.

8. The student will protect the confidentiality of his/her online username and password and will safeguard both of these from disclosure to others. SDI representatives will never ask for the student’s username or password.

9. The student will report to the Institute any evidence of cheating, plagiarism, or improper conduct on the part of any student of the Institute when he/she has direct knowledge of these activities.

10. The student will always report any violations of this Code of Conduct to the appropriate Institute official.

In addition, due to the distance learning provided by SDI and the need for the integrity of the Institute’s computer systems and curriculum, students will adhere to the following technology code of conduct:

11. The student will respect the privacy of all other students.

12. The student will respect the integrity of the Institute’s computer systems.

13. The student will protect his/her computer, including all other technology devices, so he/she will not knowingly distribute computer viruses of any kind.

14. The student will protect SDI and other students from intentional harm or loss due to malware or attempts to
access or compromise computer systems at any time.

**STATEMENT OF UNDERSTANDING FOR VA BENEFITS**

Students who use their military Veterans Affairs (VA) education benefits are required to complete the SDI Statement of Understanding for VA education benefits form at the time of enrollment. SDI is not the Department of Veterans Affairs. We report student status changes and program completions to the VA for determination of payment eligibility or debts based on available information. Students with pay issue questions are directed to the VA Education Office 1-888-442-4551. For more information on VA education benefits go to www.benefits.va.gov/gibill.

**STUDENT FALSIFICATION OF INFORMATION**

A student enrolling at the Institute has the responsibility to submit complete and accurate information. This includes any supporting documentation for personal, academic and specific program requirements. Submitting incomplete, false, or misleading information and/or documentation may be grounds for dismissal at any time.

**ACCEPTABLE USE OF COMPUTING AND COMMUNICATION RESOURCES**

The Institute’s computing and communication resources are the property of the Institute. Use of SDI computing and communication resources is a privilege and is provided as a service to the Institute’s users. Among other purposes, these resources are provided for the following:

- Delivery of curriculum and related materials
- Conducting distance learning classes
- Conducting educational research
- Communication between and among students, faculty, and staff
- Accessing and obtaining the Institute’s services

A student, faculty, or staff member who uses these resources without authorization, or in excess of his/her authorization, will be subject to appropriate review processes and penalties. In addition, all activity and information (including personal) on SDI systems may be monitored and recorded. Any individual accessing SDI computing and communication resources expressly consents to such monitoring and is advised that if such monitoring reveals unauthorized or criminal activity, Information Technology staff and/or providers will present the evidence from monitoring to the appropriate Institute officials for investigation.

**COPYRIGHT INFRINGEMENT AND PEER-TO-PEER FILE SHARING**

A student is responsible for the proper use and storage of all SDI learning materials received or obtained from the Institute and its resources. This includes electronic data as well as printed materials. The student should be aware of copyright laws and potential risks associated with file sharing. Violating copyright laws and/or appropriate file sharing protocols may be grounds for dismissal from the Institute. In addition, violators may be subject to prosecution to the fullest extent of the law.

**Copyright Law and Infringement**

Copyright is a form of protection provided by U.S. law (title 17, U.S. Code) to the authors of “original works of authorship,” including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Section 106 of the copyright law provides the copyright owner exclusive rights to the following:

- Reproduce the work in copies
- Prepare derivative works based upon the work
- Distribute copies of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending
Perform the work publicly

Display the copyrighted work publicly

In the case of sound recordings, to perform the work publicly by means of a digital audio transmission

Section 501 of the copyright law states that “anyone who violates any of the exclusive rights of the copyright owner...is an infringer of the copyright or right of the author.” Generally, under the law, one who engages in any of these activities without obtaining the copyright owner’s permission may be liable for infringement.

Digital Millennium Copyright Act (DMCA)

The Digital Millennium Copyright Act (DMCA) attempts to address copyright in the digitally networked environment. DMCA addresses a number of significant copyright-related issues. Details on DMCA can be found at the United States Copyright Office website (www.copyright.gov).

Peer-to-Peer File Sharing (P2P)

Peer-to-Peer (P2P) technology is a distributed computing software structure that enables individual computers to connect to and communicate directly with other computers. Through this connection, computer users (known as “peers”) can share communications, processing power, and data files. With respect to file sharing specifically, P2P technology allows “decentralized” sharing. Rather than storing files in a central location to which individual computers must connect to retrieve the files, P2P technology enables individual computers to share directly among themselves files stored on the individual computers.

A student may face a number of risks when he/she downloads and uses commercial P2P file sharing software programs. If a student downloads a particular program, he/she could possibly download other software, such as spyware or adware that is bundled with the file sharing program. The user may not understand the configuration of the P2P file sharing software’s “shared folder” and may inadvertently share sensitive personal files, or Institute files, residing on his/her hard drive. A user also might receive files with viruses and other programs when sharing files using P2P programs. These viruses could impair the operation of his/her personal computer. The student is at risk to receive or redistribute files that may subject him/her to civil or criminal liability under copyright infringement laws. More information about P2P can be found in reports at the Federal Trade Commission website (www.ftc.gov).

STUDENT GRIEVANCE PROCEDURE

A student is encouraged to discuss academic progress, suggestions or concerns with Sonoran Desert Institute staff, faculty or administration. It is suggested that the student make contact with the staff by email or telephone. In the event of a concern, grievance, or complaint that is not satisfactorily addressed through informal conversation, the student may submit a formal complaint relating to the following unresolved areas:

- Administration
- Finance
- Technical issues
- Faculty performance
- Program content

This formal complaint must be in writing and delivered to the Institute by first class mail within 30 days of the grievance. The student should use the SDI Student Grievance Form and include information regarding the informal conversations. The SDI Student Grievance Form can be obtained on the SDI website (www.sdi.edu).

When the Institute receives an SDI Student Grievance Form, the Institute’s Compliance Officer must send an acknowledgment letter within two business days stating that an investigation will begin. The Compliance Officer will contact the staff/faculty members directly involved and attempt to reach a resolution. The Compliance Officer will keep a log of all formal complaints. Within fifteen (15) days after the acknowledgment letter is sent, the Compliance Officer must provide to the student a mailed written response of the Institute’s decision.
The student, if not satisfied with the decision, may appeal that decision, in writing, to the Institute’s President. The President must respond to the student within fifteen (15) days after receipt of the appeal. The decision of the President is final and the Institute will end all investigation regarding the grievance.

If the student’s complaint cannot be resolved after exhausting the institution’s grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board mailing address and contact information is listed below.

   Arizona State Board for Private Postsecondary Education
   1400 W. Washington, Room 260
   Phoenix, Arizona 85007-2939
   Phone: (602) 542-5709
   Website: www.azppse.gov

The student may also file a complaint with the Distance Education Accrediting Commission (DEAC). Their contact information is listed below.

   Distance Education Accrediting Commission (DEAC)
   1101 17th Street NW, Suite 808
   Washington, DC 20036
   Phone: 202-234-5100
   Fax: 202-332-1386
   Website: www.deac.org

**DISABILITY SERVICES**

In accordance with Section 504 the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, as amended, SDI prohibits discrimination on the basis of a disability. The Institute is committed to make reasonable accommodations to meet the needs of the student with disability as long as it does not fundamentally alter the nature of the service, program, or activity or give rise to an undue financial or administrative burden. Appropriate academic adjustments will be determined based on the student’s specific disability and individual needs. These may include auxiliary aids and services, as well as modifications to academic requirements as necessary to ensure equal educational opportunity. Reasonable accommodations will be granted to students who present appropriate documentation of disability and are otherwise qualified to participate in their specific program of study. Students with disabilities requesting accommodations should contact the Student Services Department at studentsvc@sdi.edu or 1-800-336-8939 for assistance.
Programs

Sonoran Desert Institute offers both degree and certificate programs in order to accommodate the student in selecting a path that matches his/her educational and career goals. Below is a listing of the current program offerings. SDI reserves the right to cancel or postpone a course or program as necessary. Completion times may differ from agency or other funding eligibility.

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Credit Hours</th>
<th>Expected Completion Time</th>
<th>Maximum Completion Time</th>
<th>Tuition</th>
<th>Education Resource Fee</th>
<th>Total Program Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SCHOOL OF FIREARMS TECHNOLOGY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEGREE PROGRAMS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate of Science in Firearms Technology</td>
<td>60</td>
<td>2 years</td>
<td>3 Years</td>
<td>$15,000</td>
<td>$1,180 †</td>
<td>$16,180</td>
</tr>
<tr>
<td><strong>CERTIFICATE PROGRAMS</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Gunsmithing</td>
<td>32</td>
<td>8 months</td>
<td>1 year</td>
<td>$8,000</td>
<td>$590 †</td>
<td>$8,590</td>
</tr>
<tr>
<td>Gunsmithing</td>
<td>Non-credit</td>
<td>8 months</td>
<td>1 year</td>
<td>$2,450</td>
<td>$395</td>
<td>$2,845</td>
</tr>
<tr>
<td>Ballistics and Reloading</td>
<td>Non-credit</td>
<td>4 months</td>
<td>6 months</td>
<td>$695</td>
<td>N/A</td>
<td>$695</td>
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<tr>
<td>†ASFT Educational Resource Fee is billed at $295 per semester, not to exceed 4 semesters. Advanced Gunsmithing Educational Resource Fee is billed at $295 per term, not to exceed 2 terms.</td>
<td></td>
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</tr>
<tr>
<td><strong>OPTIONAL/INDIVIDUAL COURSES</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Firearms Technology Individual/Optional Courses</td>
<td>5</td>
<td>8 weeks</td>
<td>12 weeks</td>
<td>$1250</td>
<td>N/A</td>
<td>$1250</td>
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<tr>
<td><strong>SCHOOL OF ARTS AND SCIENCES</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>CERTIFICATE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Administration and Office Management: Specialization in Billing and Coding</td>
<td>48</td>
<td>18 months</td>
<td>27 months</td>
<td>$9,120</td>
<td>$195</td>
<td>$9,315</td>
</tr>
<tr>
<td>Medical Office Management: Specialization in Billing and Coding</td>
<td>38</td>
<td>1 year</td>
<td>18 months</td>
<td>$7,220</td>
<td>$195</td>
<td>$7,415</td>
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<tr>
<td>Medical Billing and Coding Specialist</td>
<td>32</td>
<td>8 months</td>
<td>1 year</td>
<td>$6,080</td>
<td>$195</td>
<td>$6,275</td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>28</td>
<td>8 months</td>
<td>1 year</td>
<td>$5,320</td>
<td>$195</td>
<td>$5,515</td>
</tr>
<tr>
<td><strong>SCHOOL OF CONSTRUCTION SERVICES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CERTIFICATE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Inspection</td>
<td>15</td>
<td>4 months</td>
<td>6 months</td>
<td>$2,850</td>
<td>$595</td>
<td>$3,445</td>
</tr>
<tr>
<td>Home Inspection - Arizona Specialized Short Course</td>
<td>115 Clock Hours</td>
<td>4 months</td>
<td>6 months</td>
<td>$618</td>
<td>$195</td>
<td>$813</td>
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<tr>
<td>Home Inspection Field Study</td>
<td>60 Clock Hours</td>
<td>8 months</td>
<td>1 year</td>
<td>$2,750</td>
<td>$195</td>
<td>$2,945</td>
</tr>
<tr>
<td>Solar Technology: Certification Preparation</td>
<td>8</td>
<td>4 months</td>
<td>6 months</td>
<td>$1,520</td>
<td>$195</td>
<td>$1,715</td>
</tr>
<tr>
<td>Solar Power: Photovoltaic Installer</td>
<td>12</td>
<td>4 months</td>
<td>6 months</td>
<td>$2,280</td>
<td>$195</td>
<td>$2,475</td>
</tr>
</tbody>
</table>
Currently, Sonoran Desert Institute offers an Associate of Science in Firearms Technology degree, and a Certificate Advanced Gunsmithing and a non-credit Certificate in Gunsmithing and Ballistics and Reloading. See certificate program for details.

ASSOCIATE OF SCIENCE IN FIREARMS TECHNOLOGY DEGREE

The Associate of Science in Firearms Technology degree program provides the student with a thorough understanding of concepts and applications in the maintenance and care of firearms. This associate program has a strong focus on gunsmithing supported by basic general education courses. This is a four-semester program consisting of 60 semester credit hours of college-level study. There are 15 general education credits and 45 discipline credits.

The associate of science degree program provides a predominant focus on the core courses in Firearms Technology and is vocationally focused. The program is oriented toward preparing the student who wishes to directly enter the firearms workforce upon completion of the program.

School of Firearms Technology Advisory Board

Zek Stout, Chair of the School of Firearms Technology
Chris Davis, Marketing Director, Glock
Eric Blandford, Founder, IV8888 Productions
Ray Vaughn, Gunsmith
Rob Pincus, I.C.E. Training and Combat Focus Shooting Founder

Graduate Employment Opportunities and Practice Requirements

A graduate of the Associate of Science in Firearms Technology degree program may find employment in several fields including the following:

- Shooting sports management
- Retail firearms sales
- Repair industry

The Classification for Instructional Programs (CIP) associated with this program is 47.0402, titled “Gunsmithing/Gunsmith”. The Standard Occupation Classification (SOC) is considered as 49.9099, Installation, Maintenance and Repair. Requirements to practice as a gunsmith or in a firearms related industry may require federal and/or state approvals. A graduate who desires to work in the industry may need to obtain a Federal Firearms License (FFL). This is required if the graduate hopes to repair firearms for compensation. A graduate employed by a business that has an FFL may not be required to obtain an individual FFL. A graduate who desires to repair only personal firearms is not required to obtain a firearms license. Because of changes in requirements, the graduate is advised to regularly review the requirements for the FFL with the Federal Bureau of Alcohol, Tobacco and Firearms and Explosives (ATF). The graduate can find this information on the ATF website (www.atf.gov).

Sonoran Desert Institute does not guarantee job placement or employment. Disclosures regarding job placement or employment are included on the enrollment agreement and in this catalog.
Tuition and Fees

Tuition is charged by semester based on the credit hour load. Tuition is $250 per credit hour for a total tuition of $15,000 for the 60-hour program. Students awarded transfer credit for previous coursework will reduce the number of credits required for completion at SDI and tuition will also be adjusted accordingly. Students are also charged an Education Resource Fee of $295 per semester of the program (not to exceed four semesters) for a total program cost of $16,180. Students selecting certain optional courses may be subject to relevant course material fees as indicated.

Tools and Equipment

Tools and equipment are provided by the Institute and included in the total program cost. These items are shipped to the student with other learning materials and will belong to the student. Students need to have access to a firearm for certain courses and may need access to a drill press.

Completion Requirements

To earn an Associate of Science in Firearms Technology degree, a student must do the following:

- Complete all coursework required in the degree program
- Complete at least 45 credit hours of discipline specific coursework through the Institute
- Complete at least 15 credit hours of general education coursework
- Complete the program with a minimum grade point of 2.0 or above
- Complete all program requirements within three years
- Meet all financial obligations to the Institute

Completion of the Associate of Science in Firearms Technology degree does not require additional specialized training, practicum, or externships.

Program Description

Sonoran Desert Institute's Associate of Science in Firearms Technology degree program prepares the student for employment in the custom gun trade as well as equipping him/her with skills needed for personal development. The student will analyze, construct, modify, and assess custom firearms, stocks, rifles, handguns, shotguns; learn metal refinishing; ballistics; metal work, and engraving. The student will also develop an understanding of business principles that relate to gunsmithing.

Objectives

With the successful completion of this program, a student should be able to do the following:

- Identify and explain firearms and the required components and subcomponents
- Explain the function, disassembly and assembly protocols, and the customization of rifles, shotguns, and handguns
- Diagnose the impediments of correct firearms operation and formulate appropriate repair strategies
- Develop plans for stock improvements using blanks, duplicating, inletting, bedding, fitting, and shaping
- Install hardware, finish and hydrographic coat the stock of a rifle or shotgun
- Fit barrels on rifles and handguns including threading, chambering, crowning, and custom contour techniques
- Install metallic and optics sights
- Refinish metal firearm surfaces utilizing various bluing techniques and Parkerizing finishes
- Test and adjust firearms and ammunition for both internal and external ballistics
- Demonstrate use of techniques for the metal engraving of rifles, pistols, and shotguns
- Manage a full-service firearms or gunsmithing department utilizing basic principles of business and regulatory compliance
Required Courses – Associate of Science in Firearms Technology

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>COURSE</th>
<th>CREDIT HOURS</th>
<th>LENGTH IN WEEKS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Discipline Specific</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>AFY 100 Accuracy and Functionality</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>BBS 100 Basic Ballistics and Swaging</td>
<td>3</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>BBS 200 Advanced Ballistics</td>
<td>3</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>BTL 100: Basic Hand Tools Lab</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CFL 100 Cleaning of Firearms Lab</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CZW 200 Customizing and Woodworking</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>FAT 100 Firearms Technology I</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>FAT 105 Introduction to Firearms</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>FAT 200 Firearms Technology II</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>FTC 301 Capstone Project</td>
<td>5</td>
<td>8</td>
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<tr>
<td></td>
<td>GSL 200 Gunstock Checkering Lab</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>MTL 200 The Rotary Tool Lab</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>SFL 100 Stock Fitting and Metal Working Lab</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>SSM 200 Shooting Sports Management</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>TSF 100 Troubleshooting Firearms</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total Required Degree Related</strong></td>
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<td></td>
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</tr>
<tr>
<td></td>
<td><strong>Total Required Degree Related</strong></td>
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<tr>
<td><strong>General Education</strong></td>
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<tr>
<td></td>
<td>Arts and Humanities</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Science and Mathematics</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Communication Arts</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Social and Behavioral Sciences</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>3</td>
<td>12</td>
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<tr>
<td><strong>Total Required General Education</strong></td>
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<tr>
<td></td>
<td><strong>Total Required General Education</strong></td>
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</tr>
<tr>
<td></td>
<td><strong>TOTAL CREDITS REQUIRED</strong></td>
<td><strong>60</strong></td>
<td></td>
</tr>
</tbody>
</table>

**OPTIONAL COURSEWORK AND FIELD STUDY**

The School of Firearms Technology is committed to offering current, relevant coursework in this discipline. SDI offers optional courses to enhance the student's learning experience. These courses may be taken on their own, separate from the degree and certificate programs or may be used as the basis for a topic in the FTC 301 Capstone Project course.

Optional Courses

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTA 210 AR-10 Advanced Armorer</td>
<td>5</td>
</tr>
<tr>
<td>FTA 211 1911 Advanced Armorer</td>
<td>5</td>
</tr>
<tr>
<td>FTA 215 AR-15 Advanced Armorer</td>
<td>5</td>
</tr>
<tr>
<td>FTA 220 Planning a Comprehensive Gunshop</td>
<td>5</td>
</tr>
<tr>
<td>FTA 225 Developing a Business Plan</td>
<td>5</td>
</tr>
</tbody>
</table>
Optional Field Study

Students completing the Associate of Science in Firearms Technology degree or the Advanced Gunsmithing Certificate programs are eligible to apply for optional field study opportunities done in cooperation between SDI and respected companies and potential employers. Field Studies are designed to provide students with documented, hands-on experience to enhance their background, providing a competitive advantage when pursuing career opportunities. SDI supports the concept that students perform best when they actively participate in their education and learn the most when they can apply their lessons from the Institute within a real-world job experience. The curriculum supports the hands-on experience through labs and situational tasks, activities and assignments. The field study takes this a step further to actually perform tasks in an actual work setting, while still under the guidance of a structured learning experience.

With this in mind, SDI partners with field study sponsors to align competencies attained during studies at SDI with practical, field experience. Recognizing that our students participate from many locations, students may need to travel to participate with established field study partners, if they opt to participate. Although SDI does not charge additional tuition or fees for participation, students are expected to cover their own travel expenses associated with the selected field study experience. Alternatively, SDI will work with companies identified by the student to establish a relevant training plan if there is a more convenient opportunity in the student’s locale. SDI recognizes the value of such experience and considers this as a strong method to assist graduates in establishing contacts and a network to facilitate ongoing future employment.

Some of the benefits of a field study experience include:

• Establish relevant industry contacts and networks
• Apply coursework and labs to actual work situations
• Increase relevant career-related experience
• Enhance background experience to strengthen resume
• Attain a competitive advantage over other candidates seeking positions
• Strengthen relevant verbal and written communication skills
• Potential reference from field study sponsor

Employers prefer that graduates have at least some work experience beyond their education. Pursuing a field study opportunity differentiates students from other applicants by demonstrating applied knowledge, work experience, and dedication to a particular field of study.

If you are interested in participating in a field-study option, contact student services or the Chair of the School of Firearms Technology. Depending on the specific field study opportunity, the application may require completion of a background check, drug testing, providing proof of citizenship or alternative eligibility, identification documentation and additional evidence of qualifications as deemed necessary by the sponsor. Although there is no additional institutional cost for students participating in field study opportunities, there may be travel and lodging expenses associated with the experience. Full details will be provided during the application process, based on the specific opportunity pursued.
ADVANCED GUNSMITHING CERTIFICATE

The Advanced Gunsmithing Certificate program provides the student with a thorough understanding of concepts and applications in the maintenance and care of firearms. This is a certificate program consisting of 32 credit hours of college-level study.

Potential Work Applications for Advanced Gunsmithing Certificate Completion

Some of the many areas where a student may apply the knowledge gained from the Gunsmithing program include the following:

- **Gun repair and renovation** - A student may choose to work at a gun store or start his/her own business replacing broken and worn gun parts. Other repair activities include sporterizing, rebarreling, accurizing, custom fitting, and rechoking.

- **Customized ammunition-making** - A student will qualify to make and sell one-of-a-kind ammunition for specific rifles and pistols.

- **Gun sales** - The student will have significant knowledge to establish themselves as experts in stores that sell and service firearms.

Requirements to practice as a gunsmith or in a firearms-related industry may require federal and/or state approvals. A student who desires to work in the industry may need to obtain a Federal Firearms License (FFL). This is required if the student intends to repair firearms for compensation. A student employed by a business that has an FFL may not be required to obtain an individual FFL. A student who desires to repair only personal firearms is not required to obtain a firearms license. Because of changes in requirements, the student is advised to regularly review the requirements for the FFL with the Federal Bureau of Alcohol, Tobacco and Firearms and Explosives (ATF). The student can find this information on the ATF website (www.atf.gov).

Sonoran Desert Institute does not guarantee job placement or employment. Disclosures regarding job placement or employment are included on the enrollment agreement and in this catalog.

Tuition and Fees

Tuition is charged by semester based on the credit hour load. Tuition is $250 per credit hour for a total tuition of $8,000 for the 32-hour program. Students are also charged an Education Resource Fee of $295 per term of the program (not to exceed 2 terms) for a total program cost of $8,590. Students selecting certain optional courses may be subject to relevant course material fees as indicated.

Tools and Equipment

Tools and equipment are provided by the Institute and included in the total program cost. These items are shipped to the student with other learning materials and will belong to the student. Students need to have access to a firearm for certain courses and may need access to a drill press.

Completion Requirements

To earn an Advanced Gunsmithing Certificate, a student must do the following:

- Complete all coursework required in the certificate program
- Complete at least 32 credit hours of discipline specific coursework through the Institute
- Complete the program with a minimum grade point of 2.0 or above
- Complete all program requirements within one year
- Meet all financial obligations to the Institute

Completion of the Advanced Gunsmithing Certificate does not require additional specialized training, practicum, or externships.

Program Description

Sonoran Desert Institute’s Advanced Gunsmithing Certificate prepares the student to repair, customize, and renovate guns for employment as well as for personal development. The student will learn analyzing, constructing, modifying, and assessing custom firearms, rifles, handguns, and shotguns; metal refinishing; ballistics; metal work; and engraving. The student will also gain insight on business principles that relate to gunsmithing.
Objectives
With the successful completion of this certificate, the student should be able to do the following:

- Explain firearms fundamentals
- Evaluate different methods for the cleaning and repairing of firearms
- Demonstrate various strategies for troubleshooting defective firearms
- Apply selected methods for the replacement of firearm barrels
- Describe various methodologies used in the finishing and engraving of firearm metal
- Utilize various techniques in the development and making of ammunition
- Evaluate multiple managerial strategies for the development of a gunsmithing business

Required Courses – Advanced Gunsmithing Certificate

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>COURSE</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td>Discipline Specific</td>
<td>AFY 100 Accuracy and Functionality</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>BBS 100 Basic Ballistics and Swaging</td>
<td>3</td>
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<tr>
<td></td>
<td>BTL 100: Basic Hand Tools Lab</td>
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</tr>
<tr>
<td></td>
<td>CFL 100: Cleaning Firearms Lab</td>
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</tr>
<tr>
<td></td>
<td>FAT 100 Firearms Technology I</td>
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<tr>
<td></td>
<td>FAT 105 Introduction to Firearms</td>
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</tr>
<tr>
<td></td>
<td>FAT 200 Firearms Technology II</td>
<td>4</td>
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<tr>
<td></td>
<td>FTC 301 Capstone Project</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>SFL 100 Stock Fitting and Metal Working Lab</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>SSM 200 Shooting Sports Management</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL CREDITS REQUIRED</strong></td>
<td></td>
<td><strong>32</strong></td>
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</tbody>
</table>

Optional Coursework and Field Study
The School of Firearms Technology is committed to offering current, relevant coursework in this discipline. SDI offers optional courses to enhance the student’s learning experience. These courses may be taken on their own, separate from the degree and certificate programs or may be used as the basis for a topic in the FTC 301 Capstone Project Course. See details in Associate Degree section on page 39.
**COURSE DESCRIPTIONS FOR SCHOOL OF FIREARMS TECHNOLOGY**

**CREDIT BASED COURSES AND LABS**

*(Listed in alphabetical order, sequence for scheduling will vary)*

**AFY 100: Accuracy and Functionality**

4 Credit Hours

This course provides an understanding of procedures for cleaning, properly storing and accounting for firearms. During the course, the student will examine techniques for the complete and comprehensive cleaning of firearms. Diagnosis of problems of firearm functionality will be explored. Functionality will be addressed for rimfire, centerfire and black powder firearms. Additionally, firearm sights and sighting systems will be reviewed.

**BBS 100: Basic Ballistics**

3 Credit Hours

This course will identify techniques for the development of ammunition. Included will be lessons on swaging and casting bullets. As an outcome of the course, students will be able to understand the basics of ballistics and techniques to develop more accurate ammunition.

**BBS 200: Advanced Ballistics**

3 Credit Hours

This course builds on the outcomes of the Basic Ballistics course. The course will explain how ammunition accuracy is impacted by gunpowder and various projectiles. This course will address reloading techniques for various types of ammunition and will include article reviews discussing various firearm technology.

**BTL 100: Basic Hand Tools Lab**

1 Credit Hour

In this lab, the student will engage in hands-on techniques with some of the gunsmith's essential hand tools. The student will replicate appropriate tool methods on a variety of firearms with the aid of detailed diagrams and drawings. Techniques will be identified that gunsmiths apply in the use of files, rasps, hacksaws, drills, wrenches and screws. Maintenance techniques of these tools will also be identified.

**CFL 100: Cleaning Firearms Lab**

1 Credit Hour

In this lab, the student is supplied with training lab tools. The student will demonstrate cleaning techniques by utilizing the tools from the lab to ensure a firearm will continue to operate properly. The lab provides step-by-step instructions on techniques to disassemble different kinds of guns and examine them for obstructions. The lab includes methods for cleaning and conditioning guns by removing greasy buildup, powder, and moisture.

**CZW 200: Customizing and Woodworking**

4 Credit Hours

This course will describe methods to replace and repair gunstocks. Techniques on ways to properly select the wood and to shape the stock will be described. Included in those techniques will be methods to fit the new stock to the action of a firearm. Also identified are techniques to use hydrographics to customize a stock.

**FAT 100: Firearms Technology I**

4 Credit Hours

This course will describe techniques to replace the barrels of firearms. An outcome of the coursework is the formulation of techniques to fit the chamber and adjust the free bore and headspacing. Also, techniques to adjust the trigger pull on rifles, handgun, and shotguns will be described.

**FAT 105: Introduction to Firearms**

4 Credit Hours

This course is an introduction to firearms technology and the field of shooting sports management. During the course the student will review firearm fundamentals and multiple types of firearms available. The student will be introduced to the necessary tools for comprehensive firearms repair.

**FAT 200: Firearms Technology II**

4 Credit Hours

This course covers the preparation and finishing of metal. Techniques for polishing, bluing, Parkerizing, and browning of metal are explained and practiced. Also included are methodologies for the engraving of metal that will allow customization of firearms.
FTA 210: AR-10 Advanced Armorer 5 Credit Hours
This course presents a comprehensive overview of AR-10-style firearms. Discussed in the course's lessons are the history, development, and practical applications of AR-10-style firearms, including their parts, the function of each part, ammunition types and calibers, troubleshooting, maintenance and repair. Also presented are sight options, considerations for building or buying your AR-10-style firearm, customizing the AR-10 with coatings and accessories, and a step-by-step lab for completing an 80% lower receiver, installing a lower parts kit and adding on the upper receiver components.

FTA 211: 1911 Advanced Armorer 5 Credit Hours
This course presents a comprehensive overview of 1911-style firearms. Discussed in the course's lessons are the history, development, and practical applications of 1911-style firearms, including their parts, the function of each part, ammunition types and calibers, troubleshooting, maintenance and repair. Also presented are sight options, considerations for building or buying your 1911-style firearm, tuning your 1911 for accuracy and reliability, customizing the 1911 with coatings and accessories, and a step-by-step lab for completing an 80% frame, installing the parts kit and slides components.

FTA 215: AR-15 Advanced Armorer 5 Credit Hours
This course presents a comprehensive overview of AR-15-style firearms. Discussed in the course's lessons are the history, development, and practical applications of AR-15-style firearms, including their parts, the function of each part, ammunition types and calibers, troubleshooting, maintenance and repair. Also presented are sight options, considerations for building or buying your AR-15-style firearm, customizing the AR-15 with coatings and accessories, and a step-by-step lab for completing an 80% lower receiver, installing a lower parts kit and adding on the upper receiver components.

FTA 220: Planning a Comprehensive Gunsmithing Shop 5 Credit Hours
This course includes establishing a structured plan for a gunsmithing shop. Included are considerations for equipment, shop layout, functional plans, and acquisition of purchases.

FTA 225: Developing a Business Plan 5 Credit Hours
This course includes establishing a formal business plan for a firearms related business. Included are the various stages of researching and outlining a plan, consideration of marketing, financial, and other general business factors and presentation of a formal plan.

FTC 301: Capstone Project 5 Credit Hours
This course will provide the structure to plan, develop, present and assess a shooting sports project that incorporates outcomes from other courses in the School of Firearms Technology. This course will be completed in consultation with a faculty member. The project will be based on an area of focus determined by the student and approved by the faculty member. Students may opt to use topics from other courses, including those in the optional FTA prefix series, as part of the project course. Note that optional courses may require additional fees.

GSL 200: Gunstock Checkering Lab 1 Credit Hour
This lab supplies the student with tools, templates, and stock blanks to re-cut worn checkering and to checker new stock. The lab provides for a demonstration of the skills required in gunstock checkering.

MTL 200: The Rotary Tool Lab 1 Credit Hour
This lab introduces the student to the rotary tool. The tool is a portable, lightweight, hand-held device and is included with the lab materials. The rotary tool may be used to throat gun barrels, carve stocks, drill, engrave, grind welds, and polish and finish metal for the removal of rebluing and rust. Mastering the use of this tool by the student will ensure quality service and intricate craftsmanship.

SFL 100: Stock Fitting and Metal Work Lab 1 Credit Hour
In this lab, the student will operate the tools needed to fit the stock and trigger to meet a gun user's requirements for a proper fit. A model of developing and adjusting the proper fit for a gun user is included.

SSM 200: Shooting Sports Management 5 Credit Hours
This course will provide the foundation to establish a firearms-related business. Included in the course is a review of the practices, rules, and laws that govern the operation of a firearms repair and sales business. In addition, the course is an introduction to bookkeeping and appropriate business record maintenance related to shooting sports. Advertising and marketing will also be described.
TSF 100: Troubleshooting Firearms  
4 Credit Hours
This course will describe methods to determine causality of improper functioning of a firearm and appropriate methodology to troubleshoot. The course will address rimfire and centerfire rifles and handguns, as well as shotguns. Also reviewed are techniques to convert (sporterize) military firearms to sporting arms.

GENERAL EDUCATION COURSE DESCRIPTIONS

General Education Coursework
SDI has partnered with a respected education company, Pearson Education, with headquarters in New York, to provide content for General Education courses at no additional cost to the student. Pearson's Distance Education solution, Propero, is recognized by the American Council on Education (ACE). ACE's College Credit Recommendation Service (ACE Credit) has evaluated and recommended college credit for all Propero courses. Therefore, students earning a passing score of 70% or higher are eligible to receive an ACE transcript demonstrating the credits they have earned. Propero is aligned with SDI's online delivery methodology to support students through asynchronous learning.

ARTS AND HUMANITIES

AGT 100 American Government  
3 Credit Hours
This course introduces students to the fundamentals of American government and politics, focusing on the historical evolution of government and policies, and the major institutions and processes. Course goals include developing an interest in and understanding of today's government, policy development, and politics, as well as developing critical thinking and information literacy skills in the areas of government and politics. Topics include the Constitution; federalism; civil rights and liberties; the structure and processes of the three branches of government; political socialization; interest groups and public opinion; political parties and the election process; and basic U.S. social, economic, and foreign policy. Students will examine institutional structures and how they interact with each other to explain the processes of government and how the historical development of the United States has affected the contemporary political environment. Instruction includes an analysis of the formal and informal processes by which public policy is made; how individual actors impact the contemporary political environment; and application of informational literacy skills in the study of politics. This class includes the following eText: Shea, D.M., Green, J.C., & Smith, C.E. (2011). *Living Democracy, 2010 Update Edition, National Version.* 2nd ed. ISBN: 0205798411.

ETH 100 Ethics  
3 credits
In this course, students will summarize contextual factors associated with the study of morality, compare consequentialist and nonconsequentialist approaches to resolving an ethical problem, explain the moral framework of virtue ethics, appraise alternative moral theories, compare the ethical issues presented by absolutism and relativism, freedom and determinism, reward and punishment, appraise the requirements for establishing a moral system, construct a personal moral system, and apply a moral system to a position on a contemporary moral issue. This introductory level course presents several ethical theories and explores contextual issues. Students are asked to examine ethical theories, moral assumptions and moral principles, apply ethical theories to moral problems, construct a moral system utilizing a theoretical framework, and apply the system to contemporary moral issues. This class includes the following eText: Thiroux & Krasemann, *Ethics: Theory and Practice.* 11e Edition, ISBN: 9780205053148.

SCIENCE AND MATHEMATICS

BSM 100 Business Mathematics  
3 Credit Hours
This course applies math fundamentals to business applications. Topics include a basic math review, business statistics, profit calculations, payroll, banking, interest calculations, insurance and taxes. Students will learn to solve mathematical problems; apply mathematical concepts to various business transactions and statistics calculations; and analyze business problems using mathematical equations. This class includes the following eText: Cleaves, C., Hobbs, M., & Noble, J. (2012). *Business Math.* 9th ed. ISBN: 0135108179.
ENS 100 Environmental Science  
This course explores the relationship between man and the environment. Students examine the balance between natural resources and the needs of mankind as well as the scientific, political, economic, and social implications of environmental science. Students will examine the field of Environmental Science in terms of theoretical perspectives, economics, policies, and environmental ethics. Included is an exploration of population growth and demographic transitions; toxic substances and their effects; non-renewable energy sources and their impact on the environment; the biodiversity of earth and conservation biology and its benefits; and the foundations of environmental science. Students will learn how to analyze land use and planning for creating livable cities; evaluate soil as a system and its importance in the environment; describe the function of the earth’s atmosphere, its composition, structure, and changing global climate; and appraise the importance of water and marine ecosystems. The student will also understand how to examine renewable energy and analyze the types of waste generated and disposal methods. This class includes the following eText: Withgott, J. H., & Brennan, S. R. (2009). Environment: The Science Behind the Stories. 3rd ed. ISBN: 0136045316.

COMMUNICATION ARTS

ENG 101 English Composition I  
This course develops written communication skills with an emphasis on understanding the writing process, analyzing text, and practicing writing for personal and professional applications. Students will learn to implement the steps of the writing process; identify essay components; and write effective and grammatically correct paragraphs and essays. Instruction includes how to analyze the role of reading and writing in academic and professional careers; apply strategies to achieve clarity and effective style in writing; differentiate between writing patterns; identify sentence types and parts of speech; discriminate between proper and improper use of punctuation; and to implement correct spelling. The student will also examine and then apply strategies and guidelines for writing an effective research paper. This class includes the following eTexts: Arlov, P. (2010). Wordsmith: A Guide to College Writing; 4th ed. ISBN: 0136050549. Aaron, J. E. (2010). The Little, Brown Compact Handbook. 7th ed. ISBN: 0205651631.

SOCIAL AND BEHAVIORAL SCIENCES

PSCH 101 Introduction to Psychology  
This course introduces human behavior. It includes the study of the theories and concepts of psychology including the scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness, personality theories, cognition, lifespan development, and applied psychology.

In this course, students will examine the field of psychology in terms of history, key perspectives, issues, and current trends. Instruction will cover scientific and research methods; the anatomical structures and physiological functions related to psychology; sensation, perception, heredity and genetics; consciousness, sleep, sleep disorders, and hypnosis as related to psychology; the underlying principles and basis of the psychology behind learning, memory, and experience; cognitive abilities and intelligence from a psychological perspective; the different phases and stages in human development; the different motivation theories; and the psychological basis of emotions. Moreover, students will examine sexuality and gender in relation to psychology; psychoanalytic approaches and humanistic theories to explain behaviors and traits in personalities; health psychology and approaches to health management; different mental disorders; psychotherapy, differing methods, and their effectiveness; the importance of thoughts; trends in social behavior; and the impact of social influences. This class includes the following eText: Ciccarelli, S. K. & White, J. N. (2012). Psychology. 3rd ed. ISBN: 0205832571.
BUS 101 Introduction to Business

This course provides students with an overview of business in an increasingly global society. Topics include the business environment, ethics, management, marketing, production, information systems, financial elements, entrepreneurship, and global business. This course serves as an introduction to business terminology, concepts, environments, systems, strategies, and current issues, and provides a solid business foundation for more detailed and higher-level study in subsequent courses. Students will gain an understanding of the key components of contemporary U.S. and international business in addition to the role of ethics and social responsibility within this sector. Included is an examination of how businesses can be organized and structured; the key strategies, tools, and issues involved in operations; and the key financial concepts involved in enterprise. Students will be instructed in how to analyze the various functions of and approaches to management, marketing processes, forces, and issues in a business enterprise; and to develop a business plan incorporating sound concepts, systems, and strategies. This class includes the following eText: Ebert, R. J. & Griffin, R. W. (2011). Business Essentials. 8th ed. ISBN: 0137053495.
GUNSMITHING CERTIFICATE

The Gunsmithing Certificate non-credit program provides the student with a thorough understanding of concepts and applications in the maintenance and care of firearms.

Potential Work Applications for Gunsmithing Certificate Completion

Some of the many areas where a student may apply the knowledge gained from the Gunsmithing program include the following:

- **Gun repair and renovation** - A student may choose to work at a gun store or start his/her own business replacing broken and worn gun parts. Other repair activities include cleaning, sporterizing, rebarreling, accurizing, custom fitting, and rechoking
- **Custom stocking** - The student, who enjoys working with wood or metal may choose to provide restoration and finishing skills in the custom stocking market
- **Customized ammunition-making** - A student will qualify to make and sell one-of-a-kind ammunition for specific rifles and pistols.
- **Gun sales** - The student will have significant knowledge to establish themselves as experts in stores that sell and service firearms.

Requirements to practice as a gunsmith or in a firearms-related industry may require federal and/or state approvals. A student who desires to work in the industry may need to obtain a Federal Firearms License (FFL). This is required if the student intends to repair firearms for compensation. A student employed by a business that has an FFL may not be required to obtain an individual FFL. A student who desires to repair only personal firearms is not required to obtain a firearms license. Because of changes in requirements, the student is advised to regularly review the requirements for the FFL with the Federal Bureau of Alcohol, Tobacco and Firearms and Explosives (ATF). The student can find this information on the ATF website (www.atf.gov).

Sonoran Desert Institute does not guarantee job placement or employment. Disclosures regarding job placement or employment are included on the enrollment agreement and in this catalog.

Total Program Cost

Tuition is $2,450 plus a one time Education Resource Fee of $395, for a total program cost of $2,845, which includes all course materials, content delivery, shipping and handling.

Tools and Equipment

Tools and equipment are provided by the Institute and included in the total program cost. These items are shipped to the student with other learning materials and will belong to the student. Students need to have access to a firearm for certain lessons.

Completion Requirements

To earn a Gunsmithing Certificate, a student must do the following:

- Complete all coursework required in the certificate program
- Complete the program with a minimum grade point of 2.0 or above
- Complete all program requirements within one year
- Meet all financial obligations to the Institute

Completion of the Gunsmithing Certificate does not require additional specialized training, practicum, or externships.

Program Description

Sonoran Desert Institute's Gunsmithing Certificate is a non-credit program that prepares the student to repair, customize, and renovate guns for employment as well as for personal development. The student will learn analyzing, constructing, modifying, and assessing custom firearms, stocks, rifles, handguns, and shotguns; metal refinishing; ballistics; metal work; and engraving. The student will also gain insight on business principles that relate to gunsmithing.
Objectives
With the successful completion of this certificate, the student should be able to do the following:
• Explain firearms fundamentals
• Evaluate different methods for the cleaning and repairing of firearms
• Demonstrate various strategies for troubleshooting defective firearms
• Apply selected methods for the replacement of firearm barrels
• Identify multiple techniques for the replacement and repair of gunstocks
• Describe various methodologies used in the finishing and engraving of firearm metal
• Utilize various techniques in the development and making of ammunition
• Evaluate multiple managerial strategies for the development of a gunsmithing business

Required Courses – Non-Credit Offering

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<thead>
<tr>
<th>CATEGORY</th>
<th>COURSE</th>
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<tr>
<td>Program Related</td>
<td>IGS 2163 Introduction to Gunsmithing</td>
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<tr>
<td></td>
<td>SAB 2169 Sights, Accuracy, and Black Powder</td>
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<tr>
<td></td>
<td>TSF 2174 Troubleshooting Firearms</td>
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<tr>
<td></td>
<td>RRT 2179 Rechambering, Rebarreling, &amp; Trigger Work</td>
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<tr>
<td></td>
<td>GNS 2185 Gunstocks</td>
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<tr>
<td></td>
<td>MPR 2191 Metal Polishing, Refinishing, and Engraving</td>
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<td></td>
<td>REL 2197 Reloading</td>
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<td></td>
<td>GSB 2203 The Gunsmithing Business</td>
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<td>ARC 2211 AR-15 Armorer</td>
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Total of 9 Non-Credit Courses Required

NON-CREDIT COURSE DESCRIPTIONS

IGS 2163 Introduction to Gunsmithing
This course is an introduction to the business of Gunsmithing. In this course the student will learn firearm fundamentals and firearm types. The student will also learn techniques to establish a firearms shop and examine the tools required to repair firearms. Lessons include: Introduction to Gunsmithing; Types of Firearms; Firearm Fundamentals; Setting Up Your Shop; Gunsmithing Tools and Their Uses; and Firearms Identification.

SAB 2169 Sights, Accuracy, and Black Powder
This course presents the appropriate techniques to clean and store firearms. Discussed in the course’s lessons are the reasons for the restoration of a firearm’s performance by regular and comprehensive cleaning. Also presented are materials to introduce sights on firearms and how to repair black powder firearms. Lessons include: Care, Cleaning, and Storage of Firearms; Metallic Sights: Design and Application; Telescopic Sights: Design and Application; Accurizing Firearms; Black Powder Gunsmithing; and Cleaning Firearms Lab.

TSF 2174 Troubleshooting Firearms
This course is an introduction to methods for the troubleshooting of firearms. Examined in the lessons are rimfire and centerfire rifles, handguns and shotguns. Also demonstrated is a methodology to convert military rifles to sporting arms. Lessons include: Troubleshooting Rimfire Rifles; Troubleshooting Centerfire Rifles; Troubleshooting Shotguns; Troubleshooting Handguns; Converting Military Rifles to Sport; and Basic Hand Tools Lab.
RRT 2179 Rechambering, Rebarreling, & Trigger Work
This course focuses on the methods to replace the barrel of firearms. The lessons will provide instruction on techniques to fit the chamber and adjust the free bore and headspacing. Also included are methods to adjust the trigger pull on rifles, handguns and shotguns. Lessons include: Rebarreling and Headspacing, Chambering, Free Boring and Trigger Work, Shotgun Chokes, Chambers, and Ribs, Custom Fitting the Shotgun, Restoring Rifle and Shotgun Barrels, Making and Replacing Obsolete Gun Parts and Stock Fitting and Metal Work Lab.

GNS 2185 Gunstocks
In this course, the student will learn how to repair and/or replace gunstocks. Techniques for the selection of wood type and the shaping of the stock are included. Additionally, the student will review methodologies for fitting the new stock to the action of the firearm and how to checker the stock. Lessons include: Selection of Wood and Woodworking Tools, Design and Layout, Inletting and Shaping, Finishing, Bedding, and Checkering, Sling Swivels, Buttplates, and Receivers, Repair and Restoration, and Gunstock Carving.

MPR 2191 Metal Polishing, Refinishing, and Engraving
In this course, the student will learn methods for the finishing of metal. Included are polishing, bluing, Parkerizing, and browning. Also, techniques for the engraving of metal in order to customize firearms are discussed. Lessons include: Metal Polishing and Preparation, Bluing Gun Metal, Browning Gun Metal, Plating and Parkerizing, Metal Engraving and Jeweling, and Restoring Metal Finishes and Hydrographics.

REL 2197 Reloading
In this course, the techniques for the making of ammunition will be presented. Included in the lessons are techniques for the reloading of centerfire and shotgun ammunition. Also in the materials is an overview of casting and swaging techniques. Lessons include: Basic Ballistics, Development of the Modern Cartridge, Advanced Ballistics, Metallic Cartridge Reloading Fundamentals, Reloading the Bottleneck Case, Reloading the Straight-Wall case, Shotshell Reloading Fundamentals, Reloading the Shotshell, Casting, Introduction to Bullet Swaging, and Bullet Swaging. Scope mounting is also covered.

GSB 2203 The Gunsmithing Business
In this course, strategies for establishing a gunsmithing business will be presented. Included in the lessons are materials that outline laws and regulations that govern the operation of a firearms repair business. Additionally, lessons include materials about business records, bookkeeping, and marketing. Lessons include: Gun Laws and Legislation, Setting up a Business, Promoting a Business, Business Records and Bookkeeping, Appraising Firearms, Selling and Trading Used Guns, Selling New Guns, Importing Firearms and The Rotary Tool Lab.

ARC 2211 Advancement in Firearms – AR 15 Armorer
This course presents a comprehensive overview of AR-15-style firearms. Discussed in the course’s lessons are the history, development, and practical applications of AR-15-style firearms, including their parts, the function of each part, ammunition types and calibers, trouble shooting, maintenance and repair. Also presented are sight options, considerations for building or buying your AR-15-style firearm, customizing the AR-15 with coatings and accessories, and a step-by-step lab for completing an 80% lower receiver. Lessons include The Modern Day Semi-Automatic Sporting Rifle: AR-15, Parts and Functions, Ammunition, Tools, Maintenance and Repair; Iron Sights, Optics, and Night Vision; Buy vs. Build; Accessories; and Finishing an 80% Lower Receiver Lab.
BALLISTICS AND RELOADING CERTIFICATE - NON-CREDIT

The Ballistics and Reloading Certificate non-credit program provides the student with an understanding of the basics of ballistics and ammunition.

Potential Work Applications for Ballistics and Reloading Certificate Completion

This course is designed for the hobbyist. Students seeking to practice as a gunsmith or in a firearms-related industry may require federal and/or state approvals. A student who desires to work in the industry may need to obtain a Federal Firearms License (FFL). This is required if the student intends to repair firearms for compensation. A student employed by a business that has an FFL may not be required to obtain an individual FFL. A student who desires to repair only personal firearms is not required to obtain a firearms license. Because of changes in requirements, the student is advised to regularly review the requirements for the FFL with the Federal Bureau of Alcohol, Tobacco and Firearms and Explosives (ATF). The student can find this information on the AFT website (www.atf.gov).

Sonoran Desert Institute does not guarantee job placement or employment. Disclosures regarding job placement or employment are included on the enrollment agreement and in this catalog.

Total Program Cost

Tuition is $695 with no additional fees, for a total program cost of $695, which includes all course materials, content delivery, shipping and handling.

Tools and Equipment

All required tools and equipment are provided by the Institute and included in the total program cost. Tools and equipment are shipped to the student with the program’s learning materials and will belong to the student. Students need to have access to a firearm for certain lessons.

Completion Requirements

To earn a Ballistics and Reloading Certificate, a student must do the following:
• Complete all coursework required in the certificate program
• Complete the program with a minimum grade point of 2.0 or above
• Complete all program requirements within six months
• Meet all financial obligations to the Institute

Completion of the Ballistics and Reloading Certificate does not require additional specialized training, practicum, or externships.

Required Lessons – Non-Credit Offering

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<thead>
<tr>
<th>CATEGORY</th>
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<tbody>
<tr>
<td>Program Related</td>
<td>2197 Basic Ballistics</td>
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<td>2198 Development of the Modern Cartridge</td>
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<td>2199 Advanced Ballistics</td>
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<td>2310 Metallic Cartridge Reloading Fundamentals</td>
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<td>2311 Reloading the Bottleneck Case</td>
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<td>2312 Reloading the Straight-Wall Case</td>
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<td>2313 Shotshell Reloading Fundamentals</td>
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<td>2314 Reloading the Shotshell</td>
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<td>2316 Casting</td>
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<td>2317 Introduction to Bullet Swaging</td>
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<td></td>
<td>2318 Bullet Swaging</td>
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Total of 11 Non-Credit Lessons Required
NON-CREDIT LESSON DESCRIPTIONS

2197 Basic Ballistics - In this lesson, the science of ballistics is examined. Included in the materials are expectations of bullets of different calibers and their trajectory, wind drift and allowances, breech pressure, recoil and velocity.

2198 Development of the Modern Cartridge - This lesson explains the history and identification of cartridges. Reviewed are the different types of bullets and their uses: lead, jacketed, full metal, soft-point, hollow-point and wad-cutting.

2199 Advanced Ballistics - This lesson builds on the outcomes of the Basic Ballistics lesson. The lesson will explain how ammunition accuracy is impacted by gunpowder and various projectiles.

2310 Metallic Cartridge Reloading Fundamentals - This lesson covers both metallic cartridge and shotshell reloading, and provides the student with a basic understanding of the needed concepts and safety protocols for building quality ammunition. Included is advice on press and accessory buys, component necessities, step-by-step instructions, as well as brass cleaning and sorting.

2311 Reloading the Bottleneck Case - This lesson covers die sizing and resizing operations for the bottleneck case. Included are case priming, powder measurement, case seating, crimping, and decapping, as well as other required processes.

2312 Reloading the Straight-Wall Case - The lesson explores the specific differences in the process between reloading straight-wall cases and bottleneck cases. Case priming, powder measurement, case seating, and crimping for the straight-wall case are covered in detail.

2313 Shotshell Reloading Fundamentals - This lesson details the fundamentals of shotshell reloading. The student will learn about each of the components that go into a modern shotshell and how to put them all together, as well as how to identify and understand the different shotshell propellants. Additionally, the different manufacturers of shotshell reloading presses will be discussed.

2314 Reloading the Shotshell - This lesson covers the eight fundamental steps in the reloading process. The student will also learn how to reload buckshot and slugs and how to manage loads in extreme temperatures.

2316 Casting - This lesson is an introduction to bullet casting and serves as a basic primer for making one's own bullets. The student will learn how to make the ingots used for casting, how to cast the bullets, and then how to size and lube them.

2317 Introduction to Bullet Swaging - In this lesson, students will gain a solid understanding of what swaging is, how it compares to other bullet-making processes, and how to utilize the equipment and materials available to begin swaging custom bullets. This lesson covers the principles of bullet swaging, the terminology used, how swaging differs from casting, and the different presses and types of swage dies that fit them.

2318 Bullet Swaging - This lesson builds on the previous one by providing instruction on how to actually swage a variety of bullets. Students will also learn how to change the nose and base shapes, as well as be introduced to the tools that are needed to swage bullets. Lead, jacketed semi-wadcutters, full jacket, flat base, rebated boattails, shotgun slugs, and airgun pellets are just some of the types of bullets that the student will learn to swage.
School of Arts and Sciences

Consistent with its mission to provide workplace-driven education, Sonoran Desert Institute, through its School of Arts and Sciences, offers a number of programs in Allied Health related courses. The four certificate programs are offered through distance education and a self-paced curriculum. The curriculum is divided into workable courses that allow the student to understand the material and apply the knowledge gained before moving to the next course.

The series of courses offered in the School of Arts and Sciences empower students with skills and knowledge to increase their workplace competence and advantage as administrative medical assistants. The scope of practice that encompasses the medical administrative assisting and office management preparation can be as broad as it can be versatile; that is, medical assistants perform delegated administrative tasks under a physician’s supervision according to the medical assistant’s education, training, and experience. (Medical administrative assistants do not “practice medicine.”)

Medical coding and billing serve as one specialization under the umbrella of medical administrative assistant and office management. Coders abstract critical information from a patient record and combine it with personal expertise of reimbursement and coding guidelines to maximize physician payment.

MEDICAL ADMINISTRATION AND OFFICE MANAGEMENT WITH SPECIALIZATION IN BILLING AND CODING CERTIFICATE

Graduate Employment Opportunities

Media reports, government statistics and the latest research conducted by leading industry experts all point to growing employment in healthcare. Our quality medical training programs are taught by competent and dedicated faculty, contributing to students’ success in their chosen healthcare fields.

Sonoran Desert Institute does not guarantee job placement or employment. Disclosures regarding job placement or employment are included on the enrollment agreement and in this catalog.

Total Program Cost

Tuition is $9,120 plus an Education Resource Fee of $195, for a total program cost of $9,315, which includes all course materials, content delivery, shipping and handling.

Course Listing:

- HSA 102 Medical Terminology
- HSA 103 Anatomy and Physiology
- HSA 104 Medical Office Assistant
- HSA 105 HIPAA: An Introduction
- HSA 106 Medical Billing: Part I
- HSA 107 Medical Billing: Part II
- HSC 201 Medical Coding: Part I
- HSC 202 Medical Coding: Part II
Completion Requirements

To earn a Medical Administration and Office Management with Coding and Billing Specialization Certificate, a student must do the following:

- Complete 48 credit hours of program coursework through the Institute
- Complete the program with a minimum grade point of 2.0 or above
- Complete all program requirements within 27 months
- Meet all financial obligations to the Institute

Program Description

Students achieve a thorough understanding of certification-level medical coding, billing and insurance, claims reimbursement, HIPAA compliance regulations, office administration, and medical facility computer applications. Students learn the necessary steps and issues associated with starting and managing a business in the healthcare field.

Having industry certification training in hand, graduates of this comprehensive program possess the knowledge and skills necessary to obtain employment in any number of medical facilities in the healthcare industry.

Career choices emanating from this course of study could include occupations such as: outpatient clinic manager, medical office manager, medical records manager, insurance company or government agency coder, public health and home health agency coder, coder in an outpatient facility, and medical coding and billing specialist.

Objectives

With the successful completion of this program a student should be able to do the following:

- Identify the administrative roles and understand the various concepts and skills necessary to function in the medical environment
- Demonstrate an understanding of medical terminology, basic anatomy and physiology, medical ethics and legal practices, and privacy and security issues
- Demonstrate the application of administrative skills and procedures needed for the medical administrative assistant to function in a healthcare setting
- Demonstrate an understanding of the skills needed to function effectively as a medical office manager including basic skills in customer service, marketing, administration, legal and ethical issues, compliance and human relations
- Demonstrate proficiency and application of various computer applications related to healthcare, including computerized medical office management
- Demonstrate understanding of insurance billing documents, forms and systems and the application of billing and reimbursement techniques
- Demonstrate a thorough knowledge in and the application of outpatient coding for CPT, ICD-9-CM and HCPCS (Certification Level)
- Demonstrate knowledge in diagnostic-related groups, ambulatory payment classifications, the hospital reimbursement system and outpatient facility coding
• Discuss the issues involved, and necessary steps required, to open and manage a small business/practice in the medical billing and coding field
• Develop personal skills including time management, dealing with stress, influencing others, organizational skills, assertiveness, motivation, improving memory and balancing your business and personal life
• Prepare a resume and a cover letter, and prepare for job interviews

**MEDICAL OFFICE MANAGEMENT WITH SPECIALIZATION IN BILLING AND CODING CERTIFICATE**

**Graduate Employment Opportunities**

Media reports, government statistics and the latest research conducted by leading industry experts all point to growing employment in healthcare. Our quality medical training programs are taught by competent and dedicated faculty, contributing to students’ success in their chosen healthcare fields.

Sonoran Desert Institute does not guarantee job placement or employment. Disclosures regarding job placement or employment are included on the enrollment agreement and in this catalog.

**Total Program Cost**

Tuition is $7,220 plus an Education Resource Fee of $195, for a total program cost of $7,415, which includes all course materials, content delivery, shipping and handling.

**Course Listing:**

• HSA 102 Medical Terminology
• HSA 103 Anatomy and Physiology
• HSA 104 Medical Office Assistant
• HSA 105 HIPAA: An Introduction
• HSA 106 Medical Billing: Part I
• HSA 107 Medical Billing: Part II
• HSC 201 Medical Coding: Part I
• HSC 202 Medical Coding: Part II
• HSC 203 Medical Coding Certification for Physicians’ Offices: Part I
• HSA 201 Electronic Health Records
• GE 101 Professional and Career Development

**Completion Requirements**

To earn a Medical Office Management with Specialization in Billing and Coding Certificate, a student must do the following:

• Complete 38 credit hours of program coursework through the Institute
• Complete the program with a minimum grade point of 2.0 or above
• Complete all program requirements within one and half years
• Meet all financial obligations to the Institute
Program Description

Students achieve a thorough understanding of certification level medical coding, billing and insurance, claims reimbursement, HIPAA compliance regulations, office administration, and medical facility computer applications.

Having industry certification training in hand, graduates of this comprehensive program possess the knowledge and skills necessary to obtain employment in any number of medical facilities in the healthcare industry.

Career choices emanating from this course of study could include occupations such as outpatient clinic manager, medical office manager, medical records manager, insurance company or government agency coder, public health and home health agency coder, and medical coding and billing specialist.

Objectives

With the successful completion of this program a student should be able to do the following:

• Identify the administrative roles and understand the various concepts and skills necessary to function in the medical environment
• Demonstrate an understanding of medical terminology, basic anatomy and physiology, medical ethics and legal practices, and privacy and security issues
• Demonstrate the application of administrative skills and procedures needed for the medical administrative assistant to function in a healthcare setting
• Demonstrate proficiency and application of various computer applications related to healthcare, including word processing, Excel, time and contact management, presentation software, and computerized medical office management
• Demonstrate understanding of insurance billing documents, forms and systems, and the application of billing and reimbursement techniques
• Demonstrate a thorough knowledge in and the application of outpatient coding for CPT, ICD-9-CM and HCPCS (Certification Level)
• Demonstrate the necessary level of professionalism, responsibility, flexibility, organization, and skill in human relations and customer service to enter the healthcare field
• Prepare a resume and a cover letter, and prepare for job interviews

MEDICAL BILLING AND CODING SPECIALIST CERTIFICATE

Graduate Employment Opportunities

Media reports, government statistics and the latest research conducted by leading industry experts all point to growing employment in healthcare. Our quality medical training programs are taught by competent and dedicated faculty, contributing to students' success in their chosen healthcare fields.

Sonoran Desert Institute does not guarantee job placement or employment. Disclosures regarding job placement or employment are included on the enrollment agreement and in this catalog.

Total Program Cost

Tuition is $6,080 plus an Education Resource Fee of $195, for a total program cost of $6,275, which includes all course materials, content delivery, shipping and handling.

Course Listing:

• HSA 102 Medical Terminology
• HSA 103 Anatomy and Physiology
• HSA 106 Medical Billing: Part I
• HSA 107 Medical Billing: Part II
• HSC 201 Medical Coding: Part I
• HSC 202 Medical Coding: Part II
• HSC 203 Medical Coding Certification for Physicians' Offices: Part I
• HSC 204 Medical Coding Certification for Physicians' Offices: Part II

Completion Requirements
To earn a Medical Billing and Coding Specialist Certificate, a student must do the following:

• Complete 32 credit hours of program coursework through the Institute
• Complete the program with a minimum grade point of 2.0 or above
• Complete all program requirements within one year
• Meet all financial obligations to the Institute

Program Description
Students achieve a thorough understanding of certification-level medical coding, billing and insurance, claims reimbursement, and medical facility computer applications.

Having industry certification training in hand, graduates of this comprehensive program possess the knowledge and skills necessary to obtain employment in any number of medical facilities in the healthcare industry.

Career choices emanating from this course of study could include occupations such as outpatient clinic manager, insurance company or government agency coder, public health and home health agency coder, coder in an outpatient facility, and medical coding and billing specialist.

Objectives
With the successful completion of this program, a student should be able to do the following:

• Demonstrate an understanding of medical terminology, basic anatomy and physiology, medical ethics and legal practices, and privacy and security issues
• Demonstrate an understanding of the skills needed to function effectively as a medical office manager including basic skills in customer service, marketing, administration, legal and ethical issues, compliance and human relations
• Demonstrate understanding of insurance billing documents, forms and systems and the application of billing and reimbursement techniques
• Demonstrate a thorough knowledge in and the application of outpatient coding for CPT, ICD-9-CM and HCPCS (Certification Level)
• Demonstrate knowledge in diagnostic-related groups, ambulatory payment classifications, the hospital reimbursement system and outpatient facility coding
MEDICAL BILLING AND CODING CERTIFICATE

Graduate Employment Opportunities

Media reports, government statistics and the latest research conducted by leading industry experts all point to growing employment in healthcare. Our quality medical training programs are taught by competent and dedicated faculty, contributing to students' success in their chosen healthcare fields.

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Total Program Cost

Tuition is $5,320 plus an Education Resource Fee of $195, for a total program cost of $5,515, which includes all course materials, content delivery, shipping and handling.

Course Listing:

- HSA 102 Medical Terminology
- HSA 103 Anatomy and Physiology
- HSA 106 Medical Billing: Part I
- HSA 107 Medical Billing: Part II
- HSC 201 Medical Coding: Part I
- HSC 202 Medical Coding: Part II
- HSC 203 Medical Coding Certification for Physicians' Offices: Part I

Completion Requirements

To earn a Medical Billing and Coding Certificate, a student must do the following:

- Complete 28 credit hours of program coursework through the Institute
- Complete the program with a minimum grade point of 2.0 or above
- Complete all program requirements within one year
- Meet all financial obligations to the Institute

Program Description

Students achieve a thorough understanding of certification-level medical coding, billing and insurance, and claims reimbursement. Having industry certification training in hand, graduates of this comprehensive program possess the knowledge and skills necessary to obtain employment in any number of medical facilities in the healthcare industry.

Career choices emanating from this course of study could include occupations such as insurance company or government agency coder, public health and home health agency coder and medical coding and billing specialist.

Objectives

With the successful completion of this program, a student should be able to do the following:

- Demonstrate an understanding of medical terminology, basic anatomy and physiology, medical ethics and legal practices, and privacy and security issues
- Demonstrate understanding of insurance billing documents, forms and systems, and the application of billing and reimbursement techniques
• Demonstrate a thorough knowledge in and the application of outpatient coding for CPT, ICD-9-CM and HCPCS (Certification Level)
• Demonstrate knowledge in diagnostic-related groups

School of Arts and Science Course Descriptions

HSA 102 Medical Terminology  4 Credit Hours
This course provides students with a foundation to recognize medical terms using the four word part approach (prefixes, word roots, suffixes, combining vowels). Students learn to pronounce, spell, define, analyze, and discuss medical terminology related to disease, diagnosis, and treatment. Medical abbreviations are also included.

HSA 103 Anatomy and Physiology  4 Credit Hours
This course prepares students with an understanding of the structure and function of the human body with emphasis on the clinical and pathological conditions of all body systems. Special emphasis will be placed on adding to the vocabulary of medical terminology and dialogue with the doctor and other medical staff. The meanings of these terms are described in the context of how the body works in health and disease. The complexity of the medical language is simplified to facilitate the students understanding, use, and appropriate context applications.

HSA 104 Medical Office Assistant  3 Credit Hours
This course prepares students for the skills medical administrative assistants need to know. The course integrates all the front-office topics and skills required. It covers relevant material dealing with medical office and medical records, procedures for intake and management of patients in a clinical setting, client-service skills, processing of all necessary and confidential information relating to the patient’s demographics and his/her medical information file, law and ethics in the medical office, accuracy of source documents, bookkeeping, and banking practices in the medical office. The course prepares the student for the Certified Medical Administrative Assistant (CMAA) certification test provided by the National Healthcareer Association (NHA).

HSA 105 HIPAA: An Introduction  1 Credit Hour
The course provides students with knowledge of compliance regulations dealing with topics related to privacy and security within the framework and context of the Health Information Portability and Accountability Act (HIPAA). The students will understand what is required to comply with these regulations in the medical office environment.

HSA 106 Medical Billing: Part I  4 Credit Hours
This course is the first in a series of two courses and prepares students to increase efficiency and streamline administrative procedures for medical billing and insurance claim processing. It offers guidance for all aspects of submitting, tracing, appealing, and transmitting billing claims for today’s full range of health plans. The course also covers coding, types of health insurance coverage, office and insurance claim processing collection strategies, Medicare, managed care, content review and processing of Explanation of Benefits (EOBs), and more. The course prepares the student for the Certified Billing and Coding Specialist (CBCS) certification test provided by the National Healthcareer Association (NHA).

HSA 107 Medical Billing: Part II  4 Credit Hours
This course is the second in a series of two courses and builds on the knowledge, skills and application of the first course. The course prepares students to increase efficiency and streamline administrative procedures for medical billing and insurance claim processing. It offers guidance for all aspects of submitting, tracing, appealing, and transmitting billing claims for today’s full range of health plans. The course covers coding, types of health insurance coverage, office and insurance claim processing collection strategies, Medicare, managed care, content review and processing of Explanation of Benefits (EOBs), and more. The course prepares the student for the Certified Billing and Coding Specialist (CBCS) certification test provided by the National Healthcareer Association (NHA).

HSC 201 Medical Coding: Part I  4 Credit Hours
This course is the first in a series of two courses and prepares students for the knowledge and skills required for a career in medical coding. The course provides practical, easy-to-follow instructions on how to code using today’s coding systems: Current Procedural Terminology (CPT), International Classification of Diseases, 9th Revision, Clinical Modification (ICS-9-CM), ICD-9-CM Official Coding Guidelines and CMS Healthcare Common Procedural Coding System and the application of the rules to code for client services.

The course prepares the student for the Certified Coding Professional (CPC-A) certification test provided by the American Academy of Professional Coders (AAPC). The students will receive the relevant knowledge required for the Certified Coding Associate (CCA) certification test provided by the American Healthcare Information Management Association (AHIMA).
HSC 202 Medical Coding: Part II  
This course is the second in a series of two courses and builds on the knowledge, skills and application of the first course. This course prepares students for the more advanced knowledge and skills required for a career in medical coding. The course provides more complicated practical, easy-to-follow instructions on how to code using today's coding systems: Current Procedural Terminology (CPT), International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM), ICD-9-CM Official Coding Guidelines and CMS Healthcare Common Procedural Coding System and the application of the rules to code for client services. The course prepares the student for the Certified Coding Professional (CPC-A) certification test provided by the American Academy of Professional Coders (AAPC). The students will receive the relevant knowledge required for the Certified Coding Associate” (CCA) certification test provided by the American Healthcare Information Management Association (AHIMA).

HSC 203 Medical Coding Certification for Physicians' Offices: Part I  
This course provides a complete review of the medical coding processes and procedures including practice test activities for the purpose of building and preparing for the certification examination. Students are presented realistic coding cases that typify the situations medical coders encounter on the job. This enhances the students’ ability to apply their knowledge of procedural and anatomical coding in an abstract manner. The course prepares the student for the Certified Coding Professional (CPC-A) certification test provided by the American Academy of Professional Coders (AAPC).

HSC 204 Medical Coding Certification for Physicians' Offices: Part II  
This course provides a complete review of the medical coding processes and procedures including practice test activities for the purpose of building and preparing for the certification examination. Students are presented realistic coding cases that typify the situations medical coders encounter on the job. This enhances the students’ ability to apply their knowledge of procedural and anatomical coding in an abstract manner. The course prepares the student for the Certified Coding Professional (CPC-H) certification test provided by the American Academy of Professional Coders (AAPC).

HSA 201 Electronic Health Records  
This course introduces students to the Automated Medical Office, the means by which all patient demographics and financial information is entered and managed through final payment.

BMA 101 Start Your Own Business  
This course provides an outstanding introduction to the management of a small medical billing and coding business. The course also provides direction and practical pointers for opening a new business. As such, the course covers a range of topics as related to the necessary management skill-sets for running a small business as well as key issues to understand and monitor. From personnel management to financial administration and marketing, this course offers proven techniques and ready-to-implement strategies for running a small business in this field. Discussions focus on basic financial management, investment, cash flow, marketing principles, finding customers and customer service, managing, motivating and dealing with employees. This course is meant to provide a basic framework and direction as well as highlighting issues for starting and running a small business that will providing billing and coding services. It by no means is a substitute for traditional business administration courses dealing in a more in-depth manner with such topics as accounting, finance, legal and marketing strategies and management. The course is an excellent beginning point for students wanting to eventually have their own business.

GE 101 Professional and Career Development  
The Professional and Career development course has been designed to develop and enhance the students’ skills and attributes thereby optimizing his/her chance of succeeding in the workplace.
School of Construction Services

Consistent with its mission to provide workplace-driven education, Sonoran Desert Institute, through its School of Construction Services, offers a number of programs in Home Inspection. The Home Inspection Certificate program is offered through distance education and a self-paced curriculum. The curriculum is divided into workable lessons that allow the student to understand the material and apply the knowledge gained before moving to the next course. The Home Inspection Field Study program allows students to complete fieldwork in home inspection but is limited to the state of Arizona.

HOME INSPECTION CERTIFICATE

The Home Inspection Certificate program provides the opportunity for individuals who are seeking certification as home inspectors to meet their respective state's education requirement and prepare for the home inspectors' license examination. The curriculum conforms to the Standards of Practice outlined by the American Society of Home Inspectors (ASHI). This is a certificate program consisting of 15 credit hours of college-level study.

Graduate Employment Opportunities

Currently, there is a growing concern for additional public safety in the construction and maintenance of homes and to improve construction. These concerns are expected to spur employment in the Home Inspection field. Through 2020, construction is anticipated to grow by 18%. Additionally, home resales remain steady and low mortgage rates continue to support increased sales. Each of these factors promotes a growth of employment opportunities in the home inspection area. In the next decade, it is expected that Home Inspectors employment opportunities will expand by approximately 22%.

Sonoran Desert Institute does not guarantee job placement or employment. Disclosures regarding job placement or employment are included on the enrollment agreement and in this catalog.

Total Program Cost

Tuition is 2,850 plus an Education Resource Fee of $595, for a total program cost of $3,445, which includes all course materials, content delivery, shipping and handling.

Tools and Equipment

All required tools and equipment are provided by the Institute and included in the total program cost. Tools and equipment are shipped to the student with the program's learning materials and will belong to the student.

Completion Requirements

To earn a Home Inspection Certificate, a student must do the following:

• Complete 15 credit hours of program coursework through the Institute
• Complete the program with a minimum grade point of 2.0 or above
• Complete all program requirements within six months
• Meet all financial obligations to the Institute

Completion of the Home Inspection Certificate does not require additional specialized training, practicums, or externships.
Program Description

Sonoran Desert Institute's Home Inspection Certificate prepares the student for employment in home inspection and home inspection services. The skills developed will support the student in the construction services, real estate and/or real estate development sectors. The student will analyze and assess homes and construction sites. The student will also develop reports regarding the safety and value of that property and the potential repairs required for the purchase, sale, or valuation of the property.

Objectives

With the successful completion of this program, a student should be able to do the following:

- Read, interpret, and report on home construction plans and drawings
- Evaluate and report on the construction integrity of the home's roof and ceiling
- Evaluate and report on the quality of the home's exterior
- Evaluate and report on the quality of the home's interior construction and remodeling
- Inspect, analyze and evaluate the mechanical systems used in the home and/or building
- Apply the knowledge of zoning laws and regulations to a home inspection and valuation of a home and/or building
- Apply methodologies used in small business management to the establishment and management of a home inspection business
- Evaluate and apply software and computer tools in the management of a home inspection business

Lesson and Lab Descriptions

IHI 2462 – Introduction to Home Inspection 3.0 Credit Hours

This course is an introduction to the business of home inspection. Different types of buildings and building materials will be presented and evaluated. Additionally, the student will be introduced to the reading and interpretation of construction plans and drawings. Building foundations will be reviewed in order to develop an appropriate methodology for initial inspection.

2462 Introduction to Home Inspection – This lesson provides a brief overview of the home inspection business and the opportunities available for home inspectors. The Standards of Practice and Code of Ethics that most home inspectors adhere to are outlined as well.

2463 Types of Buildings – This lesson describes the various types of traditional and contemporary homes found today along with an explanation of the characteristics that make each type of home unique. The differences between single and multi-family residential homes are also covered.

2464 Building Construction Drawings – In this lesson, the student will learn the basics of reading blueprints and the interpretation of the symbols utilized for the many types of construction drawings that may be encountered during a home inspection. Included in the lesson are examples of pictorial drawings, orthographic projections, diagrams, and sectional views.

2465 Building Construction Specifications – This lesson provides the knowledge required to compare written specifications with actual installations in the home, an important aspect of the home construction process. It provides the background to prepare the student to review a condensed set of sample construction specifications, understand how they were written and organized, and develop a methodology to interpret them.

2466 Building Materials – This lesson compares and contrasts the durability of the most popular building materials including different types of lumber, siding, concrete, brick and stone. Also discussed are construction fasteners such as nails, screws, bolts and glue. The techniques used by builders to utilize these materials along with the load and environmental factors of each are described.

2467 Building Foundations – This lesson describes the various types of foundation and footing construction methods and materials used today and in the past. Concrete slab construction methods are also compared and contrasted.
5001 Lab: Article Review - This lab will engage students to write three article reviews relevant to the home inspection industry. The lab is designed to engage students in learning about home inspection concerns particular to their location in addition to ancillary services they may want to offer their future clients. The students will be allowed to choose two topics on their own and one topic will be provided.

FRI 2468 – Framing, Roofing, Interior and Exterior Finishes  3.0 Credit Hours

In this course, the construction of walls, floors, ceilings and the roof of the house are explained. Expectations for the home inspector are identified regarding the methodologies for the inspection of these finishes. Additionally, building requirements for chimneys and flues will be reviewed. You will also learn about walkways and driveways near a home.

2468 House Framing – This lesson identifies the signs of structural weakness in the framing of the home. Identified in the lesson are components of house framing: sills, floor joists, subfloors, studding, wall openings, roof framing, stair framing and landings. Examined are the load requirements for each component of house framing and techniques for inspection and identification of defects.

2470 Interior Finishes – This lesson develops techniques for the inspection of the interior finishes such as drywall, plaster and wallpaper. Reviewed are various types of flooring that may be used in the construction of the home. Also described are the various types of windows along with interior and exterior doors and the differences between them.

2473 Ceilings – In this lesson, an analysis of ceilings and their potential defects will be identified. An analysis of ceilings for proper finish, waves, sagging or out-of-level conditions caused by water damage will be discussed. Additionally, potential problems with walls and floors, cracks, attic deficiencies, and structural failure will be assessed.

2581 Chimneys and Flues – This lesson identifies the correct approach for determining the structural condition of the chimney. Included is the procedure to examine chimney flues and their linings. Also identified are methods for inspecting the chimney for cracked or deteriorating masonry, and discolorations caused by leakage of soot and flue gases. Reviewed in the lesson are chimney design and operational aspects of the chimney that include an examination of sizing, construction and insulation.

2582 Roofing – In this lesson, protocols for the inspection and reporting on multiple types of roof covering components are described. The roof covering review includes an examination of shingle, wood shake, tile and metal. Included in the lesson is an assessment of routing support systems and the materials that are used in their construction. These materials include plywood, chipboard and planks. Additionally, a review of flat roof inspection as compared to steep-sloped roof is explained in order to determine if a roof should be replaced. Fire resistance ratings for roofing are explained.

2583 Exterior Finishes – This lesson explains guidelines for the inspection of the exterior of the house. Included in the guidelines are the appropriate inspection protocols for siding, wood, vinyl, brick, shingle, shake, paint and plaster. Also included are guidelines for the inspection of window finishes, exterior doors, soffits, fascias, overhangs, guttering, vents, porches and stoops.

2586 Walkways, Garages & Landscaping – This lesson provides the student with the basic understanding of walkways, driveways and garages of a home and potential hazards to look for in regards to the home inspection. Retaining walls and irrigation systems are discussed as well. This lesson also includes landscaping grading, drainage, and problems related to root encroachment.

5002 Lab: Mock Inspection Part 1 - This lab provides exercises that assist in the formulation of a partial home inspection report based on the data provided to the student. Utilizing the computer and software provided, the student organizes, prepares, and produces a home inspection document with detailed explanations of the findings.

MCS 2601 – Mechanical Systems  3.0 Credit Hours

In this course, you’ll learn how mechanical systems work within a home and identify the electrical, plumbing, heating, and air conditioning systems of a house. You’ll learn how to identify different types of pipe, how heating and cooling systems operate, and how to identify faulty wiring.

2601 Plumbing Systems – This lesson will introduce the student to the identification of different types of supply and waste piping in a home along with the qualities and common deficiencies that each type is known for. Also included are details of how the supply and waste systems work together. In-depth evaluation of various types of hot water systems and fixtures is also covered.
2603 Electrical Systems – In this lesson, the basics of electricity transmission to and distribution through a home are discussed. Components of the electrical system are examined and the detail of electrical circuits including conductor size, wiring methods, raceways and overcurrent protection are identified. Due to the stringent requirements for electrical systems during installation, an introduction to the national electrical code is included.

2604 Heating, Ventilation, and Air Conditioning Systems – In this lesson, the multiple types of heating and air conditioning units are reviewed. The various components of each system are described and evaluated with an emphasis on the components that are accessible during a typical home inspection. This lesson also covers the basic theories of heating, ventilation, and air conditioning.

2606 Built-In Appliances – This lesson covers a wide variety of appliances and equipment a home inspector may come across during a typical inspection. This lesson covers the operation and installation of many common household appliances. Several of the appliances may not be required to be inspected thoroughly during the inspection but the inspector will have a general working knowledge of most appliances.

2610 Security and Fire Alarm Systems – In this lesson, approaches to the inspection and evaluation of security and alarm systems will be introduced. Included in the lesson is an overview of today’s most popular security and fire alarm technologies, an introduction to their various uses, and a review of their operating features. Fire sprinkler systems and carbon monoxide alarms are discussed as well.

5003 Lab: Mock Inspection Part 2 - This lab provides students the information required to complete a full home inspection report using the computer and software provided. More in-depth software instruction is included which will allow students to create professional looking reports with pictures taken by the students with the camera that is provided.

HIP 2677 – The Home Inspection Process 3.0 Credit Hours

In this course, techniques for the inspection of homes will be explained. An overview of other inspection considerations such as radon termites will be identified. In addition, the inspection of swimming pools and spas will also be covered.

2677 The Energy-Efficient Home – This lesson discusses the approaches utilized in many of today’s homes to increase the efficiency of the home and to reduce the expense required to operate the home. Many of today’s homes are designed to include energy-efficient tools like solar heating, heat pumps, vapor barriers, increased insulation, nonstandard wall thickness, alternative fuel heating systems, high-efficiency appliances and other items intended to reduce the use of energy. The approaches required by home inspectors to perform home valuations in this changing home design environment are examined.

2680 Other Inspection Considerations – In this lesson, inspection techniques for the determination of various pests, radon, mold, and wood rot are identified and evaluated. Also included are approaches to assess the potential for damage if the termite infestation, radon and/or wood rot is left uncontrolled. Finally, techniques to communicate with clients about these conditions and steps that can be taken to eliminate the conditions are examined.

2684 Pools & Spas – In this lesson, the student will learn the basic construction methods and components of below-ground and above-ground swimming pools and spas. An overview of the pool recirculation system is also covered. Additionally, a detailed lesson on pool and spa inspection methods and procedures is included.

2688 The Inspection Process – This lesson is the pinnacle of all of the other lessons combined. This lesson provides detailed instructions, in addition to safety recommendations, on how to evaluate and report on the individual systems and components of a home. Included are detailed checklists for each area of the home along with several examples of inspection issues that are typically found during the inspection process.

5004 Lab: Thermal Imaging for Home Inspectors - This lab has been designed to introduce students to the use of infrared cameras during the home inspection process. Students will view an interactive presentation that demonstrates some of the more common applications for infrared technology during a home inspection. The basic techniques for using infrared technology to evaluate energy efficiency, HVAC, electrical, and moisture issues will be covered.
This course organizes the required strategies to establish, manage, and expand the Home Inspection business. Included in the lessons are approaches to advertisement, marketing, and business development. Also examined are bookkeeping practices and suggested software that may be used as a business management tool.

2704 Setting Up a Business – This lesson describes approaches to establishing a business. Analyzed are methods for choosing a business structure, developing an operating budget, obtaining insurance coverage, applying for licenses and permits, understanding local zoning laws, and establishing tax records for the self-employed.

2705 Promoting a Business – In this lesson, techniques for advertising and promoting a home inspection business are identified. Strategies for the development of brochures, resumes, and a comprehensive referral system are analyzed. Also evaluated are techniques to place classified and display advertisement, and approaches to responding to inquiries regarding the business. Finally, an overview of direct mail strategies is described.

2706 Business Records and Bookkeeping – This lesson identifies techniques to understand the required recordkeeping for a small business. Included are approaches to apply generally accepted bookkeeping practices in the development of reports, schedules, income reporting, expense records and the balance sheet. These approaches will be formulated to allow for the simple integration of business financial software.

2707 Franchising – In this lesson, the potential value of owning a home inspection franchise is discussed in detail. This lesson includes detailed instructions on initially getting started as a home inspector. Many of the various steps for researching and purchasing a franchise are covered.

5005 Lab: Developing and Writing a Business Plan – In this lab, you will learn the parts of a business plan and the necessary steps to write your own, including creating objectives specific to the home inspection business and developing a marketing plan. You will also research the financial needs and documentation required to be successful in the home inspection business.

HOME INSPECTION ARIZONA SPECIALIZED SHORT COURSE CERTIFICATE

The purpose of the Home Inspection Arizona Specialized Short Course certificate program is to provide the opportunity for individuals who are seeking Arizona State certification as home inspectors to complete the required minimum of 80 coursework hours. The program provides the coursework and includes a final exam that evaluates the student’s knowledge of systems and standards in the home inspection field.

Graduate Employment Opportunities

Due to the low mortgage rates stimulating home sales and home resales remaining steady, there will be an estimated increase of 22% in the area of home inspections over the next decade. In addition, the rising concern for public safety and the desire to improve the quality of home construction suggests an increase in employment for home inspectors.

Sonoran Desert Institute does not guarantee job placement or employment. Disclosures regarding job placement or employment are included on the enrollment agreement and in this catalog.

Total Program Cost

Total program cost is $690, which includes all course materials, content delivery, shipping and handling.

Completion Requirements

To earn a Home Inspection Arizona Specialized Short Course Certificate a student must do the following:

- Complete all course lesson exams required in the program with a score of 70% or more
- Pass the final exam with a score of 70% or more
- Complete all program requirements within six months
- Meet all financial obligations to the Institute

Completion of the Home Inspection Specialized Short Course Certificate does not require additional specialized training, practicums, or externships.

Sonoran Desert Institute
Program Description

Sonoran Desert Institute’s Home Inspection Arizona Specialized Short Course certificate program prepares the student for employment in home inspection and home inspection services. The skills developed will support the student in the construction services, real estate and/or real estate development sectors.

Objectives

With the successful completion of this program, a student should be able to do the following.

• Read, interpret, and report on home construction plans and drawings
• Inspect and evaluate the constructional integrity of the foundations of homes and buildings
• Analyze the quality of home walls, floors, ceilings, and roofs
• Validate the construction quality of chimneys and flues
• Inspect the mechanical systems installed in homes including the wiring needed for these systems
• Inspect and evaluate the integrity of plumbing systems utilized in home construction
• Evaluate the home’s exterior property and determine how it may impact the overall valuation of a home
• Examine for the potential of decay and environmental hazards in a home
• Develop reports that explain the quality, potential concerns, and valuation of a home and its property

Lesson Descriptions

2462 Introduction to Home Inspection – This lesson provides a brief overview of the home inspection business and the opportunities available for home inspectors. The Standards of Practice and Code of Ethics that most home inspectors adhere to are outlined as well.

2467 Building Foundations – This lesson describes the various types of foundation and footing construction methods and materials used today and in the past. Concrete slab construction methods are also compared and contrasted.

2468 House Framing – This lesson identifies the signs of structural weakness in the framing of the home. Identified in the lesson are components of house framing: sills, floor joists, subfloors, studding, wall openings, roof framing, stair framing and landings. Examined are the load requirements for each component of house framing and techniques for inspection and identification of defects.

2470 Interior Finishes – This lesson develops techniques for the inspection of the interior finishes such as drywall, plaster and wallpaper. Reviewed are various types of flooring that may be used in the construction of the home. Also described are the various types of windows along with interior and exterior doors and the differences between them.

2473 Ceilings – In this lesson, an analysis of ceilings and their potential defects will be identified. An analysis of ceilings for proper finish, waves, sagging or out-of-level conditions caused by water damage will be discussed. Additionally, potential problems with walls and floors, cracks, attic deficiencies, and structural failure will be assessed.

2581 Chimneys and Flues – This lesson identifies the correct approach for determining the structural condition of the chimney. Included is the procedure to examine chimney flues and their linings. Also identified are methods for inspecting the chimney for cracked or deteriorating masonry, and discolorations caused by leakage of soot and flue gases. Reviewed in the lesson are chimney design and operational aspects of the chimney that include an examination of sizing, construction and insulation.

2582 Roofing – In this lesson, protocols for the inspection and reporting on multiple types of roof covering components are described. The roof covering review includes an examination of shingle, wood shake, tile and metal. Included in the lesson is an assessment of routing support systems and the materials that are used in their construction. These materials include plywood, chipboard and planks. Additionally, a review of flat roof inspection as compared to steep-sloped roof is explained in order to determine if a roof should be replaced. Fire resistance ratings for roofing are explained.
2583 Exterior Finishes – This lesson explains guidelines for the inspection of the exterior of the house. Included in the guidelines are the appropriate inspection protocols for siding, wood, vinyl, brick, shingle, shake, paint and plaster. Also included are guidelines for the inspection of window finishes, exterior doors, soffits, fascias, overhangs, guttering, vents, porches and stoops.

2586 Walkways, Garages & Landscaping – This lesson provides the student with the basic understanding of walkways, driveways and garages of a home and potential hazards to look for in regards to the home inspection. Retaining walls and irrigation systems are discussed as well. This lesson also includes landscaping grading, drainage, and problems related to root encroachment.

2601 Plumbing Systems – This lesson will introduce the student to the identification of different types of supply and waste piping in a home along with the qualities and common deficiencies that each type is known for. Also included are details of how the supply and waste systems work together. In-depth evaluation of various types of hot water systems and fixtures is also covered.

2603 Electrical Systems – In this lesson, the basics of electricity transmission to and distribution through a home are discussed. Components of the electrical system are examined and the detail of electrical circuits including conductor size, wiring methods, raceways and overcurrent protection are identified. Due to the stringent requirements for electrical systems during installation, an introduction to the national electrical code is included.

2604 Heating, Ventilation, and Air Conditioning Systems – In this lesson, the multiple types of heating and air conditioning units are reviewed. The various components of each system are described and evaluated with an emphasis on the components that are accessible during a typical home inspection. This lesson also covers the basic theories of heating, ventilation, and air conditioning.

2677 The Energy-Efficient Home – This lesson discusses the approaches utilized in many of today’s homes to increase the efficiency of the home and to reduce the expense required to operate the home. Many of today’s homes are designed to include energy-efficient tools like solar heating, heat pumps, vapor barriers, increased insulation, nonstandard wall thickness, alternative fuel heating systems, high-efficiency appliances and other items intended to reduce the use of energy. The approaches required by home inspectors to perform home valuations in this changing home design environment are examined.

2684 Pools & Spas – In this lesson, the student will learn the basic construction methods and components of below-ground and above-ground swimming pools and spas. An overview of the pool recirculation system is also covered. Additionally, a detailed lesson on pool and spa inspection methods and procedures is included.

HOME INSPECTION FIELD STUDY CERTIFICATE

The purpose of the Home Inspection Field Study program is to provide the opportunity for individuals who are seeking Arizona State certification as home inspectors to complete the required 30 supervised home inspections. The program provides the structure for the 30 home inspections and includes a midterm exam that evaluates the student’s knowledge of systems and standards in the home inspection field.

All forms and documents necessary for parallel inspections will be provided. Also, faculty and reference materials will be available for 30 days after the completion of the Field Study program. These resources will assist students preparing for a home inspector license application.

Graduate Employment Opportunities

Due to the low mortgage rates stimulating home sales and home resales remaining steady, there will be an estimated increase of 22% in the area of home inspections over the next decade. In addition, the rising concern for public safety and the desire to improve the quality of home construction suggests an increase in employment for home inspectors.

Sonoran Desert Institute does not guarantee job placement or employment. Disclosures regarding job placement or employment are included on the enrollment agreement and in this catalog.

Total Program Cost

Tuition is $2,750, plus an Education Resource Fee of $195, for a total program cost of $2,945, which includes all inspections and course materials.
Tools and Equipment

All forms and documents necessary for parallel inspections will be provided and are included in the total program cost.

Completion Requirements

To earn a Home Inspection Field Study Certificate a student must do the following:

- Complete all course assignments and home inspections required in the program
- Pass the mid-term exam with a score of 70% or more
- Complete all program requirements within one year
- Meet all financial obligations to the Institute

Completion of the Home Inspection Field Study Certificate does not require additional specialized training, practicums, or externships.

Program Description

The Home Inspection program directs students through a series of supervised inspections that conform to the Arizona Society of Home Inspectors (AZ-ASHI) standards of practice. This program meets the requirement for certification of supervised home inspection instruction by the Arizona Board of Technical Registration. This Field Study is offered only in Arizona specifically for the purpose of completing the required number of residential home evaluations/inspections. It will take no less than 60 clock hours, although each inspection may vary in total time. At the conclusion of the field study, students will be assisted with the completion of the required forms and documents necessary to submit with their license application.

Sonoran Desert Institute can assist students with options that allow students from Arizona to complete the field study in either the Phoenix or Tucson metropolitan areas. SDI does not offer housing, room or board. Upon request, SDI will provide information about housing services to prospective field study participants.

Objectives

With the successful completion of this program, a student should be able to do the following:

- Read, interpret, and report on home construction plans and drawings
- Inspect and evaluate the structural integrity of the foundations of homes and buildings
- Analyze the quality of home walls, floors, ceilings, and roofs
- Validate the construction quality of chimneys and flues
- Inspect the mechanical systems installed in homes including the wiring needed for these systems
- Identify zoning laws that might affect property value
- Inspect and evaluate the integrity of plumbing systems utilized in home construction
- Evaluate the home’s exterior property and determine how it may impact the overall valuation of a home
- Examine for the potential of decay and environmental hazards in a home
- Develop reports that explain the quality, potential concerns, and valuation of a home and its property

Field Study Details

- Sonoran Desert Institute utilizes only Arizona-licensed home inspectors as its faculty. These individuals supervise all on-site activity.
- Sonoran Desert Institute provides all forms that are used for the parallel inspections to ensure that the inspections conform completely to Arizona requirements. These report forms are specifically tailored for the southwest United States and its hot, dry climate.
- The student will have access to resource and reference materials as part of the course to support inspection instruction and learning.
The on-site inspection locations will be tied to the scheduled inspections of the faculty’s work in the field. The faculty will develop the inspection schedule to include a varied range of different structures, systems and configurations. No more than two students will evaluate the same residence.

- The student will have access to resource and reference materials as part of the field study to assist in the inspection process.
- Sonoran Desert Institute will handle all administrative functions such as enrollment records, records of payment, refunds, records of inspections, and will issue a final log report (transcript) that can be attached to the State of Arizona’s Home Inspection certification application.

**SOLAR TECHNOLOGY: CERTIFICATION PREPARATION**

As a leader in sustainable energy education, SDI offers a fully comprehensive online training program for students and employees who want to be a part of the fast-growing solar industry.

Sonoran Desert Institute is Arizona’s first licensed, accredited and North American Board of Certified Energy Practitioners (NABCEP) recognized provider of Solar Technology programs.

**Graduate Employment Opportunities**

The solar power industry has experienced rapid growth in the past decade. The solar industry includes workers in science, engineering, manufacturing, construction, and installation. Scientists, for example, are involved in the research and development of new and more efficient materials, and engineers design new systems and improve existing technologies. Manufacturing workers make the equipment used in solar power generation, such as mirrors and panels. Construction workers build solar power plants. Electricians, plumbers, and solar photovoltaic installers install residential and commercial solar projects. It is predicted that the largest growth in the solar industry will be in occupations in solar installation, including photovoltaic installers and electricians and roofers with experience in solar installation.

Sonoran Desert Institute does not guarantee job placement or employment. Disclosures regarding job placement or employment are included on the enrollment agreement and in this catalog.

**Total Program Cost**

Tuition is $1,520, plus an Education Resource Fee of $195, for a total program cost of $1,715, which includes all course materials.

Textbooks and Materials: *Photovoltaic Systems*, Jim Dunlop, American Technical Publishers, Inc; 2009. All coursework materials including the textbook are provided by the Institute and included in the total program cost.

**Completion Requirements**

To earn a Solar Technology: Certification Preparation Certificate, a student must do the following:

- Complete 8 credit hours of program coursework online through the Institute
- Complete the program with a minimum grade point of 2.0 or above
- Complete all program requirements within six months
- Meet all financial obligations to the Institute

*Completion of the Solar Technology Certification Preparation does not require additional specialized training, practicums, or externships.*

**Course Description**

This course serves as part one of a two-course program that provides students with basic knowledge of photovoltaic (PV) systems. In this course, students are introduced to solar technology, its benefits and many applications. Participants examine the history of photovoltaics and gain a sense for where the PV industry is headed. The course starts with basic safety, including how to avoid potential accidents and how to create a safe work environment as well as the use of protective equipment. Students learn the fundamentals of electricity and solar energy, including how to calculate simple circuit values and predict solar position using solar
path diagrams. Upon completion of this course, students will have a thorough understanding of PV applications, working safety as it pertains to this field, basic electricity, and PV module fundamentals. Students will be prepared for success in part two: Solar Power: Photovoltaic Installer.

Objectives

With the successful completion of this program, a student should be able to do the following:

- Describe history of PV technology and industry
- Describe markets and applications for PV
- Describe types of PV systems and their features and benefits
- Demonstrate an understanding of electrical and solar terminology
- Identify safety hazards, practices and protective equipment used during PV system installation and maintenance
- Define basic electrical terms
- Describe the use of a digital multi-meter
- Calculate simple circuit values
- Define basic solar terms
- Describe basic solar movement and effect of earth tilt
- Predict solar position using solar path diagrams
- Describe angular effects on the irradiance of solar array
- Identify factors that reduce or enhance solar irradiation
- Explain how solar cells convert sunlight into electric power
- Label key points on an IV curve
- Illustrate effect of series and parallel connections on IV curve
- Define measurement conditions for solar cells and modules

**SOLAR POWER: PHOTOVOLTAIC INSTALLER CERTIFICATE**

As a leader in sustainable energy education, SDI offers a fully comprehensive online training program for students and employees who want to be a part of the fast-growing solar industry.

Sonoran Desert Institute is Arizona’s first licensed, accredited and North American Board of Certified Energy Practitioners (NABCEP) recognized provider of Solar Technology programs.

**Graduate Employment Opportunities**

The solar power industry has experienced rapid growth in the past decade. The solar industry includes workers in science, engineering, manufacturing, construction, and installation. Scientists, for example, are involved in the research and development of new and more efficient materials, and engineers design new systems and improve existing technologies. Manufacturing workers make the equipment used in solar power generation, such as mirrors and panels. Construction workers build solar power plants. Electricians, plumbers, and solar photovoltaic installers install residential and commercial solar projects. It is predicted that the largest growth in the solar industry will be in occupations in solar installation, including photovoltaic installers and electricians and roofers with experience in solar installation.

Sonoran Desert Institute does not guarantee job placement or employment. Disclosures regarding job placement or employment are included on the enrollment agreement and in this catalog.

**Total Program Cost**

Tuition is $2,280, plus an Education Resource Fee of $195, for a total program cost of $2,475, which includes all course materials.
Textbooks and Materials: *Photovoltaic Systems*, Jim Dunlop, American Technical Publishers, Inc; 2009. All coursework materials including the textbook are provided by the Institute and included in the total program cost.

**Completion Requirements**

To earn a Solar Power: Photovoltaic Installer Certificate, a student must do the following:

- Complete 12 credit hours of program coursework online through the Institute
- Complete the program with a minimum grade point of 2.0 or above
- Complete all program requirements within six months
- Meet all financial obligations to the Institute

*Completion of the Photovoltaic Installer Certificate does not require additional specialized training, practicums, or externships.*

**Course Description**

This course serves as part two of the two-course program that provides students with basic knowledge of photovoltaic systems. In this course students pick up where they left off in the Solar Technology Certification Preparation course. We move from photovoltaic (PV) modules and examine the PV system as a whole. Students compare the features and benefits of system designs and mounting techniques. Students learn about the purpose and operation of main electrical components and identify specifications of inverters, charge controllers, ground fault controllers and battery banks. Students analyze typical system loads and power outputs and learn to calculate PV system size. Students study the mechanical and electrical design of common PV systems and learn to analyze performance and troubleshoot common problems. Completion of this course will give students a substantial knowledge base.

**Objectives**

With the successful completion of this program, a student should be able to do the following:

- Describe most common solar module mounting techniques
- Compare features and benefits of different solar mounting techniques
- Explain the relationship between solar module cell temperature and environmental conditions
- Describe the purpose and operation of main electrical BOS components
- Identify key specifications of main electrical BOS components
- Illustrate the interaction of typical loads with IV curve
- Analyze load demand for stand-alone and grid interactive service
- Determine series/parallel PV array arrangement based on module and inverter specification
- Determine voltage drop between major components
- Describe the mechanical loads on a PV array
- Describe angular effects on the irradiance of solar array
- Describe typical system design errors
- Associate performance problems with typical causes
- List equipment needed for typical system performance analysis
- Compare actual system power output to expected output
- Identify typical locations for electrical/mechanical failure