2026-2027

SCHOOL CATALOG

McAllen Careers Institute
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McAllen, Texas 78501
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"Inspiring Success through Education and Training"

For more information, visit us at

www.mcallencareersinstitute.edu

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SCHOOL INFORMATION

Message from the Chief Executive Officer

McAllen Careers Institute (MCI) is a provider of post-secondary vocational careers. As a training facility, the institute monitors the ever-changing demands in the labor market for skilled individuals and endeavors to make sure that our programs meet those demands. McAllen Careers Institute maintains that quality instruction can lead to an improved local economy, personal quality of life, and fulfillment of career goals. To ensure that quality, the school strives to hire qualified instructors who will put our students first and ensure that they receive the best training. McAllen Careers Institute trains in a state-of-the-art industry facility where both students and staff remain motivated to excel in the education process to meet the changing needs of the industry.

I look forward to sharing the MCI experience with you.

Carlos I. Salinas

Carlos I. Salinas
Chief Executive Officer

Mission Statement and Objective

McAllen Careers Institute has a two-fold goal regarding their educational and career development programs; that includes increasing personal competitiveness in individuals while developing the skills and credentials to become more effective in their daily performance.

"Inspiring Success through Education and Training "

The MCI Education Core Values utilized to create positive experiences are grounded in

- Integrity
- Customer Service
- Innovation
- Partnership

Vision Statement

To provide valuable education through skilled training and innovation.

History

May 2009 - MCI received its approval from the Texas Workforce Commission Career Schools and Colleges
September 2009 - Started first class in a 1500 sq. foot building located at 1101 E. Dallas Ave McAllen, TX
January 2013 - MCI received its approval to train Veterans from the Texas Veteran Commission
April 2015 - MCI moved to a new location 25,000 sq. foot building located at 304 South Colonel Rowe Boulevard McAllen, TX
September 2015 - MCI received approval for Candidacy of Accreditation from the Council on Occupational Education

Location and School Facilities

The MCI campus is located at 304 South Colonel Rowe Boulevard (2nd St.) McAllen, TX, 78501. The school consists of a building that is over 25,000 square feet with administrative and education offices, classrooms, a resource center, welding shop labs, and a student break area.

Accreditations

McAllen Careers Institute (#345300) Accredited by the:
Council on Occupational Education (COE)
7840 Roswell Road, Bldg. 300 Suite 325
Atlanta, GA 30350
Phone (800) 917-2081
www.council.org

Approvals/State Licenses

McAllen Careers Institute (S-3321) is approved and regulated by the
Texas Workforce Commission
Career Schools and Colleges
101 E. 15th Street, Rm. 226T
Austin, Texas 78778-0001
Phone: 512-936-3100
www.texasworkforce.org/careerschools

McAllen Careers Institute (S-0439) is approved and regulated by the Texas Veterans Commission to train Veterans
Texas Veterans Commission
1700 N. Congress Suite 450
Austin, TX. 78701-1496
Phone: 512-463-3168
www.tvc.texas.gov

McAllen Careers Institute (#101212) is approved as a Test Facility for AWS Certified Welder Programs
American Welding Society
550 NW Lejeune Road
Miami, FL. 33126
Phone (800 or 305)-443-9353
www.aws.org

Ownership of the School

McAllen Careers Institute is owned by CC & J Group LLC. CC & J Group LLC is owned by Jose Luis Adame Jr and Carlos I Salinas.

Changes and Improvements to Programs

MCI is constantly striving to improve and update our programs to keep up with changes in the industries in which we train. As a result, we meet once a year with advisory committees made up of employers and experts from the industry and the surrounding community. These Committees review the results of graduate and employer surveys, review current industry trends, and give feedback and recommendations for updates to programs that the school considers for implementation. When planned changes or updates occur, they are published in an addendum that is distributed to students, and then included in the next printed version of the Catalog.

ADMISSION INFORMATION

Admission Requirements

The School admits, as students, applicants having an:

- Acceptable high school diploma and or Official High School Transcript listing the date of Graduation or
- General Educational Development (GED) or recognized equivalent or
- National or Regional accredited college transcript that contains the name and date of high school graduation or
- Foreign high school documentation. Interpretation is needed to validate or
- Students who have completed Home School are required to submit a copy of the curriculum used for completing their high school education
- Persons desiring to apply for customized courses are required to take the 3G Vertical visual welding test and demonstrate their ability to weld a proper bead, as applicable. The test measures that the prospective student has the basic competencies and knowledge required in the welding industry. This requirement must be completed before acceptance. The testing fee has a cost of $25.00 and the prospective student is only allowed to take it a total of 2 times.

McAllen Careers Institute reserves the right to decline any high school diploma, transcript, or equivalency documentation it deems as unacceptable.

Admission Procedures

Persons desiring to apply to McAllen Careers Institute should contact the School and speak with one of its Admissions Representatives. Before being accepted, an applicant must:

- Complete an interview with an admission representative
- Take a Tour of the School
- Meet with a Financial Aid Officer to secure arrangements for payment of the desired program of study
- Meet with an Admission Representative, to complete an enrollment agreement and required forms

A student is officially enrolled upon completion of all admission requirements and the Enrollment Agreement is fully-executed (signed by the applicant and the School Official or their designee). An applicant may register at any time, but may only begin classes on the specified start date or no later than the allowable start period defined by the school's governing agencies and as outlined in the enrollment agreement. Classes may have limited enrollment.

Credit for Previous Training

The school maintains a record of the previous education and training of each student. All requests for exemption or credit must be submitted before the start of training. New students, which includes students transferring from another institution, may request an exemption from courses based on previous postsecondary education and training. The Director of Education, or designee will review credits based on the following guidelines:

- Official transcripts from other nationally and/or regionally accredited schools and colleges must be submitted for credit before any application for transfer credits can be accepted.

- The school may request additional documentation such as course descriptions or syllabi if there is a question on the comparability of program content to the program in which the student will enroll. The student is responsible for providing any requested additional information.
- Students are responsible for all fees associated with obtaining official transcripts and supporting documentation for transfer of credit.
- Credit may be given for related courses taken at a different institution that must have been completed within the last 5 years with an earned grade of a "C" or above.
- Transfer credits may impact the student schedule, causing the student to be less than full-time, which may impact eligibility for some sources of financial aid.
- Credit is limited to no more than 50% of the total McAllen Careers Institute program, and certain classes may not be eligible for credit.
- In all cases, the school will attempt to avoid excessive loss of previously earned credit and avoid coursework duplication. Any questions about transfer of credits/clock hours should be discussed with the Director of Education, or designee.

The Director of Education, or designee will complete form CSC-010 and notify the admissions representative of the credits accepted for transfer. Once transfer credits are accepted, the student's tuition will be adjusted based on the number of credits successfully transferred in.

Credit for Veterans

With respect to veteran or veteran benefits-eligible students, **ALL PRIOR TRAINING MUST be RE-EVALUATED**. Therefore, the School will inquire about each veteran or veteran benefits-eligible person's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework, and vocational training. Previous transcripts will be evaluated and credit will be granted as appropriate. The veteran or eligible person and the VA will be notified of the evaluation result.

Non-Discrimination and Equal Opportunity Policy

McAllen Careers Institute is committed to providing an environment free of discrimination. We maintain a strict policy of equal opportunity in both employment and education, prohibiting discrimination based on race, color, national origin, religion, sex (including pregnancy), age, disability, veteran status or any other characteristic protected by law.

This policy applies to all institutional decisions, including recruitment, hiring, and promotion, as well as the administration of all educational programs, student services, and benefits.

McAllen Careers Institute fully adheres to the following federal laws as amended:

- The Higher Education Act of 1965
- Section 504 of the Rehabilitation Act of 1973
- The Family Educational Rights and Privacy Act (FERPA) of 1974

Inquiries regarding the application of these laws or general compliance may be directed to the Compliance Officer.

Student Disability Accomodation

McAllen Careers Institute is committed to providing equal access to its programs and activities for all students. In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the Institute provides reasonable accommodations to qualified students with disabilities to prevent discrimination and ensure full participation. Accommodations are determined based on legal requirements, academic standards, and ethical best practices in disability services.

Requesting Accommodations

- **Official Request**: Students must provide sufficient evidence of a disability and submit an official disability accommodations request form along with supporting documentation.
- **Timelines:** To ensure adequate planning, students should submit requests as far in advance as possible. When possible, new students should submit their documentation at least four weeks prior to enrollment.

Review Process

- The Director of Education will evaluate the student's documentation, consult with faculty or campus officials as necessary, and determine appropriate accommodations.
- Because needs may change based on course content and schedules, the Director of Education reviews all accommodation requests each enrollment period.

Implementation

Once approved, the Director of Education will create a list of authorized accommodations and share it with the student. For each course, the Director of Education will prepare official letters summarizing the specific accommodations for that instructor; these are delivered via email to both the student and the faculty member. All faculty and staff are required to implement the accommodations as outlined in these letters. If a student encounters a disagreement with a faculty member regarding an accommodation, they should contact the Director of Education for assistance.

Dispute Resolution

Students who disagree with an accommodation decision may seek a review by contacting the School Director.

- The School Director will first attempt an informal resolution involving the student, the Director of Education, and relevant faculty.
- If an informal resolution is not possible or effective, the matter will be referred to the Executive Director and/or the Compliance Officer for a formal investigation and review.

STUDENT INFORMATION AND SERVICES

Consumer Information and Disclosures

The U.S. Department of Education requires schools to provide potential and current students with Consumer Information and Disclosures of specific information regarding graduation rates, retention rates, placement rates, median loan debt of Title IV Federal Student Aid and private loans, and possible employment outcomes for each academic program. The summary and the location of the Consumer Information are provided in the Consumer Information Notice distributed to all potential students. McAllen Careers Institute provides this information to all currently enrolled students for July 1 – June 30 of the subsequent year, unless there are updates, which are provided at the time of the change. In addition, McAllen Careers Institute Consumer Information is located on the MCI website at www.mcallencareersinstitute.edu for each program offered.

Campus Security

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires all colleges and universities to publish information about crime on and near the campus. The Clery Act requires that an Annual Security Report is published by October 1st of each calendar year, a public crime log is maintained on campus, and the campus is responsible for using an emergency notification system to alert students of a serious threat. MCI follows these guidelines and reports to the United States Department of Education annually. Students and Employees may find information on the Annual report posted online at www.mcallencareersinstitute.edu.

If you have any questions regarding reporting obligations, please contact your School Director. The Annual report contains information regarding Campus Security such as:

- Emergency Response Plan
- Security & Access to Facilities
- Crime Awareness and Prevention
- Crime Statistics & Definitions
- Disciplinary Referrals
- Sex Offenders/Sex Offenses
- Drug-Free Campus and Workplace
- Alcohol & Drug Policy
- Description of Health Risks Associated with Alcohol and Drug Use
- Federal and State Legal Sanctions
- Local Counseling, Treatment and Rehabilitation Programs
- Crime Statistics

McAllen Careers Institute enforces a strict policy for students and employees who violate the company's policies related to drug use. Violators may be subject to penalties and/or disciplinary actions including up to termination from school or employment. MCI's sexual assault policy is to encourage students to be responsible for their personal safety. The campus has a list of staff members by name, title, and contact number who are available to report criminal activity, public safety issues, emergencies, and suspicious behavior. In the event of an emergency or imminent danger, everyone should immediately call 911. Campus security authority lists and blank incident reports are posted on bulletin boards throughout the campus. If assistance is needed, it will be provided upon request. Students are encouraged to be responsible for their personal and community safety.

Emergency Notification System

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998, MCI provides an emergency alert system, via school management software (Orbund) that delivers messages to your MCI or personal email addresses as well as your cell phone. This system will keep the campus community informed regarding safety and security issues by immediately notifying students and staff about crimes committed on campus that may pose a serious and/or immediate threat. We have enrolled you in the program at no additional expense to you. We encourage you to keep your contact information current so that these important alerts can reach you on time. Please contact the front desk at the campus to update your contact information. If you choose to not enroll in this service, we ask that you contact your School Director.

School Closings Due to Weather

Notification for school closing due to inclement weather and or any other emergency will be done via Orbund911 and social media. We encourage you to keep your contact information current so that these important alerts can reach you on time. Please contact the front desk at the campus to update your contact information.

Non-Harassment Policy

McAllen Careers Institute will not permit, tolerate or condone harassment against any individual for any reason, including, but not limited to, harassment based on race color, religion, national origin, sex, (including pregnancy), age, disability, veteran status or other status protected by applicable law. Comments, conduct, or innuendoes that might be perceived by others as offensive or harassing are wholly inappropriate and are to be strictly avoided. This policy applies to students, company employees, customers, vendors, and visitors to the premises. McAllen Careers Institute intends to provide a school environment that is pleasant, healthy, comfortable, and free of intimidation, hostility, or other offenses that might interfere with a student's educational performance. All employees and students must avoid offensive or inappropriate behavior in School or employment-related relationships and are responsible for ensuring that all student-employee, plus employment-related relationships remain professional and free from harassment at all times. Harassment can include but is not limited to, the following actions:

- **Inappropriate Communication** – involves any language that is offensive, unnecessarily loud or degrades or berates others, including, but not limited to, racial, religious, or sexual comments or jokes, sexual innuendos, or threats of any kind, whether communicated verbally, in writing or electronically.
- **Physical Abuse** – includes, but is not limited to, touching, hitting, kicking, or threatening another person, including restraining by force or blocking the path of another.
- **Interference or Hostile Environment** – includes any behavior or action that interferes with a student or employee's ability to perform job duties and responsibilities, participate in the education process, or which results in or creates a hostile or intimidating environment.
- **Sexual Harassment** – includes but is not limited to, unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature when:
    - Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or continuation of education;
    - Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or

    - Such conduct is severe and pervasive and has the purpose or effect of unreasonably interfering with the individual's work or school performance or creating an intimidating, hostile, or offensive work environment.
- **Retaliation** – includes any adverse action or threat of adverse action taken or made because a student or employee has exercised or attempted to exercise any rights under applicable laws or under policies of the company. Retaliation includes, but is not limited to, threats, withholding, or withdrawal of pay, promotions, training, grades, or employment opportunities.

Reporting Procedures

It is important that students and employees clearly understand the serious effects of harassment. Such behavior may result in personal liability, as well as liability to the school. If an individual feels that he/she has been subjected to any type of degree of harassment, he/she must report the incident verbally or in writing to the School Director, Director of Education, department head, and any other member of management, the Executive Director or the Compliance department. A complaint must include the specific nature of the incident and the date(s) and place(s) such alleged harassment took place, as well as the name(s) of any individual(s) known to be involved, but does not have to be in writing.

When the school's management becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the school to do so. Complaints of violations will be promptly and carefully investigated, including interviews with all relevant persons. Investigators will conduct an objective investigation with consideration given to each person's desire for privacy; however, no student or employee is guaranteed complete confidentiality and/or anonymity during an investigation. Only individuals with a legitimate "need to know" will be given any information regarding the complaint(s).

Employees and students who utilize this procedure are assured that they will be free from any reprisal or retaliation for reporting such violations or cooperating in an investigation.

Any student found to have harassed a fellow student or school staff member would be subject to severe disciplinary action including possible expulsion from school. In addition, any staff member found to have harassed a student or other staff member would be subject to severe disciplinary action including possible discharge from employment. The school will take the action necessary to appropriately remedy the situation. However, if an investigation of a complaint shows that the complaint or information was knowingly false, the individual who provided the false information will be subject to disciplinary action, up to and including dismissal from the school or, if a staff member up to and including termination from employment.

Title IX Statement

In accordance with Title IX of the Education Amendments of 1972, the school specifically prohibits discrimination based on sex in its education programs and activities. This includes:

- Sexual Harassment: Unwelcome conduct of a sexual nature.
- Sexual Misconduct: Sexual assault, domestic violence, dating violence, and stalking.
- Pregnancy: Discrimination against pregnant or parenting students.

Prohibited Conduct

Harassment is defined as unwelcome verbal, physical, or visual conduct that creates an intimidating, offensive, or hostile environment. This includes, but is not limited to, epithets, slurs, derogatory comments, or physical interference with school activities based on a protected category.

Reporting Procedures

The Institute encourages any individual who believes they have been a victim of harassment or discrimination to report the incident immediately.

General Harassment: Must report the incident verbally or in writing to the School Director, Director of Education, department head, and any other member of management, the Executive Director or the Compliance department. **See Non-Harassment Policy Reporting procedures.**

Title IX (Sex-Based) Harassment: Should be reported to the Title IX Coordinator listed below:
Yida A. Ibarra
Compliance Officer
956-366-2176 / 956-618-5800
yibarra@mcallencareersinstitute.com

Student Complaint/Grievance Resolution

McAllen Careers Institute stated objective is the preparation of its graduates for a career in their chosen field of training. If a student has a grievance, the following procedure must be followed. McAllen Careers Institute desires that a grievance be settled at the lowest possible level, and resolved as rapidly as possible.

1. A student will attempt to resolve a grievance with the person involved.
2. If a student is unable to resolve the grievance with the person involved, it should be submitted in writing to that person's supervisor.
3. If the grievance is still unresolved after two days the student should submit a written summary to the School Director. A meeting will be set up to include the student, the person involved, and the Director. Every effort will be made to resolve the grievance at this point.
4. If the student notifies the School Director in writing that the student does not consider the grievance to be resolved, a written summary by the School Director, along with all other materials, will be forwarded to the Executive Director. A written decision on the grievance report will be sent to the student and the School Director within five working days after receipt of the signed grievance. If after following the school's policy the grievance remains unresolved, for all programs, the unresolved grievance should be directed to the

Texas Workforce Commission, Career Schools and Colleges Department 101 E. 15th Street, Room 226T Austin, Texas 78778-0001 Phone (512) 936-3100 www.twc.texas.gov e-mail: career.schools@twc.state.tx.us The Texas Workforce Commission will not consider appeals of probation or dismissal for reasons of excessive absences, consecutive absences, or failure to maintain satisfactory progress.Information on filing a complaint with TWC can be found on TWC's website at https://www.twc.texas.gov/programs/career-schools-colleges	**Council on Occupational Education (COE)** 7840 Roswell Road, Bldg. 300 Suite 325 Atlanta, GA 30350 Phone (800) 917-2081 www.council.org The Council of Occupational Education will not intervene on behalf of individuals in cases of disciplinary action or dismissal, or act as a court of appeals in such matters as admission, graduation fees, financial aid, and similar points of issue.

Arbitration

To enroll, both the Student and a School Administrator must sign an enrollment agreement. This agreement includes the following mandatory arbitration provisions. **Please read them carefully; they affect your legal rights and include an option to opt out.**The following procedure shall apply to the resolution of any dispute arising out or in any way related to a student's Enrollment Agreement with the school, any amendments or addenda thereto signed by the student or the subject matter hereof, the student's enrollment, attendance, and completion of the student's education program, including without limitation, any statutory, tort, contract, equity or another claim (including all claims presented as a class action) (the "Dispute"):

Mandatory Arbitration & Jury Waiver You (the "Student") and the School agree that any dispute or claim arising from your enrollment or attendance shall be resolved exclusively through **binding arbitration** in the city and county where the School is located. **By signing, both parties waive their right to a trial by jury or to seek redress in court.**

Class Action Waiver disputes must be brought only in your **individual capacity**. You may not join or lead a class action or representative proceeding. If this specific waiver is found unenforceable, only the affected portion of the dispute will proceed in court; the remainder will stay in arbitration.

Procedures Arbitration will be conducted by the American Arbitration Association (AAA) under its Commercial Arbitration Rules and Consumer Related Disputes procedures.
Finality: The arbitrator's decision is final and may be entered as a judgment in any court with jurisdiction.
Alternate Forum: If the AAA cannot administer the case, the parties will mutually agree on an alternative arbitrator.
Resources: For rules and contact info, visit **www.adr.org** or call 212-716-5800.

1. The Parties agree that this arbitration agreement involves interstate commerce and that the enforceability of this arbitration agreement shall be governed, both procedurally and substantively, by the Federal Arbitration Act, 9 U.S.C. §§ 1-9.
2. Arbitration shall be the sole method of resolving all Disputes between the Parties to this agreement.
3. The arbitrator shall have the authority to decide all questions of arbitrability.
4. Arbitration will take place before a single neutral arbitrator who is an attorney, chosen according to the AAA Commercial Rules, in the city in which the School attended by the Student is located. As a condition of appointment, the arbitrator shall follow all applicable substantive laws (except as otherwise provided in this arbitration agreement), shall agree to the terms of the arbitration agreement between the Parties, and shall lack authority not to enforce the terms of the arbitration agreement between the Parties.
5. The Parties may take discovery through interrogatories, depositions and requests for production that the arbitrator determines to be reasonable and necessary.
6. The arbitration shall be conducted in the English language.
7. The arbitrator shall have the authority to grant interim remedies pursuant to the AAA's Optional Rules for Emergency Measures of Protection then in effect. The arbitrator shall have the authority to award monetary damages measured by the prevailing party's actual damages and may grant any non-monetary remedy or relief that the arbitrator deems just and equitable and within the scope of this agreement

between the Parties. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction.

8. The arbitrator shall not have any authority to award punitive damages, treble damages, consequential or indirect damages, or other damages not measured by the prevailing party's actual damages.
9. The arbitrator also shall not have any authority to alter any grade issued to a student.
10. The Parties also shall bear an equal share of the fees and costs of the arbitration, which include but are not limited to the fees and costs of the arbitrator, unless the Parties agree otherwise. The Student is responsible for all other additional costs that the Student incurs in the arbitration including, but not limited to, attorney's fees or expert witness costs unless otherwise required of the School under applicable law.
11. Except as may be required by law, neither party nor an arbitrator may disclose the existence, content, or results of any such arbitration without the prior written consent of both Parties. The Student agrees that any actual or threatened violation of this provision would result in irreparable harm, and would be subject to being immediately enjoined.
12. In the event a conflict between the rules of the arbitral forum and the arbitration agreement between the Parties, the arbitration agreement between the Parties governs.
13. If any clause within these arbitration provisions is found to be illegal or unenforceable, that specific clause will be severed from these arbitration provisions, and the remainder of the arbitration provisions will be given full force and effect.
14. If the Student does not wish to be bound by these arbitration provisions, the Student must notify the School in writing within 30 days of the date that these arbitration provisions become effective. The Student may opt out by mail to the campus mailing address. The Student's written notification to the School must include the Student's name and address as well as a clear statement that the Student does not wish to resolve disputes with the School through arbitration.

Finally, as required by 34 C.F.R. § 685.300(e) and (f), regulations promulgated by the United States Department of Education in 2022, we agree to the following modifications of this arbitration agreement, but only to the extent and so long as the regulations requiring the modifications remain in effect. To the extent the regulation is declared invalid by a court of competent jurisdiction or is rescinded by the United States Department of Education, the modification associated with the invalidated or rescinded regulation shall immediately become null and void:

Modification Required by 34 C.F.R. § 685.300(e). We agree that this agreement cannot be used to stop you from being part of a class action lawsuit in court. You may file a class action lawsuit in court, or you may be a member of a class action lawsuit even if you do not file it. This provision applies only to class action claims concerning our acts or omissions regarding the making of the Direct Loan or our provision of educational services for which the Direct Loan was obtained. We agree that the court has exclusive jurisdiction to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

Modification Required by 34 C.F.R. § 685.300(f). We agree that neither we nor anyone else will use this agreement to stop you from bringing a lawsuit concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. You may file a lawsuit for such a claim, or you may be a member of a class action lawsuit for such a claim even if you do not file it. This provision does not apply to lawsuits concerning other claims. We agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

Copyright and Academic Integrity

Students at McAllen Careers Institute are expected to maintain the highest standards of academic conduct by always submitting their own original work for all assignments, research papers, tests, and projects. Students found to engage in plagiarism, cheating, or other forms of academic dishonesty will be subject to negative consequences up to, and including termination from school. Plagiarism is the use of another's words or ideas without proper citation and includes copying large sections of text or images from print or electronic resources, or another student's work.

Students may avoid plagiarism by forming ideas in their own words, quoting only limited passages of borrowed text, and always acknowledging the origin of borrowed ideas or words with a correct citation. Copyright is a form of protection provided by the laws of the United States (title 17, US Code and 1976 Copyright Act) to authors of literary, dramatic, musical, artistic, and other intellectual works, both published and unpublished. The principle of "Fair Use" allows for the public to freely utilize portions of copyrighted material for purposes of commentary or criticism, including limited academic use. Complete copyright information may be obtained from the U.S. Copyright Office, or online at www.copyright.gov.

Family Educational Rights and Privacy Act (FERPA)

McAllen Careers Institute is committed to the privacy and security of our students. MCI's Student Records Policy complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) which establishes students' rights and institutions' responsibilities regarding the privacy of education records. It provides guidelines for maintaining the confidentiality of education records and monitoring the release of information from those records. The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords current or former students certain rights with respect to their educational records. Students have the right to:

1. Inspect and review their individual school records within 45 days of the written request. Students should contact the registrar's office to determine the location of appropriate records and the procedure for reviewing such records. A student should submit a written request that identifies the record(s) the student wishes to inspect. Requests for finance records go to the Financial Aid Office, and requests for other records to the Registrar's Office. A McAllen Careers Institute official will make access arrangements and notify the student of the time and place where the records may be inspected.
2. The student has the right to seek an amendment of records that are believed to be inaccurate, misleading, or otherwise in violation of privacy rights. Students requesting an amendment of records should submit a written, dated request to the Registrar's office and identify the part of the record to be changed, and specify why it is inaccurate, misleading, or a violation of privacy. If McAllen Careers Institute decides not to amend the record as requested, MCI will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent from the parents or eligible student as applicable Students must provide a signed, dated, and written request allowing McAllen Careers Institute to disclose the information. Students must state the records that may be disclosed, state the purpose of the disclosure, and identify the party to whom the disclosure may be made. **NOTE: FERPA** does authorize McAllen Careers Institute to disclose student personal identifiable information without consent to other school officials*****, any contractor or consultant contracting with McAllen Careers Institute, representatives of the Secretary, of State, any organization conducting studies, accrediting agencies, a federal grand jury subpoena, etc.
4. Upon request from the student or institution, McAllen Careers Institute may disclose education records without the student's consent to officials of another school in which the student seeks or intends to enroll.
5. The school also reserves the right to release to police agencies and/or crime victims any records or information pertinent to a crime which has occurred on campus, including the details of and disciplinary action taken against the alleged perpetrator of the crime.
6. File a complaint with the U.S. Department of Education concerning alleged failures by McAllen Careers Institute to comply with the requirements of FERPA. The requirements for filing a complaint and required form can be found at https://studentprivacy.ed.gov and the name and address of the office that administers FERPA is:

   Family Policy Compliance Office (FERPA)
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 40202-4605
   FERPA.Complaints@ed.gov
7. Notify McAllen Careers Institute Education Office in writing if the student wishes to withhold his or her information from the "Directory" information. The school may release information without the student's consent where the information is classified as "Directory Information"; the following categories of information have been designated by McAllen Careers Institute as directory information:
   - Name
   - Address
   - Telephone listing
   - E-mail address
   - Photographs
   - Major field of study
   - Dates of attendance
   - Current year in school
   - Total number of credits/hours completed
   - Certificates conferred (including dates)

   Students who do not want such information released without their consent should notify the Education Office.

***** A *school official* is a person employed by the school in an administrative, supervisory, academic, or support staff position; a person or company with whom the school had contracted (such as an auditor, attorney, or collection agency); a person serving on the Board of Directors, a student serving on an official committee (such as a grievance or disciplinary committee) or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if he/she must review the education record to fulfill his/her official responsibilities.

Advising

The school has an open-door policy and encourages students to discuss any questions or suggestions with whomever they may wish at any time. However, the school encourages students to follow the traditional "chain-of-command" policy practiced by most employers. This chain begins with the student's instructor (equivalent to the immediate supervisor in the workplace) and continues through the Director of Education, the School Director to the Executive Director.

Housing

The School does not provide formal assistance but will provide contact with various apartment locator services in the general vicinity of the campus.

Transportation

McAllen Careers Institute facilities are conveniently located near public transportation and major freeways. If a student has transportation problems, we try to arrange a carpool since we have students commuting from many parts of the city.

Health and Safety

We will attempt to provide safe facilities and a workplace free from recognized hazards. Each program has specific guidelines that will be explained by the individual instructors. Students are expected to use common sense at all times to prevent injury to themselves and others. The school maintains first aid kits for emergencies. All accidents and injuries must be reported to an instructor or manager or supervisor immediately.
General safety rules that should be observed at all times include:

- Operating mechanical and electrical equipment only according to prescribed procedures;
- Wearing safety glasses and other personal protective equipment whenever and wherever training activities call for them.

Student Insurance

Certain risks are inherent in any work involving regular contact with mechanical and electrical equipment. While stringent precautions are taken to ensure safety, minor accidents can occur. McAllen Careers Institute does not assume financial responsibility for injuries due to student negligence. All students should have their own personal medical insurance or be covered by their families' medical insurance while attending school.

Student Code of Conduct

Students are expected to conduct themselves courteously and professionally and adhere to school policies. Generally, a student may be asked to leave a classroom if, in the opinion of the instructor, the student's dress, manner, appearance, or behavior distracts or interferes with the educational process. Violation of school policies may result in disciplinary action up to and including dismissal from school. A student's ability to re-enter school is at the discretion of the School Director. Specific examples of acceptable behavior are below:

1. Students will display respect for fellow students, faculty, and school staff members.
2. Students will not interfere with the learning progress of any other student(s).
3. Students will put forth a reasonable effort to learn and to bring their training to a successful conclusion within the scheduled training period.
4. Students will attend all scheduled classes and have valid reasons for any time missed.
5. Students will not provide or submit false information to the institution by forgery, alteration or misuse of documents or records, falsifying a written or oral statement or submission of false identification to the institution.
6. Students will not bring unfavorable criticism or disrepute upon the school or fellow students.
7. Students will adhere to the dress code at all times.
8. Students will refrain from abusive, vulgar, or profane language on school premises.
9. Students will not engage in cheating in any form.
10. Students will not bring alcohol, illegal drugs, or weapons of any kind onto school premises, or be under the influence of alcohol or illegal drugs while on school premises.
11. Students will not eat or use tobacco products in classrooms, labs, or other non-designated areas.
12. Students will not engage in gambling, fighting, soliciting, or distribution of literature of any kind on the school premises.
13. Students will not remove any supplies, textbooks, equipment, or other school property from the premises without prior written permission from the Director of Education.
14. Students will not misuse, vandalize, or otherwise damage any school property.
15. Students will leave their classrooms and lab areas clean at the end of the class period.
16. Students will not bring visitors to the school without prior permission from the School Director.
17. Students will make all tuition payments as scheduled.
18. The use of cell phones in the classroom is prohibited unless permission is granted by the instructor for use for a related classroom activity or assignment.

Student Disciplinary Actions

1st Warning Verbal	The Instructor Concern form will be filled out and signed by the employee.
2nd Warning Written	Notice of Disciplinary Action form. The student must sign the form, and will be sent to the classroom, with no lab hours made up, only bookwork.
3rd Warning Written	Notice of Disciplinary Action form. The student must sign the form, will be sent home for a day, and will lose those lab hours.
4th Warning Written	Notice of Disciplinary Action form. The student must sign the form and will be dismissed from the program.

Personal Property and Institutional Liability

McAllen Careers Institute strives to provide a safe and productive learning environment. However, students are responsible for the security and care of their personal belongings. This section outlines the limitations of the Institute's liability regarding personal property.

Loss and Damage Policy

McAllen Careers Institute is not responsible for, and will be held harmless for, damage to or loss of personal property. This includes, but is not limited to, clothing, jewelry, and other personal items that may be damaged by equipment, chemicals, or materials used during training.

- **Reporting:** Property loss should be reported immediately to a school staff member. The School will make every effort to assist the student in recovering lost property.
- **Found Items:** Any items found on campus should be turned in to a school staff member immediately so that the rightful owner may be contacted.

Tools and Equipment Guidelines

To ensure safety and standardization in our labs and classrooms, MCI maintains the following policy regarding student-owned equipment:

- **Authorized Tools:** The basic tools specified by the school are the only tools required for training. Students should not bring additional tools, tool kits, or external equipment to the school unless explicitly authorized by an instructor.
- **Storage and Responsibility:** The Institute assumes no responsibility for missing tools, tool kits, toolboxes, book bags, or computers belonging to students.
- **Insurance Recommendation:** MCI does not carry insurance to cover personal items belonging to students. It is strongly recommended that students consult with their personal insurance provider to ensure their tool kits and electronic equipment are covered under a private policy.

Student Use of Computer Systems and Networks

McAllen Careers Institute computer systems and networks are provided for student use as a part of McAllen Careers Institute academic programs. Students are not permitted to use their personal devices on the MCI computer network. This poses a security risk to the MCI infrastructure and is prohibited. All students have a responsibility to use McAllen Careers Institute computer systems and networks ethically and lawfully. Students found to have misused MCI computer systems and networks may receive disciplinary action up to and including dismissal. McAllen Careers Institute will not tolerate any abuse of computer systems and networks. This is not an all-inclusive list. In the case of a dismissal, the student will be subject to the refund policy as outlined in the school catalog. Examples of behaviors considered to violate McAllen Careers Institute policy on student computer systems and networks include:

- Sending obscene, harassing, intimidating, and/or threatening messages through email or other means. Viewing or downloading, displaying, printing, or otherwise disseminating material that is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, defamatory, or otherwise unlawful.
- Downloading any software programs, files, or other items including but not limited to internet accelerator programs, search engines, upgrades, enhancements, fonts, graphic images, photos, or other items unless authorized to do so by the Director of Education. Transferring personal software to McAllen Careers Institute computers is prohibited.
- Soliciting business, selling products, or otherwise engaging in commercial activities or personal advertisements.
- Using McAllen Careers Institute computer and/or network to perpetrate fraud, misrepresentation, or illegal activity.
- Providing others with access to one's personal computer accounts or attempting to gain access to the computer accounts, files, or system to which authorized access has not been granted.
- Attempting to circumvent or compromise McAllen Careers Institute computer security or the security of any remote system accessed through McAllen Careers Institute equipment or networks.
- Creating or releasing computer viruses or engaging in other destructive or potentially destructive programming activities.
- Modifying, altering, or tampering with systems hardware or software unless explicitly authorized to do so by the School Director.

Graduate Employment Assistance

McAllen Careers Institute emphasizes graduate employment assistance; we consider this to be one of the most important services we can offer our students. The Career Services department helps connect graduates to the workforce by providing specific services that relate to preparing for and identifying employment opportunities. This office provides the following services:

- Assistance in the preparation of resumes and cover letters
- Job coaching services to improve or enhance interviewing (and other) job-seeking skills
- Advice and information on job availability in specific areas of training
- Continuous, individualized employment assistance

The school develops contacts with employers and generally has requests from employers for graduates. To do this, McAllen Careers Institute maintains a contact file of potential employers which is constantly updated. Employers are also invited to come to the McAllen Careers Institute campus for job interview sessions. McAllen Careers Institute is very proud of the success of our graduates; however, McAllen Careers Institute does not or will not guarantee employment. Students are also informed that they should be ready to relocate upon graduation, as this may increase their employment opportunities.

ACADEMIC INFORMATION

Class Size

The school will maintain a proper ratio between teachers and students to allow adequate attention to each individual in both theory classes and the laboratory. The student-teacher ratio will generally not exceed 30:1 in theory classes and 20:1 in laboratory classes

Definition of Clock Hour

McAllen Careers Institutes is a clock hour-approved school and does not convert to quarter credit or semester credits. Classroom lecture involves the presentation of theory; laboratory work involves the application of theory through the use of training aids that involve the application of knowledge and skills.

A clock hour is defined:

- as a 50-minute to 60-minute lecture, recitation, or class, including laboratory class or shop training, in a 60-minute period.
- a 50-minute to 60-minute faculty-supervised laboratory, shop training, or sixty minutes of preparation in the course.

The law and regulations set the following minimum standards for coursework earned by a full-time student in an academic year in an undergraduate educational program.

- 900 Clock-hours for a program measured in clock hours and 30 to 36 weeks in an academic year.

Transfer of Credit Hours

McAllen Careers Institute does not guarantee articulation with any educational institution for the transfer of credit earned at MCI. Check with the School Director for current articulation agreements with other colleges or universities. The transferability of credits earned at MCI will be determined by the receiving institution's policy and should not be assumed to be transferable.

Attendance Policy

McAllen Careers Institute is an attendance-taking institution.

Recording Attendance/Absences

a. Attendance will be taken at the beginning of each hour of class. An absence will be charged for each hour in which the student is not in attendance.

Tardiness

b. Those students who are tardy to class for more than 10 minutes will be marked absent for the hour. These absences will count toward TWC absence limits.
c. Those students who continue to be tardy or absent and/ or disrupt class may be referred, at the discretion of the instructor, to the School Director or his/her designee for advising or disciplinary action.
d. Instructors may use absences or tardies as part of their grading process, such as averaging a participation grade with other daily averages. Instructors should, however, clear their policies with the School Director.

Full-Day Absence (Defined)

e. A full-day absence will be charged when the student is absent from all scheduled hours for that day.

Termination due to Absences

f. A student will be terminated for attendance violations as follows:
    i. The student is enrolled in a program/course of more than 200 hours and absences exceed 20% of the total contracted clock hours in the student's program; or
    ii. Students who exceed 10 consecutive days of absence excluding, holidays, scheduled breaks, and weekends; or
    iii. Students enrolled in a program/course or single subject of less than 200 clock hours and absences exceed 25% of the total contracted hours.
    iv. Any number of days if the student fails to return as scheduled from an approved leave of absence.
    v. When a student enters the period of his/her program in which the student is obligated for all tuition, fees, and other charges the School Director may waive the 20% or 10 consecutive days absent termination requirement on a case-by-case basis.
    vi. Students whose enrollments are terminated for violation of the attendance policy may not re-enroll before the start of the next progress evaluation period.

Attendance Policy – Veteran Affairs Students

Students attending under Veterans Affairs (VA) funding must comply with the general standards of attendance and progress established by the U.S. Department of Veterans Affairs. Attendance for these students is monitored continuously from the start of enrollment until they graduate, complete the program, or withdraw. Any violation of the attendance policy or failure to meet satisfactory attendance standards will be reported to the Department of Veterans Affairs on VA Form 22-1999b within 30 days of the date the student exceeds the allowed number of absences. This reporting requirement applies even if the student has completed enough hours for program completion or if no refund is due to the student or funding source. Students dismissed for unsatisfactory attendance may request certification for the next scheduled class start, subject to institutional approval and VA regulations.

Recording Attendance/Absences

a. Attendance will be taken at the beginning of each hour of class. An absence will be charged for each hour in which the student is not in attendance

Termination due to Absences

a. Students exceeds 5 consecutive days of absence excluding, holidays, scheduled breaks, and weekends; or
b. Student exceeds 20% of the total contracted clock hours in the student's program;
c. Any number of days if the student fails to return as scheduled from an approved leave of absence.

Leave of Absence

A leave of absence (LOA) is a temporary interruption in a student's attendance for a specific period and may be granted to a student for a limited number of reasons deemed reasonable by the Director of Education and/or School Director.

Reasons for Leave of Absence:

- Medical Leave (including pregnancy)
- Family Care (unexpected child care issues, medical care, or serious family health issues)
- Military Duty
- Jury Duty
- Other (Granted under the discretion of the School Director and Director of Education)

Only the Director of Education or School Director may grant this leave of absence, and only under the following conditions:

- The student has the intention of returning to school.
- The leave of absence is requested in writing by the student within 10 calendar days of the student's last day of attendance but before the student taking the LOA. The Leave of Absence form includes the reason for the request and is signed and dated by the student and Director of Education. If unforeseen circumstances prevent the student from providing a written request within 10 calendar days, the campus may use its discretion to grant the student's request. In this situation, the School documents its decision and collects the documentation and written request at a later date. LOA request is signed by both the student and authorized School officials.
- The school may not assess the student for any additional institutional charges.
- For a program with a course time of *200 hours or less*, a student may be on leave of absence for a total of 30 calendar days.
- For programs with a course time of *more than 200 hours*, a student may be on leave of absence for a total of 60 calendar days.
- No more than two leaves of absence may be granted for the same student in any twelve (12) month period.

Attendance records shall clearly show the dates for which the leave of absence is granted. Failure of a student to return from a leave of absence will result in termination of enrollment from the school, and any unearned tuition shall be refunded within refund guidelines.

Make-up Policy

The student is responsible for initiating any request to make up hours and work missed because of class absence. The student may request permission from their Instructor or Director of Education to make up hours/work. The following guidelines must be followed:

1. No more than 5% of the total clock hours for a program may be made up;
2. Make-up work shall:
    a. Be supervised by an instructor approved for the subject being made up:
    b. Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
    c. Be completed immediately after the absence but no later than two weeks after the end of the grading period during which the absence occurred;
    d. Be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
    e. Be signed and dated by the student to acknowledge the make-up session.
3. Care must be taken by the instructors and staff to ensure that hours are not being made up to circumvent the absence policy or the incomplete grade policy.

Class Entrance Deadline

For each grading period, students will not be allowed to start class in any subject after the third class day. This applies to new and continuing students. Exceptions to the three-day rule must be cleared by the School Director.

Procedure for Withdrawing from School

Students who wish to terminate their training for any reason are required to take the following steps:

1. Notify the Director of Education or Registrar in writing. The written notification should explain the reasons for wishing to terminate. Students will have the opportunity to meet with an appropriate staff member to determine if the problem can be resolved without termination.
2. Schedule an exit interview with a member of the Financial Aid staff.

Students, who are obligated for the full tuition at the time of withdrawal, may request a grade of 'Incomplete' if withdrawing for an appropriate reason unrelated to their academic status. Such a student may re-enter during the 12 months following the date of their withdrawal, and complete needed courses without a charge of tuition from their original enrollment agreement. If the incomplete subjects are no longer available due to program changes, the student will be charged at current rates and must meet the graduation requirements of the program revisions. A student that is granted an incomplete course status after his/her withdrawal will not, after re-entering, incur a tuition price increase based on program and course availability.

Probation and Termination

Students may be terminated and/or dismissed for violation of policies as listed in this catalog including: not maintaining satisfactory academic progress, excessive absences or tardies, improper conduct, and failure to fulfill financial obligations to the School. In all cases, tuition and fees will be charged according to the approved refund policy.

Reinstatement into Training

Students may request to be readmitted to the school after being dismissed or voluntarily withdrawing. Requests must be submitted in writing to an admissions representative demonstrating that the conditions which led to the interruption in training have been satisfactorily resolved. The request will be sent to the Director of Education who will together with a committee review the request and decide if the student is a good candidate for re-entry. Re-enter applicants must participate in the re-entry admissions process and be accepted by an authorized School Official. Re-entering students will be charged at current tuition rates for the remaining period of training. In the event the admissions requirements change, re-entry applicants may be required to provide additional documentation to prove eligibility. Students who are terminated for failing to maintain satisfactory academic progress must wait a minimum of one term before applying for readmission and will be readmitted on SAP probation status. Students who do not achieve satisfactory progress at the end of this probationary period will be terminated. Students who were dismissed due to unsatisfactory attendance progress may not re-enter before the start of the next progress evaluation period. The academic plan instituted at the time of reinstatement is based on current course schedules and class capacities and is subject to change due to course and seating capacity availability and is not guaranteed.

Re-Admission for Military Service Members

A re-entering student who was required to withdraw because of active military status will be promptly re-entered with no advance notice required by the student if re-entering within five years of completion of service unless unusual circumstances require the institution to admit the student at a later date. Re-entry will be processed into his/her same program of study at the same enrollment status and with the same number of hours previously completed. If that program is no longer offered, the student will be readmitted to the program that is most similar in terms of content and clock hours unless the student requests admission to a different program. If the School assesses that additional academic preparation is required before resuming active enrollment, this will be provided by the School at no charge to the student. In all cases, the student will be charged the same tuition and fees that would have been assessed at the time the student left the School for active military service. Students may contact the Director of Education for more information about this policy and eligibility, or when ready to re-enroll.

Graduation Requirements

To graduate and receive a Certificate, students must:

- Successfully pass each course in their program of study
- Achieve the minimum required Grade C
- Complete all program requirements within a period which does not exceed 1.5 times the program length
- Be in good financial standing with the school

If all the above has been successfully achieved the student will be awarded a certificate which bears the graduates name, the program of study, the signatures of the Executive Director and School Director, and the seal of the School.

Release of Records, Transcripts and Certificates

Certificates will not be released to any institute or individual until all financial obligations have been met and the student has been cleared by the Financial Aid department. Initial copies of transcripts or certificates will be issued at no charge. Fees for additional copies of transcripts or certificates are $5.00. A transcript/certificate request form with a copy of the student's identification must be completed and returned with payment before the document can be released.

ACADEMIC STANDARDS

Grading Policy

Grades will be provided to students at the halfway point and the end of each subject in the course. In the case of programs with terms, grades will be provided at the midpoint, and at the end of the term, McAllen Careers Institute uses average grade points as they accumulate through each section of study to assess student performance. A letter grade will be provided for written reports, tests, and skill demonstrations. Grade percentage will then be translated into grade points for comparative performance evaluation. If a student must retake a course of study, the most current test grade or course grade will be utilized.

Grading and Marking System – Grades are given for individual subjects using the following grading system:

Grade	Definition
A	90-100 Excellent
B	80-89 Above Average
C	70-79 Average
F	69 or below Failing
I	Incomplete
W	Withdrawn

Incomplete/Withdrawn Grades

A grade designation of "I" indicates incomplete work. An "I" may be given at the instructor's discretion only to a student who is otherwise passing at the time grades are evaluated, but who has not completed material required for the course due to absences during the term. Incomplete grades must be cleared from the student's record within 3 days of the end of the course or term in which it was given. To clear the incomplete grade, the student must meet with the instructor and make special arrangements to complete assignments the instructor deems necessary for the student to receive a grade for the course. Once the assignments are completed, it becomes the instructor's responsibility to make sure the student's records are corrected and the "I" designation is changed to the appropriate grade. The instructor will then submit the re-computed grade to the records department. The records department is then directed to convert the "I" to the new grade for the course in question. Should none of the above actions take place within the allowed two-week period, "zeros" will be given for the incomplete work, and a new grade will be computed.

A grade designation of "W" will be issued to those students who are withdrawn from the program during a course. The grade of "W" will be removed when the student re-enters the program, retakes, and completes the course they were withdrawn from. The partial course time of the interrupted course will be considered toward the maximum time frame allowed.

Repeat Subjects

1. A subject may be repeated, if required for program completion, but will be counted toward the incremental requirements of the Satisfactory Academic Progress Standards. The student will receive the highest grade attempted and would count toward the Grade Point Average (G.P.A.) requirements of the Satisfactory Academic Progress Standards. Tuition will not be charged for the first repeat but will be charged at regular tuition rates if additional repeats are necessary. The student will be responsible for additional costs for books and supplies. If the student leaves school for any reason and re-enroll at a later time, tuition may be charged for any repeated subjects. Absences for a first repeat will count toward the 20% absence rule. Although first repeats are not charged, hours may be charged for repeated subjects in the termination calculations, should the student terminate.
2. Subjects that are being repeated for grade improvement and not due to a previous failure will not be paid by financial aid programs. These repeat courses will be allowed only when space is available and with the school director's approval. A $150 tuition cost will be charged for these repeats and students will be responsible for additional costs for books and supplies.
3. Students who previously passed a subject at McAllen Careers Institute, but wish to audit the subject to update knowledge and/or skills, may do so providing space is available and upon the School Director's approval for a couple of days only or as approved by the School Director or Executive Director. There is no tuition charge for auditing a subject, but the student is responsible for the cost of any books, supplies, and or lab/shop materials required for the audit.

Satisfactory Academic Progress Policy

For determining satisfactory progress, the school defines a progress evaluation period as a single subject within the program.

1. To maintain satisfactory academic progress students must maintain at least a 70% overall grade average.
2. For programs with a course time of 41 to 300 hours, the school shall record a student's grades at the midpoint and end of each progress evaluation period. A student not making satisfactory academic progress at the midpoint shall be placed on academic probation for the remainder of the progress evaluation period. If the student does not achieve satisfactory progress by the end of the probationary period, the student's enrollment shall be terminated.
3. For programs with a course time of over 300 hours, the school shall record a student's grades at the midpoint and end of each progress evaluation period or at least every four weeks.
    a. If a student is below the Satisfactory Academic Probation standard after attempting the expected hours for the payment period and is determined to be unsatisfactory the school may place the student on Financial Aid Warning status for one payment period.
    b. The student will be advised of the performance necessary to re-establish SAP. A student on Financial Aid Warning is still eligible to receive financial aid. If, at the end of the payment period during which the student was placed on Financial Aid Warning status, the student's academic progress is above both thresholds for SAP, the student is removed from Financial Aid Warning.
    c. Prior to the next payment period, the student may hit Academic Probation and Academic Dismissal.
    d. If a student on academic probation fails to achieve satisfactory academic progress the student's enrollment shall be terminated.

e. The school may allow a student whose enrollment was terminated for unsatisfactory progress to re-enroll after a minimum of one progress evaluation period. Such re-enrollment does not circumvent the approved refund policy.

f. The school shall place a student who returns after their enrollment was terminated for unsatisfactory progress on academic probation for the next grading period. The school shall advise the student of this action and document the student's file accordingly. If the student does not demonstrate satisfactory academic progress at the end of this probationary period, that student's enrollment shall be terminated.

4. If a student has reached the point where they are fully obligated for the full tuition the student may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status.
   a. Therefore, if a student withdraws from the program for satisfactory reasons (i.e., illness, death in the family, military service, etc.) the student is allowed to file for an incomplete. This will allow the student to return to finish the program within 12 months from the withdrawal date. Classes withdrawn from will be graded as incomplete and upon return, the student may re-enroll in these classes at no additional cost of tuition. However, if the student's reason was for unsatisfactory grades and does not complete the course within 12 months he/she will be terminated from the program.

Standards of Academic Progress for VA Students

Students receiving VA educational benefits (VA students) must meet the Satisfactory Academic Progress Policy standards. If a VA student does not meet the SAP standards within the timeframes noted in the Satisfactory Academic Progress Policy, the student's VA educational benefits will be terminated. A VA student may petition the school to be recertified for VA educational benefits after one term has elapsed. The school may recertify the VA student only if there is a reasonable likelihood that the student will be able to maintain satisfactory academic progress for the remainder of the training program.

Maximum Time Frame for Training

To maintain satisfactory academic progress, the clock hours attempted in a program cannot exceed 1.5 times the clock hours the program requires for graduation. At the end of a grading period, the maximum time frame will be evaluated for students receiving a failing grade. The evaluation will ensure that the total program clock hours plus any clock hours to be repeated due to failing a class does not exceed the maximum time frame

EXAMPLE

Clock Hours Required for Graduation	Maximum Clock Hours Attempted
200	300
300	450
900	1350

FINANCIAL INFORMATION

Student and Family Responsibility

The student and/or his/her – or family is ultimately responsible for paying the student's educational costs. There are, however, various financial aid programs available to assist students in paying their educational costs.

Financial Aid Programs

McAllen Careers Institute employs a full-time staff of dedicated student financial aid professionals to help each student understand the financial aid programs, understand their rights and responsibilities, navigate the application processes, and manage all the paperwork associated with financial aid eligibility. The Financial Aid Office is open during normal business hours. We encourage students to stop by any time they have questions or concerns about financial aid or any aspect of school financing.

McAllen Careers Institute participates in the Federal Title IV Student Aid programs authorized under Title IV of the Higher Education Act of 1965 (as amended) and is approved for the training of veterans and other eligible persons in accordance with the provisions of Section 3675, Title 38, U.S. Code. Financial assistance is made available to qualified students according to the rules of each individual student aid program.

The McAllen Careers Institute website contains detailed information about the types and amounts of student aid available, application procedures, eligibility rules, and the rights and responsibilities of students receiving federal student aid at www.mcallencareersinstitute.edu. The following are brief descriptions of the aid programs in which McAllen Careers Institute participates. More detailed information is available at www.mcallencareersinstitute.edu

Federal Pell Grant

The Federal Pell is a grant that does not need to be repaid. Eligible students who have not received a Bachelor's Degree may receive this grant based on the Student Aid Index (SAI) as determined through the FAFSA application process.

Federal Supplementary Educational Opportunity Grant (FSEOG)

FSEOG is a need-based federal student assistance program. FSEOG funds are first awarded to Pell-eligible students demonstrating the greatest financial need with the lowest EFC Individual student awards may vary but typically range from $100 to $600 at FSEOG. The U. S. Department of Education allocates FSEOG funds each award year. MCI will award and disburse as long as funds remain available. Eligible students demonstrating financial need are awarded based on a first come first serve basis.

Federal Direct Stafford Loan Program

Eligible students at McAllen Careers Institute can borrow a student loan from the Federal Direct Student Loan Program. For students who qualify, loans are provided with repayment options beginning six months after the student graduates or withdraws from school, or if their enrollment status changes to less than half time for the payment period. The interest on these loans may be subsidized and/or unsubsidized.

For maximum loan amounts, explanations of the differences between the Subsidized and Unsubsidized Loan Programs, and other important information, please visit the school's website at www.mcallencareersinstitute.edu.

Federal PLUS Loan (Parent Loan for Undergraduate Students)

The parents of dependent students at McAllen Careers Institute are generally able to borrow a Federal Parent PLUS Loan based upon creditworthiness. Parents can borrow up to the full cost of education minus any other aid received.

Agency Aid Programs

Financial assistance is also available for students if they qualify via the following agencies:

- WIOA- Workforce Innovation Opportunity Act
- MET- Motivational Education and Training (for migrant students)
- TWS-VRS- Texas Workforce Solutions Vocational Rehabilitation Services
- VA- Veterans Affairs (veterans and their families)
- VIDA -Valley Initiative for Development and Advancement

Institutional Awards

Scholarships and discounts are not awarded in excess of tuition and fee charges, institutional awards are not eligible to be issued as a stipend.

McAllen Careers Institute Scholarship Program

The McAllen Careers Institute Scholarship Program encourages high school graduates and students who have earned their GED to begin their post-secondary education in a career-focused program of study. It is awarded to high school graduates or GED recipients, as verified by their high school diploma or GED transcript, who enroll in an MCI program of study longer than 6 months. The award will be paid directly to the students' education institution tuition. All scholarship applications will be reviewed and need the approval of compliance. A scholarship is financial support awarded to a student and it is used to help a student pay for school-related expenses. These items are awards that do not need to be repaid.

Applicants must submit the following:

- A Scholarship Application
- An essay
- High School Diploma/Transcript

Employee Family Member Tuition Discount

A full-time employee with at least one year of service is eligible for tuition discounts at McAllen Careers Institute. This benefit extends to the employee, their spouse, dependent children (ages 18+), close relatives.

Discount Details & Requirements:

- **Benefit:** A tuition discount of either 10% or 25%, depending on the relationship to the employee.
- **Work Schedule:** Participation must not interfere with the employee's regular work schedule.
- **Approvals:** Enrollment requires prior approval from both the employee's immediate supervisor and the School Director.
- **Availability:** Approval is subject to class capacity and seat availability.

Institutional Financing

If a student is unable to completely pay for his/her education with Federal Student Aid funds, McAllen Careers Institute offers students the following options:

- **In-School Payment Agreement** - The McAllen Careers Institute Payment Agreement allows students to make equal monthly payments during their program of study for any remaining balance after other forms of financial assistance are considered. The In-School Payment requires a down payment and a balance paid before the program midpoint.

Any In-School Payment Agreement/financing offered at McAllen Careers Institute will be fully explained and provided with written terms and conditions, including terms of repayment. Be sure to read and understand the terms and conditions before agreeing to any financing agreement.

Personal Financing

If a student and/or parent would like to obtain personal financing through their lender, please consult with the Financial Aid Office to discuss a personalized payment schedule.

Payment Methods/Arrangements

Students should visit the financial aid office to see if they qualify for financial assistance. Students are also encouraged to visit other agencies as listed under *Agency Aid Programs* that also provide assistance to help pay tuition. If they do not qualify for assistance or do not qualify for enough to pay full costs, they may ask to be placed on a payment arrangement so that reasonable monthly payments can be made. Failure to meet the requirements of the payment agreement may result in the termination of student enrollment. Also, student certificates, and other records may be withheld pending payment to meet the financial obligation of the student. Students may also be referred to collections if it is evident that the student has no intention of paying their school costs. Should other aid become available, students are expected to apply to reduce their balance due to the school. Unwillingness to obtain other aid when available may make that portion of the student's contract due and payable up to the amount of aid that was available.

CANCELLATIONS AND REFUNDS

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three (3) scheduled class days, except that the school may retain not more than $100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

Refund Policy

1. Refund computations will be based on the scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
    a. The last day of attendance, if the student is terminated by the School;
    b. The date of receipt of written notice from the student; or
    c. Ten School days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter the School, not more than $100 in administrative fees shall be retained by the School for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than $100 in administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro-rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75% or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from the refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75% percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12 months following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
    a. An enrollee is not accepted by the school;
    b. If the course of instruction is discontinued by the school and this prevents the student from

completing the course; or

c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

8. More simply, the refund is based on the precise number of course hours the student has paid for at the time of termination, up to the 75% completion mark, after which no refund is due.

Return of Title IV Funds

Student Financial Responsibility:

Students are financially responsible for all tuition and fees charged by the school. Students who withdraw from the school or whose enrollment is terminated by the administration may be entitled to a refund of tuition paid in advance or may owe funds to the school to cover unpaid tuition. Further, upon withdrawal or termination, the student and/or the school may owe a refund of unearned financial aid to the Federal Student Aid Programs. The school reserves the right to pursue collection from the student of any funds that remain due on the student's account, including any amount that the school was required to return to the Federal Student Aid Program as a result of the student's discontinuance.

Cancellation Policy:

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain up to $100 in administrative fees if the student had previously toured the school's facilities.

Tuition and Fees Refund Policy:

Refund computations will be based on scheduled instructional time of class attendance through the last date of attendance. School holidays, leaves of absence, and other periods of non-attendance will not be considered as part of the scheduled class attendance.

The effective date of termination for refund purposes will be the earliest of the following:

- The last day of attendance if the student is terminated by the school;
- The date of receipt of written notice from the student; or
- Ten school days following the last date of attendance.

If tuition and fees were collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than $100 in nonrefundable administrative fees shall be retained by the school for the entire program.

If a student enters a program and withdraws or is otherwise terminated, the school will retain the $100 Registration Fee. The school will also retain the pro-rata portion of tuition and fees through the last date of attendance for the program, except that the school will retain 100% of the charges (no refund) if the last date of attendance represents 75 percent or more of the program. More simply, the refund is based on the number of instructional hours the student has paid for, but not yet used, at the point of termination, up to the 75

percent completion mark, after which no refund is due.

Refunds for items of extra expense to the student, such as books, equipment, tools, or other supplies are handled separately from the refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, equipment, and tools until these materials are required. Once these materials are purchased, no refund will be made. Books, equipment, and supplies which have been billed, but not issued, will be fully refunded.

A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12 months following the date the student withdrew without payment of additional tuition for that portion of the course or program.

A full refund of all tuition and fees is due and refundable if an enrollee is not accepted by the school; if the course of instruction is discontinued by the school preventing the student from completing the program; or if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school. (A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools).

Refund Policy for Students Called to Active Military Service:

A student who withdraws from the school as a result of the student being called to active duty in the military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors determine that the student has satisfactorily completed at least 90 percent of the required coursework for the course/program; and demonstrated sufficient mastery of the course/program material to receive credit for completing.

Timing of Refund Transactions:

The payment of refunds will be completed such that the refund has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination.

Return To Title IV (R2T4):

When a student withdraws or his/her enrollment is otherwise terminated, the school will not only calculate the amount of tuition/fees that will be refunded to the student (if any), but also the amount of federal financial aid (aka "Title IV") that must be returned to the Federal Student Aid Programs (if any). This process is referred to as "Return to Title IV" (R2T4). The calculation of R2T4 has no relationship to the tuition and fees that the student may owe to the school. The R2T4 calculation is performed using forms and/or software provided by the U.S. Department of Education for that purpose.

R2T4 Calculation Information:

Title IV funds are earned in a prorated manner based upon scheduled clock hours in the program. R2T4 is required up to the 60% point in the payment period based upon the pro-rata methodology. (The "payment period" is generally one-half of the student's scheduled program at McAllen Careers Institute). After the 60 percent point in the payment period, a student is considered to have earned 100 percent of the Federal Student Aid funds they were eligible to receive for that payment period.

The percentage of the payment period completed is the total number of scheduled clock hours in the payment period for which the assistance has been awarded, divided into the number of clock hours scheduled to have been completed as of the date of withdrawal (last date of attendance).

If based on the calculation, the student has earned less than the amount of Title IV funds disbursed, the unearned funds must be returned. The school must return the lesser of:

- the amount of federal financial aid funds that the student has not earned, or
- the amount of institutional charges that the student incurred for the payment period multiplied by the percentage of federal financial aid funds that was not earned.

The student (or parent, in the case of a PLUS loan) must return or repay, as appropriate:

- any remaining Federal Direct Student Loan Program or Federal Direct PLUS loan funds, earned or unearned, not already returned by the school, in accordance with the contracted terms of the loan, and
- the remaining unearned federal grant funds (not to exceed 50 percent of the grant owed) as an "overpayment" of the grant (see below).

R2T4 Refunds are calculated according to applicable federal laws and regulations. All returned funds for which the school is responsible will be issued by the Student Accounts Office promptly after the school has determined that the student has withdrawn and the applicable return calculations have been completed (generally within 30 days of the determination date, but never more than 45 days).

Overpayments:

Any amount of unearned federal grant funds that a student must return directly is called an "overpayment". The maximum amount of a grant overpayment is one half of the grant funds received or scheduled to be received. While this occurs very rarely, students in this circumstance must make arrangements with the school and/or the U.S. Department of Education to return the unearned grant funds. Failure to do so will result in loss of future eligibility for Federal Student Aid and potentially other legal actions by the U.S. Department of Education.

Financial Aid Programs R2T4 Refund Sequence:

Unearned funds returned by the school must be credited to outstanding balances on Title IV loans made to the student or on behalf of the student for the payment period for which a return of funds is required. Those funds will be credited to outstanding balances in the following order:

1. Unsubsidized Federal Direct Stafford Loan,
2. Subsidized Federal Direct Stafford Loan, and
3. Federal Direct PLUS Loan received on behalf of the student.

If unearned funds remain to be returned after repayment of all outstanding loan amounts for the payment period, the remaining excess must be credited to any amount awarded for the payment period in the following order:

1. Federal Pell Grant, and
2. Federal Supplemental Educational Opportunity Grants (FSEOG)
3. Other grant or loan assistance authorized by Title IV of the Higher Education Act

Post-Withdrawal Disbursement:

The school may disburse Federal Pell Grant funds that had not yet been disbursed at the time of the student's withdrawal/termination, but for which the student remains eligible under the R2T4 calculation. In the case of student or parent loan funds, the school will calculate the student (or parent's) eligibility for a "post-withdrawal disbursement". The Financial Aid Office will advise the student and/or parent borrower of the amount(s) available and the fourteen calendar day deadline to accept or decline the post-withdrawal disbursement. If a response is not received from the student and/or parent within the permitted time frame or the student declines the funds, the school will not request the funds from Title IV programs. If the post-withdrawal disbursement is accepted, the funds will first be used to settle any outstanding financial obligation for the school.

PROGRAM INFORMATION

Certificate Programs Available:

Welder Specialist **Stick and Pipe Welding**

Comparable Program Information

Information regarding tuition and program length for comparable programs may be obtained by accessing the College Navigator website at http://nces.ed.gov/collegenavigator .

Standard Class and Break Schedule

Class Schedules

AM Programs	Mid-Day Programs	Evening Programs
7:00 am–1:00 pm	1:00 pm–6:00 pm	5:30 pm–10:30 pm
Monday - Friday	Monday - Friday	Monday - Friday

Break Schedule

Morning Break Times	Afternoon Break Times	Evening Break Times
9:00 am - 9:20 am	3:00 pm - 3:20 pm	7:30 pm - 7:50 pm
11:00 am - 11:20 am	4:50 pm - 5:00 pm	10:20 pm - 10:30 pm

Instructional Equipment

The equipment provided for instructional purposes is comparable to that found in the industry for which the student is being trained.

- The Welding programs utilize various types of cutting equipment, welding machines, and common hand tools associated with the trade.

Dress Code

MCI maintains a dress code to prepare students for their respective careers. The school may send a student home for failure to abide by the dress code and repeat violations can and may result in being dismissed from the program. All students will be required to comply with the following:

- For health and safety reasons: minimal jewelry (no necklaces or bracelets, one stud or button-type earring per earlobe), no nail polish or nails that extend past the fingertip, no acrylic nails.
- Long hair must be pulled back or pinned up so that it does not fall forward.
- Students should bathe regularly and practice good personal hygiene.
- Students are not allowed in the shop or lab areas without the required Personal Protective Equipment (PPE).
- Visible body piercings may not be worn. In cases where piercings cannot be removed, the piercing must be concealed.

Welding Dress Code Specifications

- Long Sleeve flame retardant shirts are recommended but not required.
- Pants must not have cuffs, be torn, or have holes, and should fit so they hang straight down the leg and worn outside the boot.
- Steel-toed shoes will be required at all times.
- Additional personal protective equipment will be required to be worn during lab activities. Personal protective equipment includes welding caps, safety glasses, earplugs, clear or shaded face shields, welding jackets, and gloves.

Stick and Pipe Welding-SPW

Morning/Afternoon/Evening –2 months (approximately 8 weeks)



The Stick and Pipe Welding program prepares students for careers in welding fabrication, pipe fitting, and pipe welding and other careers related to welding. The student will learn to develop skills, attitudes, and competencies in welding processes including oxyfuel cutting, and shielded metal arc welding. Students will receive training in welding safety, blueprint reading, layout, and fabrication and will learn how to use oxy-fuel gas and electric arc metal cutting equipment. After completion, the graduate may find employment as a welder, welder helper, maintenance, fabricators, pipefitters, boilermakers, and oil field-related jobs. Students will be prepared to challenge the American Welding Society (AWS) Certified Welder Test. Subjects in this program are:

Course	Code	Subject Title	Lecture Contact Hours	Lab Contact Hours	Externship Contact Hours	Total Contact Hours
WLDG	108	Introduction to Stick and Pipe Welding	15	15	0	30
WLDG	109	Stick and Pipe Structural Welding	5	25	0	30
WLDG	110	Basic Stick and Pipe Welding	5	25	0	30
WLDG	104	Advanced Pipe Welding	15	65	0	80
JOB	101	Job Readiness	20	10	0	30
		TOTALS	**60**	**140**	**0**	**200**

Welder Specialist-WS

Morning/Afternoon/Evening – 9 months (approximately 36 weeks)

The Welder Specialist program prepares students for careers in welding fabrication, oil refineries, pipe fitting, pipe welding, and other careers related to welding. The welding course is designed to teach students how to



safely set up and operate shielded metal arc welding, Flux-cored arc welding, gas tungsten arc welding, and pipe welding. Students will also receive training in welding safety, blueprint reading, layout, and fabrication. After completion, the graduate will be able to find entry-level employment as a welder, welder's helper, pipe welder, maintenance technician, fabricator, pipefitter, boilermaker, and oil field-related welding occupations. Students will be prepared to challenge the American Welding Society (AWS) Certified Welder Test. Subjects in this program are:

Course	Code	Subject Title	Lecture Contact Hours	Lab Contact Hours	Externship Contact Hours	Total Contact Hours
WLDG	301	Safety/SMAW	120	260	0	380
WLDG	302	GMAW/FCAW	12	248	0	260
WLDG	303	GTAW/Pipe Welding	12	223	0	235
WLDG	304	Skills for Success	20	5	0	25
		TOTALS	**164**	**736**	**0**	**900**

Subject Description

Course Number	Course Title and Description	Lecture Hrs	Lab Hrs	Ext Hrs	Contact Hours
JOB 101	**Job Readiness** This course discusses the world of work and what it takes to succeed. Students will develop valuable thinking skills and personal qualities. Furthermore, each student will learn to prepare their resume and cover letter, search for jobs, prepare for an interview and plan for career advancement Prerequisite: None	20	10	0	30
WLDG 104	**Advanced Pipe Welding** The course provides the students with practice to weld in 2-1/2-inch diameter schedule 80 and 6-inch diameter schedule 80 pipes. Students will learn different welding positions such as 5G and 6G positions. Students will learn to cut and bevel the pipe using an oxy-fuel torch bevel and also by hand oxyfuel torch, welding joint designs, and pipe fitting preparations will be part of the course. Prerequisites: None	15	65	0	80
WLDG 108	**Introduction to Stick and Pipe Welding** This course is an overview of Stick and Pipe welding careers and the responsibilities they assume. They will also encounter work safety practices, career success skills, the importance of job attitudes and work ethics, Maintenance of equipment, beginning review of stick and pipe welding symbols and corresponding welds, cutting torch operations, stick welding procedures, procedures to clean and evaluate welds, cut and prepare the metal plate, perform overlap beads in various plate positions, and begin filet welds for plate T-joints. Prerequisite: None	15	15	0	30
WLDG 109	**Stick and Pipe Structural Welding** This course is an overview of Stick and Pipe Structural Welding as it applies to the Shield Metal Arc Welding process, welding codes rod selection, reading basic blueprints, calculating dimensions, and completing layouts. Students will receive an introduction to the technical resource center, research project instruction, and career success skills. Students will perform plate welding in various positions using e7018 electrodes, Perform Plasma, and Carbon Arc Cutting. Prerequisite: None	5	25	0	30
WLDG 110	**Basic Stick and Pipe Welding** This course is an overview on techniques of basic Stick and Pipefitting use of 90's, T's, flanges, valves, take-offs, use of pipe blueprints, sketches, templates, and uphill welding techniques on a pipe. Students will perform Shield Metal Arc Welding on pipe with e6010 electrode stringer and 7018 electrode remainder in pipe positions of 2F and 5G. Prerequisite: None	5	25	0	30
WLDG 301	**Safety/SMAW** This course is an overview of welding jobs and employment skills students will learn. Students will learn and be able to apply knowledge of welding safety, career success skills, the importance of job attitudes, work ethics, maintenance of equipment, cutting torch operations and shielded metal arc welding procedures, procedures to clean and evaluate welds, cut and prepare the metal plate, perform overlap beads in various plate positions, and begin filet welds for plate T-joints and groove welds. Prerequisites: None	120	260	0	380
WLDG 302	**GMAW/FCAW** This course teaches the student the skills needed to perform Arc Metal Welding and Flux Cored Arc Welding which offer many features and benefits in contrast to Shielded metal arc welding. GMAW and FCAW have operator appeal because it is easier to achieve complete fusion to adjoining base metal members than any other welding process. Students will practice and test FCAW procedures. In addition, students will practice and test on gas tungsten arc welding with a carbon steel plate. Prerequisites: None	12	248	0	260

WLDG 303	**GTAW/Pipe Welding** This course develops the student's skills in open root pipe welding, pipe, carbon steel pipe, and pipeline welding. They will learn procedures and skills that will vary from shielded metal arc welding, gas metal arc welding flux core arc welding, and gas tungsten arc welding. Furthermore, they will be able to perform 6010/8010 electrode root and 7018 electrode fill and cap in the 2G, 5G, and 6G pipe positions. Prerequisites: None	12	223	0	235
WLDG 304	**Skills for Success** This course provides students with an understanding of the work and what it takes to succeed. Students will develop valuable thinking skills and personal qualities. In addition, lab competency skills will be focused on reading blueprints to create a final capstone project which consists of welded joints that demonstrate the skills the students have developed. Furthermore, each student will prepare their resume and cover letter, search for jobs, prepare for an interview and plan for career advancement. Prerequisites: None	20	5	0	25

START DATE CALENDAR, OBSERVED HOLIDAYS & VACATIONS

2026-2027 Calendar

Welder Specialist (900 Hrs.) 7:00am-1:00pm		Welder Specialist (900 Hrs.) 5:30pm-10:30pm & 1:00pm-6:00pm	
Start Date	End Date	Start Date	End Date
01/19/2026	08/19/2026	01/26/2026	10/08/2026
03/09/2026	10/08/2026	03/23/2026	12/07/2026
04/27/2026	11/25/2026	05/18/2026	02/09/2027
06/15/2026	01/25/2027	07/13/2026	04/05/2027
08/03/2026	03/12/2027	09/08/2026	06/01/2027
09/21/2026	04/30/2027	11/02/2026	07/27/2027
11/09/2026	06/21/2027		
		Stick and Pipe Welding (200 Hrs.) 1:00pm-6:00pm / 5:30pm-10:30pm	
		01/19/2026	03/13/2026
		02/02/2026	03/27/2026
		03/23/2026	05/21/2026

*Minimum of 5 students are required to start a class.
**McAllen Careers Institute reserves the right to restrict or expand its program and/or subject offerings each session, depending on economic conditions and student demand.

Observed Holidays & Student Holiday Breaks	
New Year's Day	01/01/2026 & 01/01/2027
Good Friday	04/03/2026 & 03/26/27
Memorial Day	05/25/2026 & 05/31/2027
Independence Day	07/03/2026 & 07/05/2027
Labor Day	09/07/2026 & 09/06/2027
Thanksgiving Break	11/26/2026-11/27/2026 & 11/25/2027-11/26/2027
Winter Break	12/24/2026-01/01/2027 & 12/23/2027-12/31/2027

Program Cost Summary

Tuition and Fees

Program	Registration Fee	Tuition	Textbooks	Equipment & Supplies*	AWS Test Fee	Lab Fees	Total Cost
Stick and Pipe Welding	$100.00	$3,600.00	$175.00	$300.00	$150.00	$2,025.00	**$6,350.00**
Welder Specialist	$100.00	$13,500.00	$900.00	$1,225.00	$650.00	$3,525.00	**$19,900.00**

* Equipment and Supplies included depends on the program of study: Welding Helmets, Welding Gloves, Welding Jackets.

SCHOOL HOURS

HOURS OF OPERATION	
Administration and Office Personnel	**Monday - Friday 8:00 am – 6:00 pm**
School Hours	**Monday - Friday 7:00 am – 10:30 pm**

ADMINISTRATION, STAFF, & FACULTY

McAllen Careers Institute has selected professionals to teach in each program of instruction offered. These individuals are equally adept in theory and practical application. All faculty members meet or exceed the minimum educational and industry experience requirements as set forth by state-approving agencies and the accrediting bodies governing McAllen Careers Institute. In addition to the instructional staff, support personnel are available for assistance in financial assistance, career services, attendance, and other student needs.

ADMINISTRATIVE STAFF	
Carlos Salinas	CEO / School Director
Jose Luis Adame Jr	Executive Director / CAO
Yida Ibarra	Compliance Officer
Jade Reyna	Director of Education
Yida Ibarra	Interim Director of Financial Aid
Ann Solis	Executive Assistant
Aleria Hernandez	Administrative Assistant
Roberto Mora Jr	Career Services Representative
Rubette Flores	Registrar
Gonzalo Zamora	Financial Aid Officer
Keyla Suarez	Admissions Representative
Nancy Rangel	Admissions Representative
Eva Cavazos	Receptionist
Luz Garza	Custodian

FACULTY	YEARS RELATED EXPERIENCE	Degrees Held	TEACHING COURSES
Instructors			
Alvaro AJ Mejia	19	Welding Technology Certificate	Welding, NCCER
Mario Espinosa	18	High School Diploma	NCCER
Dominique Perez	5	High School Diploma	Welding
Instructor Assistants			
David Alvarado	5	High School Diploma	Welding
Rene Palomo	5	Combination Welding Certificate	Welding

CHANGES IN CATALOG INFORMATION

The information in this catalog and other school publications is subject to change and may require approval of The Council of Occupational Education and The Texas Workforce Commission. Developments in technology and continuing efforts of MCI to meet the needs of its students require periodic revision of class content, scheduling, and policies.

STATEMENT OF TRUTH

The contents of this catalog are presented as an accurate description of course content, the school's facilities and services, and academic standards and policies that are in effect as of the enrollment agreement entered into by the student and McAllen Careers Institute. Images and photos within this catalog may not reflect actual students, faculty, programs, equipment, and facilities at this campus. The information contained in this catalog is true and correct to the best of my knowledge.

Jose luis Adame Jr

Jose Luis Adame Jr
Executive Director
2026-2027 Official School Catalog
Effective: January 2026