



Advanced Diagnostic Institute

2022-2023 Student Handbook and Catalog

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ADVANCED DIAGNOSTIC INSTITUTE
826 West Cox Ferry Road
Conway, South Carolina 29526
www.LearnAutoRepair.org
843-907-3098

Dear Student,

On behalf of Advanced Diagnostic Institute, it is our pleasure to welcome you!

In this 9-month program, you will learn how to diagnose, maintain and repair domestic and foreign automobiles. You will also find out how to troubleshoot problems of all kinds, using the latest engine analyzers, handheld scanners and other computerized diagnostic equipment.

You will learn everything from basic engine systems to computerized fuel injection, anti-lock brakes, passenger restraint systems, computerized engine controls and areas covered to become ASE Master Certified.

Your courses will include:

Engine Repair

Automatic Transmission & Transaxle

Manual Drive Train/ Axles

Suspension and Steering

Brakes

Light Vehicle Diesel Engines

Electrical /Electronic Systems

Engine Performance

Heating and Air Conditioning

As a student you are taking the first steps toward a future that's full of promise and we are here to support you every step of the way. Tuition is among the most affordable in the State, making graduating a debt-free a reality! Come celebrate your future at ADI.

In this Course Catalog you will find the basic facts about the school and your training program. ADI's physical facility includes two 400 square foot classrooms and a 3,000 square foot automotive shop that includes a 2 post lift, a 4 post lift, a brake lathe and an a/c machine. We are excited to have you with us to share in your success as an Automotive Technician.

This catalog is certified to be true and correct to the best of ADI's management. Contents and policies included in this catalog are intended to remain in effect for a period of one year from the date of publication. However, ADI reserves the right to make

changes when required by institutional policy, or federal, state or accrediting agency regulation. As required in certain states where the school is licensed, the school will provide advance notice of changes to the information contained in this catalog.

Mission Statement

ADI will strive to be a local provider of automotive technology education training for students seeking a career as an automotive technician. We train and prepare students to become entry-level technicians.

ADI Philosophy

ADI provides students with the technical education needed to begin successful careers as entry-level technicians in the automotive industry. ADI will provide a learning environment that will encourage students to successfully complete their training programs and apply their knowledge and skills in technician careers.

Experienced Instructors

All instructors have a combination of field experience and training sufficient to meet accreditation standards and state regulations. Due to their experience and training, these instructors are able to share information and insights with students that otherwise might take years to learn on the job.

Administration/Governing Body

ADI is a non-profit 501-C3.

Administrative Team:

James Basil – Director of Education/Instructor with over 20 years experience in the automotive field
Graduate Lincoln Technical Institute- Degree in Automotive Technology, BMW STEP Training Program at
Universal Technical Institute, ASE Master Certified, BMW Master Certified

Cory Jordan- Instructor

Nissan Master Technician, Kalamazoo Community College- Associate of Applied Science, ASE Master
Certified

ADI has an experienced and highly skilled staff educated to assisting students. We will help students by assisting them in obtaining affordable housing and part-time employment and offer support in many other areas.

Board Of Directors

Joseph Scaturro- President

Michael Nissan- Secretary/Treasurer

Ryan Holmes- Chairman of Board

Institutional Purposes

The purposes of Advanced Diagnostic Institute are:

- To provide education in current and leading-edge automotive technology that develops critical thinking and problem-solving skills.
- To incorporate general education into program to provide students with communication, scientific, mathematical, computer, human relations, business, and life skills along with an appreciation for and ability to continue the learning process.
- To instill within ADI students the work ethic attributes in demand by industry, including honesty, ethical standards, dependability, industriousness, commitment to quality, craftsmanship, courtesies, professionalism, teamwork, professional appearance, and safety consciousness.
- To provide continuing education and customized workforce training in automotive technology.

ADI Values

The vision statements for Advanced Diagnostic Institute define the framework for how the institution will accomplish its mission and purposes. ADI shall:

- Provide technical education for a highly skilled workforce.
- Promote an environment which celebrates inclusion, recognizing the valuable and unique contributions diverse people can bring to the community.
- Involve itself in workforce development and community issues.
- Explore new areas of technology for inclusion in existing programs as industry demand and market conditions dictate.
- Pursue opportunities for growth and expansion, compatible with the institution mission and appropriate to its resources, which address the needs of industry, the community and students.
- Support a continuous improvement process that assesses and improves the quality of education in terms of content, delivery and student learning.
- Ensure faculty and staff possess the requisite knowledge, education, experience and motivation to perform their varied roles.
- Provide student support services necessary to promote persistence from enrollment to employment.
 - Furnish students with opportunities to engage outside of the classroom, including student activities, service projects, and work-based learning, to enhance their overall development.
- Foster a climate in which employees experience a high level of job satisfaction.
- Manage resources in an ethical and responsible manner to meet current and future challenges.
- Foster an environment of high standards in terms of conduct, ethics, and craftsmanship, for students and staff.
- Treat all students, alumni, employees, financial supporters, employers and visitors—with dignity and respect by conducting business in a professional and responsible manner.

Admission Procedures and Entrance Requirements

The school determines, with reasonable certainty and in advance of class start date, that the applicant has proper qualifications to complete training. Each Application and other pertinent information submitted by the applicant will be reviewed prior to starting classes.

All students, upon acceptance of an Enrollment Agreement, are conditionally admitted to ADI. The conditional status remains until the student's documentation is judged acceptable.

Also, ADI is committed to providing a safe learning environment for all students and faculty. Therefore, a background check will be required. An application from a prospective student that indicates a history of being convicted of or pleading guilty or no contest to a violent crime or other type of felony will be subject to further reviewed by ADI before being accepted. This policy extends to those students who have already enrolled or are active students. Conviction of a felony while attending or while awaiting a first -class start is grounds for termination or denial. All prospective students must participate in a personal interview with an admissions representative and tour the school facility, and successfully complete a background check.

Regarding admissions decisions, ADI, after its review will notify students in writing of its decision to accept or deny the application for enrollment. ADI will take into consideration re-granting credit for previous educational training. Documentation should be provided to administration for review prior to admission.

All instruction at ADI is conducted in English. English language proficiency is determined by an interview with an admissions representative. No English language learning services is provided.

ADI does not grant credit for previous education and training.

Upon completion of application and the above referenced documents, Admissions will review, and the applicant will be notified accordingly.

Enrollment

ADI has open enrollment throughout the school year for new students. Our maximum class size is 15. There is a minimum of 5 students required to offer a course.

Students will be notified by email a course is rescheduled. Students can state by email requests to withdraw or continue with the application.

Graduation Documents

ADI awards every graduate with a certificate upon completion of the Program. The graduation document awarded for the program in which a student is enrolled. Transcripts may be obtained by emailing ADI.educate@gmail.com.

All records of student's records will be kept on file electronically for six years. Transcripts will be maintained for 50 years.

Credit earned is not guaranteed to transfer to another institution.

Graduate Employment Assistance

Although ADI cannot guarantee employment, we do place great emphasis on assisting graduates to obtain entry-level technician positions as they begin their careers.

ADI 2022-2023 CALENDAR

<u>MONTH</u>	<u>CLASS</u>
August 15- September 12 <i>School Closed 9/5</i>	Engine Repair
September 13- October 12 <i>School Closed 10/10 & 10/11</i>	Automatic Transmission and Transaxles
October 13- November 10 <i>School Closed 11/8</i>	Manual Drive Train & Axles
November 14- December 15 <i>School Closed 11/21 thru 11/24</i>	Suspension & Steering
January 2- January 31 <i>School Closed 1/16 & 1/17</i>	Brakes
February 1- March 2 <i>School Closed 2/20 & 2/21</i>	Light Vehicle Diesel Engines
March 6- March 30 <i>School Closed 4/3 thru 4/6</i>	Electrical/Electronic Systems
April 10-May 4	Engine Performance
May 8- June 1 <i>School Closed 5/29</i>	Heating and Air Conditioning
June 2	GRADUATION

Course Schedule

Courses are four weeks in length. Classes are held Monday through Thursday from 6:00 P.M.– 9:00 PM.

ACADEMIC COURSE OUTLINE

Course Number	Title	Contact Hours
101	Engine Repair	48
201	Automatic Transmission & Transaxle	48
301	Manual Drive Train & Axles	48
401	Suspension & Steering	48
501	Brakes	48
601	Light Vehicle Diesel Engines	48
701	Electrical/Electronic Systems	48
801	Engine Performance	48
901	Heating & Air Conditioning	48
432 Total Hours		

ACADEMIC STANDARDS AND GRADING SYSTEM

The purpose of technical education is to prepare graduates for employment in their chosen careers. For this reason, academic evaluation is administered to relate a student's progress in terms of employee proficiencies expected by business and industry. Grading is based on attendance, shop work, class work and professionalism. Student Progress reports are issued at the end of each course. In order to successfully complete a course, students must achieve at least a 70% numeric grade in each course performance factor.

A: 93-100 B: 85-92 C: 75-84 D: 70-74 F: Below 70

PROGRESS REPORTS

Students will be provided Progress Reports at the end of each designated course outline.

ATTENDANCE REQUIREMENTS

It is important that in the pursuit of a successful technical education that absenteeism is kept to an absolute minimum. Therefore, all absences, tardiness, class cuts and early leaves will be recorded,

regardless of the reason. Time missed is recorded in 15-minute increments. There are no excused absences from scheduled class days (except for school closures for weather or emergency-oriented issues), tardiness or early leaves. Students cannot miss essential instruction time beyond prescribed limits as noted for any reason. It is, therefore, vital that students immediately contact the school for advice on appropriate options for absence from school to avoid withdrawal. A student who has not been granted an official Leave of Absence and who is absent for 10 or more consecutive, regularly scheduled school days without providing timely written intent to return on the first day of his or her next scheduled course will be suspended upon the 10th day of absence. Further, students will be given the opportunity to make-up work due to sickness or unforeseen circumstances. However, this would require the student to make-up time with the instructor after normal class hours. Class cuts and/or tardiness are not tolerated, and excessive behavior will be discussed with the student and may be subject to suspension and/or termination of the program.

SCHEDULE OF FEES

With the acceptance of application, total cost for the 9-month program is \$10,995. Cancellation and refund policy can be found in the ADI Enrollment Agreement.

Non-refundable Registration Fee	\$ 30.00
9 Month Tuition: For 432 Clock Hours	\$ 6,620.00
Access to AdvancedDiagnosticInstitute.com	\$ 3,600.00
Tools: 239 pc. Mechanics Tool Set	\$ 460.00
Tablet: Dell Chromebook	\$ 85.00
Uniforms: 4 Industrial Workshirts with ADI Logo	\$ 200.00
<hr/>	
Total Cost	\$10,995.00

STUDENT CODE OF CONDUCT

The success of ADI depends on many factors including the quality of its instruction, the employment of its graduates and the image of its student project. There is more to being a successful technician than learning the skills in class. Qualities such as dependability, appearance, positive attitude and good attendance are as important to any employer as the technical knowledge the employee possesses. The rules listed below will help develop the qualities necessary to become a successful student and employee. *Students who have violated the Code of Conduct may be subject to release from the program with no refund of fees.*

Drugs/Alcohol

Drug use, substance abuse or possession of drugs, drug paraphernalia or alcohol while on campus at any time will not be tolerated.

Guns/Weapons

Possession of guns or weapons on campus and/or parking lot is prohibited.

Illegal Actions

Any action in violation of federal, state or local laws on campus is not tolerated.

Disruptive Behavior

Any type of disruptive behavior is not tolerated. Disruptive behavior includes, but is not limited to, obscene language, profanity, derogatory comments, racial or sexist remarks, sleeping in class, or leaving the classroom or shop area without permission.

Fighting

Bullying harassment, fighting, manufacturer bashing, threats or other acts of violence between students or directed toward staff is not tolerated.

Dress Code

All students must wear shirts that are clean and tucked in. All “hoodies” (i.e. hooded jackets/garments) are prohibited. Pants/jeans should be clean and without holes of any kind. Sagging pants are not allowed. No pants grayed in the cuff are allowed. Only baseball caps are permitted and must be worn with the bill facing forward while at the school. Students must wear black or brown leather work shoes or boots of a traditional work boot/shoe style. Oil-resistant soles are required for auto students. Hair must be neat and clean.

Cheating and Plagiarism

Any form of academic dishonesty is not tolerated. Academic dishonesty includes, but is not limited to, sharing answers or test material with another student, and copying another student’s or other source’s information or test material.

Sexual Harassment

All students and employees have the right to learn and work in an environment free from sexual harassment. Sexual harassment, which includes sexual violence, is a form of sex discrimination prohibited under federal law. ADI prohibits sexual harassment, including sexual violence, by employees and students. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, unnecessary touching, graphic verbal or visual commentaries about an individual’s body, sexually suggestive objects or pictures, sexually explicit jokes, and other verbal, visual or physical conduct of a sexual nature. Individuals who believe they are victims of sexual harassment by a student, instructor or staff member or believe they have observed sexual harassment should bring the matter to a school official’s attention. ADI will promptly investigate any claim of sexual harassment. ADI will take interim

measures to separate the student or employee from the accused harassers or protect the complainant as necessary. ADI will also work with legal authorities as necessary and/or required.

Statement of Non-Discrimination

ADI is committed to maintaining safe learning and working environments for students and staff. ADI prohibits discrimination and harassment based on race, color, national origin, sex, religion, disability, age, veteran status, sexual orientation, gender identity or expression, genetic information, and any other legally protected status in the provision of its courses, programs, services or activities.

Suspension

A student may be suspended due to a violation of the Code of Conduct, attendance policy, academic standing or policy guidelines, or for other performance or behavioral problems. A student who fails two consecutive courses is placed on academic probation for the following two courses. If the student fails either course while in probation, he or she is suspended from school. The suspension will result in a withdrawal from school. A student who is suspended must re-enroll and complete a new Enrollment Agreement after the suspension period.

Termination

Termination actions are for situations that warrant action more severe than suspension. Depending on the severity of the situation, students may be terminated due to a violation of ADI rules including, but not limited to, theft, cheating, illegal drug use, behavior that jeopardizes the safety of others, or more than one suspension for academic standing policy or attendance violations. Students who are terminated from ADI must be approved for re-admittance through the appeals process. Student appeals should be in written form and sent to the Director of Education. The appeal should include the events or circumstances upon which the appeal is based, and the names of the individuals involved. The appeal will be reviewed by the Board of Directors, who will determine if the appeal is valid and if the student is approved for re-admittance. A student who is approved for re-admittance must re-enroll and complete a new Enrollment Agreement. Students who are terminated from the school and fail an appeal request cannot re-enroll.

Accreditation and State Licensing

Advanced Diagnostic Institute is licensed by South Carolina:

“Licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 400, Columbia, SC 29201, Telephone (803)737-2260, www.che.sc.gov. Licensure indicates only that

minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.”

Course Details

This program prepares individuals to work as an advanced technology vehicle maintenance, diagnosis, and repair specialist. Students who complete this certificate will further their education in the advanced technology vehicle field of study. Students will specialize in hybrid drive, alternative fuel and battery, electric vehicle propulsion system maintenance, diagnosis, and repair. This prepares the student for ASE testing and certification in these specialty areas. Technicians that are highly trained and certified in advanced technology vehicles are more desirable to employers.

In addition to our in-person learning classroom, our program includes access for each student to use our electronic classroom at *AdvancedDiagnosticsInstitute.com*.

Students will receive the tools necessary to complete this program. Students will learn the following based on each class:

- 1) Identify tools and their usage in automotive applications.
- 2) Identify standard and metric designation.
- 3) Demonstrate safe handling and use of appropriate tools.
- 4) Demonstrate proper cleaning, storage, and maintenance of tools and equipment.
- 5) Demonstrate proper use of precision measuring tools (i.e., micrometer, dial-indicator, dial caliper).

101-ENGINE REPAIR

Total Contact Hours: 48 Requirements: None

This course is designed to provide the students with knowledge of the basic principles of design and operation of the workings of an internal combustion gasoline engine and how to identify the cause of engine failures. Students will have the opportunity to disassemble an engine and rebuild it from the block up. The students will learn how to research applicable vehicle and service information and diagnose various engine concerns through visual and auditory inspection. The students will learn how to inspect an engine assembly for fuel, oil, and coolant concerns to determine necessary action. The students will learn to inspect, troubleshoot and service drive belts, tensioners, and pulley systems of gasoline engines.

201 – AUTOMATIC TRANSMISSION AND TRANSAXLE

Total Contact Hours: 48 Requirements: None

This course is designed to provide the student with theory and application to diagnose and service automatic transmissions and transaxles. Students will learn to diagnose and troubleshoot automatic transmission hydraulic systems, torque converters and internal transmission components. Students will learn how to perform the necessary repairs and adjustments. Students will learn to research applicable vehicle and service information, fluid type, service precautions and technical service bulletins. Students will learn to inspect transmission cooling systems, lines and fittings and inspect power train mounts. The students will gain knowledge in the operational characteristics of a continuously variable transmission and a hybrid vehicle drive train. Students will learn how to perform necessary service, repairs, and adjustments to automatic transmissions and transaxles.

301 – MANUAL DRIVE TRAIN AND AXLES

Total Contact Hours: 48 Requirements: None

This course is designed to provide the student with a detailed study of manual drive train components, including theory, operating principles, service, and repair techniques of the clutch, differential and rear axles. Gearing, levers, hydraulics, component design, troubleshooting, replacement, disassembly, repair, service techniques, and assembly are emphasized. Manual and 4X4 transfer gear boxes, drive-shafts, U joints, front and rear differentials, and manual transaxles are featured. Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems. Students will learn how to diagnose, inspect, remove and replace a clutch. Students will learn how to diagnose, clean, inspect, disassemble, and reassemble a transmission/transaxle a manual transmission for testing. Students will learn how to diagnose, inspect, remove, replace, and service front wheel-drive components and rear-wheel drive components.

401 – SUSPENSION AND STEERING

Total Contact Hours: 48 Requirements: None

This course is designed to provide the student with comprehensive coverage of the design and operating principles, maintenance and service of automobile suspension and steering systems. Emphasis is placed on wheel alignment procedures, including computerized four-wheel alignment. Service and diagnostics are stressed including struts, rack and pinion steering systems, and tire design and applications. New technologies are covered to incorporate electronic steering, and in-depth coverage of computerized suspension systems. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems. Students will learn how to diagnose, inspect, and service steering system components using industry standard equipment. Students will learn how to diagnose

inspect, remove and replace rear-wheel and front-wheel drive suspension component. Students will learn how to perform alignments on front and rear wheel drive vehicles.

501-BRAKES

Total Contact Hours: 48 Requirements: None

This course is designed to provide the student with the knowledge and skills needed to service and repair automotive brake systems. Focus is placed on diagnosis and service of rotors and drums with measuring and resurfacing included. Students will learn the operating principle of brake systems, anti-lock braking (ABS), and traction control systems. Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems. Students will learn how to diagnose mechanical and hydraulic problems within the vehicle braking systems.

601-LIGHT VEHICLES DIESEL ENGINES

Total Contact Hours: 48 Requirements: None

This course is designed for students to learn the history, evolution, basic design and operational parameters for light-duty diesel (LDD) engines used in on-road applications. Topics include familiarization with the light-duty diesel, safety procedures, engine service and maintenance procedures, and introduction to combustion and emission chemistry. Upon completion, students should be able to describe the design and operation of the LDD, perform basic service operations, and demonstrate proper safety procedures.

701 –ELECTRICAL/ELECTRONIC SYSTEMS

Total Contact Hours: 48 Requirements: None

This course is designed to provide the student with a more comprehensive coverage of electrical and electronic principles, and advanced circuit applications. Students will learn about automobile computerized control systems as they apply to engine and body control as well as transmission, suspension, braking systems, and other computerized systems. Computer operation, sensors, and actuators are emphasized. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems. Students will learn how to diagnose automotive electrical and electronic circuits using a variety of diagnostic equipment to include digital volt-ohm meters,

continuity testers, test lights, graphing multimeters, and oscilloscopes. Students will learn how to use diagnostic scan tools to retrieve trouble codes from vehicle computers and determine necessary repairs.

Students will learn to inspect and repair all aspects of electrical systems.

801- ENGINE PERFORMANCE

Total Contact Hours: 48 Requirements: None

This course is designed to provide the student with detailed knowledge of conventional and computerized engine control systems and scientific engine testing and tune-up. Students will receive comprehensive instruction on operating principles, testing, replacement and repair of the ignition systems. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems. Students will learn how to diagnose mechanical and electrical engine and control systems and determine needed action. Students will learn how to use diagnostic scan tools to retrieve engine, body, and other computerized control module trouble codes to determine condition, status, and determine needed action.

901 – HEATING AND AIR CONDITIONING

Total Contact Hours: 48 Requirements: None

This course is designed to provide the student with a more in-depth knowledge of automobile air conditioning and heating systems. Students will also be presented with the operation of various automobile accessories to include: power windows, door locks, and seats, and air bag operation and service. Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems. Students will learn how to diagnose abnormal operation of air conditioning and heating systems, remove and replace air conditioning and heating system components, and evacuate and recharge automobile air conditioning systems.

Procedure for Handling Complaints

Student complaints should be in written form and sent to the Director of Education. The complaint will be reviewed by the Board of Directors, who will determine if the complaint is valid and if a settlement

should be made. The complaint should include the events or circumstances upon which the complaint is based, the names of individuals involved, and a statement of the



resolution you seek. If the student is not satisfied with the Board's decision, he or she must submit a complaint the SC Commission of Higher Education within 2 calendar years of exhausting the appeals process at the institution.

CANCELLATION AND REFUND POLICY

Rejection: An application rejected by the institution is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant may cancel this agreement without penalty by notifying the institution within three (3) business days after signing this agreement, excluding weekends and holidays. After the third day, but before classes begin, the institution may retain up to \$100 administrative fee.

Other Cancellations: If the course needs to be rescheduled due to low enrollment, students will be notified by phone and email. Students will have the choice of a refund in accordance with the institution's refund policy or to attend the next scheduled class. If the class start date is changed for a second time, the student will be eligible for a full refund with all monies paid.

Withdrawal: Student(s) who wish to withdraw from this institution after classes begin will be subject to the below refund policy. The institution may retain up to \$100 administrative fee after the three-day cancellation period or classes begin. Refunds are computed in ten-percent increments, rounded downward to the next ten percent of that period. After sixty percent of attendance, the institution may charge for the entire course. Refunds are issued within 40 days after the effective date of cancellation or last date attended.

<u>Hours Attended</u>	<u>Tuition Refund</u>
1-43	90%
44-86	80%
87-129	70%
130-172	60%
173-215	50%
216-258	40%
259-432	0%