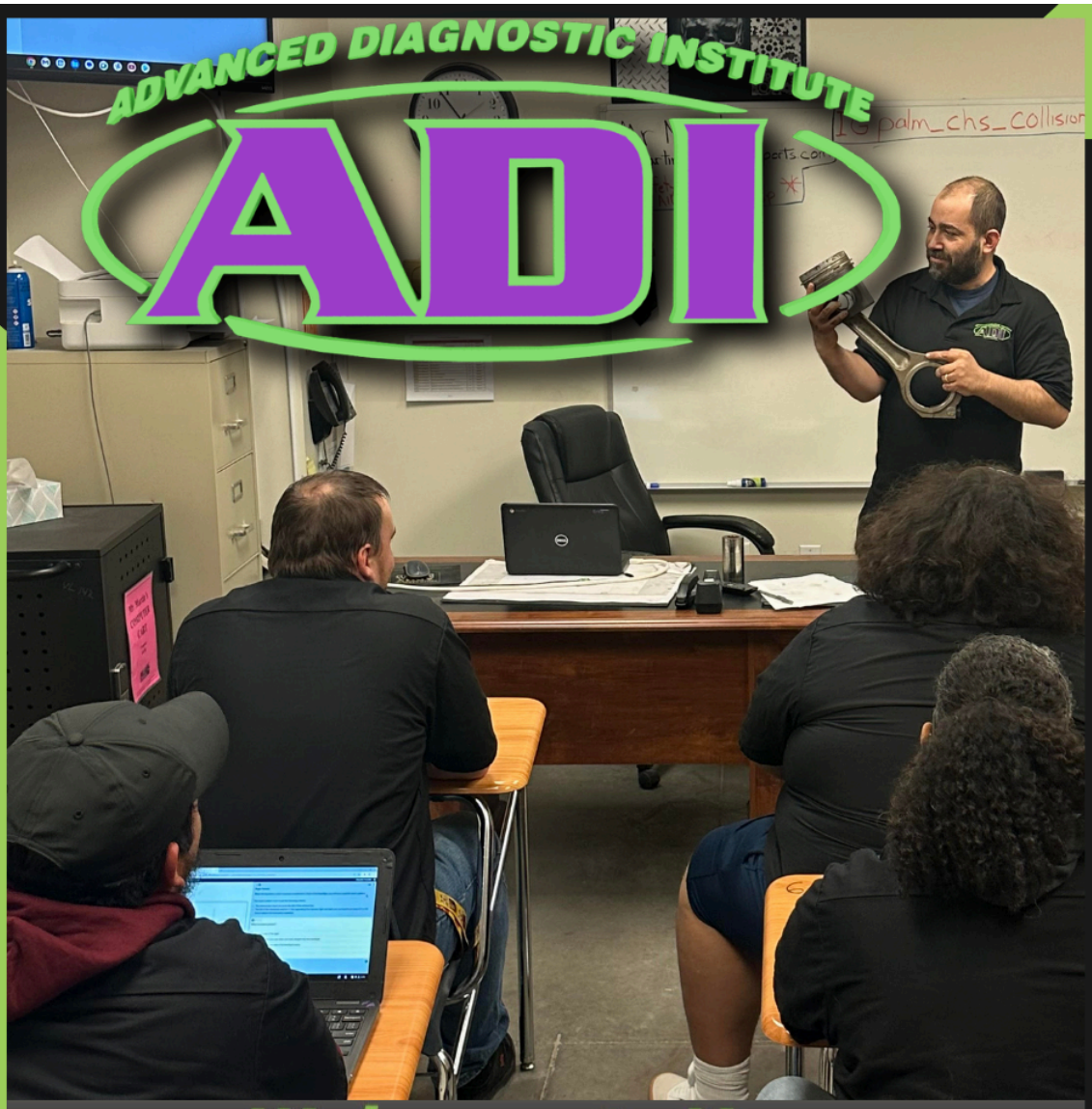
ADVANCED DIAGNOSTIC INSTITUTE

ADI



Welcome to Your

NEW CAREER

Catalog

24 - 25 Volume 10.4

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ADVANCED DIAGNOSTIC INSTITUTE
826 West Cox Ferry Road
Conway, SC 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 a variety of problems using the latest engine analyzers, handheld scanners and other computerized diagnostic equipment.

To become ASE Master Certified you will learn everything from basic engine systems to computerized fuel injection, anti-lock brake systems, passenger restraint systems and computerized engine controls.

Your courses will include:

Engine Repair
Automatic Transmission & Transaxle
Manual Drivetrain/Axles
Suspension & Steering
Brakes
Light Vehicle Diesel Engines
Electrical/Electronic Systems
Engine Performance
Heating and Air Conditioning

As a student you are taking the steps toward a future that is 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 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 two-post lift, four-post lift, 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, federal, state or accrediting agency regulations. As required in certain states where the school is licensed, the school will provide advance notice of changes to the information 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 requirements 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 acquire on the job.

Administration/Governing Body

ADI is a non-profit 501-C3.

Administrative Team

James Basil - Director of Education and Instructor with more than 20 years of experience in the automotive field. He is a Graduate of Lincoln Technical Institute with a Degree in Automotive Technology, BMW STEP Training Program at Universal Technical Institute, ASE Master Certified and BMW Master Certified.
Curtis Lockridge – Instructor. He is a Ford Senior Master Technician and ASE Master Certified.
Erick Marsans – Instructor. He is a Volvo G1 Certified / EVT Technician

ADI has an experienced, highly skilled staff that is educated in assisting students. ADI will help students by assisting them in obtaining affordable housing, part-time employment and offer support in many areas of assistance.

Board of Directors

President – Joseph Scaturro
Secretary/Treasurer – Michael Nissan
Chairman of the Board – Ryan Holmes

Institutional Purposes

The purposes of Advanced Diagnostic Institute are as follows:

- To provide education in the current, leading edge automotive technology, which develops critical thinking and problem-solving skills.
- To incorporate general education into programs that provide students with communication, science, mathematics, computer, human relations, business and life skills. As well as an appreciation for and the ability to continue the learning process.
- To instill within ADI students the work ethic attributes in demand by the industry to include honesty, ethical standards, dependability, industriousness, commitment to quality, craftsmanship, courtesy, 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 that 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 demands and market conditions dictate.
- Pursue opportunities for growth and expansion that are compatible with the institution's mission and appropriateness to its resources, which address the needs of its industry, 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 that the 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 to include activities, service projects and work based learning that enhance their overall development.
- Foster a climate in which employees experience an elevated 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 pleaded guilty or no contest to a violent crime or other type of felony will be subject to further review 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 awaiting a first class start, is grounds for termination or denial. All prospective students must participate in a personal interview with an admissions representative, tour the school facility and successfully complete a background check.
Regarding admissions decisions, ADI will notify students in writing of its decision to accept or reject the application for enrollment after its review. ADI will take into consideration re-granting credit for previous educational training. Documentation should be provided to the 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 are provided.
ADI does not grant credit for previous education and training.
Upon completion of application and the above referenced documents, admissions will be reviewed, 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 with a minimum of 5 students required to offer a course.
Students will be notified by email if a course is rescheduled. Students may state by email their request to withdraw or continue with the application.

Graduation Documents

ADI awards every graduate with a certificate upon completion of the program. The graduation document is awarded for the program in which a student is enrolled. Transcripts may be obtained by emailing ADI.educate@gmail.com
All student records will remain on file electronically for six years. Transcripts will remain 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 2024-2025 CALENDAR

MONTH	CLASS
Aug. 19 – Sept. 16 *School Closed Sept. 2*	Engine Repair
Sept. 17 – Oct. 16 *School Closed Oct. 14 & 15*	Automatic Transmission & Transaxles
Oct. 17 – Nov. 14 *School Closed Nov. 5*	Manual Drivetrain & Axles
Nov. 18 – Dec. 19 *School Closed Nov. 25 – Nov. 28* *(Winter Break Dec. 23 - Jan. 2*	Suspension & Steering
Jan. 6 – Feb. 4 *School Closed Jan 20 – 21*	Brakes
Feb. 5 – March 5 *School Closed Feb. 17 – Feb. 18*	Light Vehicle Diesel Engines
March 6 – April 2	Electrical/Electronic Systems
April 3 – May 7 *School Closed April 21 – April 24*	Engine Performance
May 8 – June 4 *School Closed May 26*	Heating and Air Conditioning

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

Academic Course Outline

Course #	Title	Contact Hours
101	Engine Repair	133.33
201	Automatic Transmission & Transaxles	133.33
301	Manual Drivetrain & Axles	133.33
401	Suspension & Steering	133.33
501	Brakes	133.33
601	Light Vehicle Diesel Engines	133.33
701	Electrical/Electronic Systems	133.33
801	Engine Performance	133.33
901	Heating & Air Conditioning	133.33

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 average 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, absenteeism is kept to an absolute minimum. Therefore, all absences, tardies, class cuts and early leaves will be recorded regardless of the reason. Time missed is recorded in 15 minute intervals. There are no excused absences from scheduled class days, tardies or early leaves (except for school closures for weather or emergency-oriented issues). Students cannot miss essential instructional 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 absences from school to avoid withdrawal. A student who is absent for 10 or more consecutive days, has not been granted an official leave of absence for regularly scheduled school days and has not provided 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. Furthermore, 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 tardies are not tolerated and excessive behavior will be discussed with the said student and may be subject to suspension and/or termination of the program.

Schedule of Fees

With the acceptance of application, the total cost for the 9 month program is $10,995.00. Cancellations and refund policies can be located in the ADI Enrollment Agreement.

Non-refundable Registration Fee	**$30.00**
9 Month Tuition: For 1,200 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 Work Shirts w/ADI Logo	**$200.00**
TOTAL COST:	**$10,995.00**

Student Code of Conduct

The success of ADI depends on many factors to include 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, a positive attitude and good attendance are as important to any employer as the technical knowledge the employee possesses. The rules listed below will help students develop the appropriate 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.*

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 and/or local laws on campus is not tolerated.

Disruptive Behavior

No type of disruptive behavior is tolerated. Disruptive behavior includes, but is not limited to, obscene language, profanity, derogatory comments, racial or sexist slurs, sleeping in class or leaving the classroom/shop area without permission.

Fighting

Bullying, harassment, fighting, manufacturer bashing, threats or other acts of violence between students and/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

No form of academic dishonesty is tolerated. Academic dishonesty includes, but is not limited to, sharing answers or test material with another student, and copying another student's or sources information or test materials.

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 collaborate with legal authorities as necessary and/or required.

Statement of Non-Discrimination

ADI is committed to maintaining a safe learning and working environment 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/expression, genetic information and any other legally protected status in the provision of its courses, programs services and activities.

Suspension

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

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

South Carolina licenses Advanced Diagnostic Institute:

"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 no 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 *AdvancedDiagnosticInstitute.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: 133.33 *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: 133.33 *Requirements: None*

This course is designed to provide the students 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, as well as, how to inspect transmission cooling systems, lines and fittings and inspect powertrain mounts.

The students will gain knowledge in the operational characteristics of a continuously variable transmission and hybrid vehicle drivetrain. Students will also learn how to perform the necessary service, repairs and adjustments to automatic transmissions and transaxles.

301 – Manual Drive Train and Axles

Total Contact Hours: 133.33 *Requirements: None*

This course is designed to provide the students with a detailed study of manual drive train components, including theory, operating principles, service and repair techniques of the clutch and differential and rear axles. Gearing, levers, hydraulics, component design, troubleshooting, replacement, assembly, disassembly, repair and service techniques 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; as well as, how to diagnose, inspect, remove and replace a clutch. Students will learn how to diagnose, clean, inspect, disassemble, reassemble a transmission/transaxle and 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: 133.33 *Requirements: None*

This course is designed to provide the students 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 to include struts, rack and pinion steering systems, and tire design and applications. New technologies are covered to incorporate electronic steering and an in-depth coverage of computerized suspension systems. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems; as well as 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 components and how to perform alignments on front and rear-wheel drive vehicles.

501 – Brakes

Total Contact Hours: 133.33 *Requirements: None*

This course is designed to provide students 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; as well as how to complete repair orders containing customer and vehicle information and corrective action and 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 Vehicle Diesel Engines

Total Contact Hours: 133.33 *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: 133.33 *Requirements: None*

This course is designed to provide the students 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 internets based electronic retrieval systems; as well as 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: 133.33 *Requirements: None*

This course is designed to provide students with detailed knowledge of conventional and computerized engine control systems and scientific engine testing and tune-up. Students will receive comprehensive instruction and 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; as well as how to diagnose mechanical and electrical engine and control systems and determine the 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: 133.33 *Requirements: None*

This course is designed to provide students 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; as well as 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 whether the complaint is valid and if a settlement should be made. The complaint should include the events or circumstances upon which it is based, the names of the individuals involved and a statement of the resolution that is being sought. If the student is not satisfied with the Board's decision, he or she must submit a complaint to the SC Commission of Higher Education within two calendar years of exhausting the appeals process at the institution.


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Training
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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 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:
Students 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 10% increments, rounded downward to the next 10% of that period. After 60% attendance, the institution may charge for the entire course. Refunds are issued within forty days after the effective date of cancellation or last date attended.

Hours Attended	Tuition Refund
1.) 1-120	90%
2.) 120 – 240	80%
3.) 240 – 360	70%
4.) 360 – 480	60%
5.) 480 – 600	50%
6.) 600 – 720	40%
7.) 720 – 1,200	0%