



Cybersecurity Course-Based Enrollment

What is course-based enrollment?

Course-based enrollment enables you to enroll and pay for a full course vs. paying a monthly tuition and fees, which often causes confusion about the cost and timeframe for course completion.

While this sounds like traditional education, students at Tooele Tech work in competency-based learning environments in which each student has their own course and schedule. During enrollment, students are given a specific day, based on their individual schedule, that the course must be completed. This is called the course end-date.

How long will I have to finish my course?

We calculate the course end-date by your actual scheduled hours, with consideration for non-school days. The end date is printed on the student schedule and is available in Northstar, our student information system.

In order to ensure that you complete the course by the end date, it is helpful to complete your work in the time designated in course modules, or sections of the course.

How am I charged for the class?

When you sign up for the course, you will be expected to pay the entire cost of the course up-front. This will include the tuition calculated at \$2.00/hour plus a \$.20/hour lab fee (\$2.20 per hour total). A cost sheet is attached and will be published to the web.

What if I cannot afford the cost of the course?

Our Financial Aid staff will work with you and provide a range of options from state and private sponsoring agencies, to local scholarships and lending institutions. We anticipate Cybersecurity will be approved for federal Pell grants this fall.

What happens if I drop the course?

If you drop a course during the first two calendar weeks *and* have not submitted any work to be entered into your student record, you are eligible for a complete withdrawal from the course and a full refund of the course tuition and lab fee. Please note that registration fees are not refundable.

When do I go to class?

You may choose the schedule that best supports your progress and success. At Tooele Tech, we require minimum enrollment of 12 hours per week for students enrolling in full programs unless instruction is only available fewer hours. Students with sponsoring agencies are determined by their sponsor.

What happens if I don't get the course done by the end date?

If you do not complete the course by the end date, you will need to re-enroll and repay for the course.

- This bears repeating – if you do not complete your course by the end date, you will be withdrawn and charged for the course a second time.

It is very important for you to understand your course progress. You are encouraged to meet with your instructor anytime you have questions on progress. Monthly progress meetings are scheduled with each student, but you shouldn't be shy to discuss your progress and seek strategies to ensure that you complete within the standard timeframe.

What if I have an ADA Accommodation?

If you have met with the ADA Coordinator and have an approved ADA Accommodation, you may be exempt from the 110% standard. Please meet with the ADA Coordinator if you have questions. You can schedule an appointment in Student Services.

What happens if I get done early?

If you complete the course work before the end date, you will register for a next class and get started right away. With competency-based instruction, you are not limited by semesters.

Do I get a refund if I finish the class early?

No. When you pay for a course, you are paying for the course – not for the time you spend completing it. Once you have completed the course, you've achieved your outcome.

After the end date passes, how long do I have to enroll in my next class and still be considered an enrolled student?

You have five days from your end date to enroll in the next course if you want to be considered still enrolled. If you don't enroll in the next course by then you will be subject to a \$20 re-enrollment fee.

What if I've completed an equivalent course somewhere else and want to get credit for that instead of taking the class?

If you think that a course you've taken somewhere else is the equivalent of a course on your training plan, we encourage you to talk to your instructor before you enroll in

the course.

Your instructor can evaluate your prior learning and may be able to waive part of your Tooele Tech course work. There is no cost for courses that have been waived.

Also, as a matter of policy, you cannot waive more than 33% of the course work in your program.

Is there a way to challenge a course (like you would 'CLEP' out of a class at a traditional college)?

Yes. Training is competency-based, which means if you can show that you're competent, you can earn the credit. To demonstrate competency for a course, you'll need to let us know that you intend to take the test *before* you enroll in the class. You can do this in Student Services.

When you tell us that you intend to demonstrate competency, you'll pay a \$35 assessment fee. After you pay the fee, you'll be issued a voucher with the name of the course and the date by which you must complete the test.

Take the voucher to your instructor and they'll give you the appropriate test(s). If you pass, your instructor will sign the voucher and you can return it to our Registrar (in Student Services) to have it recorded as part of your official transcript.

Who do I contact with additional questions or concerns?

Please reach out to the VPs of Instruction or Student Services for any additional information or to share a concern.

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