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## Welcome to the 2009-2010 School Year!



### From the Director's Chair

James Fisher, Campus Director



Dear Counselors,

The East Valley Institute of Technology kicked off the school year and welcomed nearly 3,000 students this year. Our classes are brimming with motivated young men and women from your schools who are enhancing their educational experience by learning hands-on about their interests and career choices.

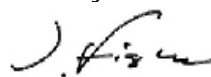
As the Campus Director of EVIT, I want to personally thank you for realizing the importance of the many opportunities EVIT has to offer your students and for helping them to enroll in a program of their choice. We often find that students do not realize the relevance of their academic math, science and English classes until they can actually put them into practical use. This is exactly what happens in their programs at EVIT.

We cannot emphasize enough the value we place on a strong partnership with our ten sending school districts. We realize this is paramount in working towards what is best for each and every individual student. Our goal is for all of our 40 sending high schools to consider EVIT a unique benefit that can expand the choices and opportunities offered to their students.

If you have not visited our campus, I would like to extend a special invitation to you to take a tour and see first-hand how we can serve your students. I hope you will find this Counselor Guide a valuable reference tool for the upcoming year. Make sure you check out "What's New at EVIT" to find out about changes and new happenings on our campus.

Please feel free to contact me or your EVIT liaison if you have any thoughts or concerns that can help improve our school connection. Again, thank you for allowing us to be a continued partner in serving your students.

Sincerely,



James Fisher  
Campus Director

# What's New at EVIT?

**Surgical Technology and Practical Nursing have moved to Adult Education, but students can prepare for admission to both classes right here at EVIT.**

The health industry is requiring that all students be high school graduates and 18 years old in order to do clinicals for Surgical Technology and Practical Nursing. But high school students can prepare for both classes right here at EVIT by taking Health Foundations (MC10) and Nursing Assistant while they are in high school. Successful completion of preparatory programs at EVIT may give them priority into the Surgical Technology and Practical Nursing programs after high school.

Surgical Technology is accredited by the Commission on Accreditation of Allied Health Education Programs. It is one of five accredited programs in Arizona, and is also one of the only programs with **NO waiting list!** Those who complete the course will be able to test for national certification.

## Diesel Technology

EVIT continues to address industry needs by offering a two-year program in Diesel Technology for heavy-duty equipment. The new program is specifically designed to prepare students for entry into diesel mechanical repair occupations. It will cover the theory of diesel engine operation as well as repair and diagnostic procedures. Sections of the course include preventive maintenance, alternative fuels, hydraulics, and air conditioning. Students will be trained on the operation and service of modern diesel powered farm, truck, and industrial equipment.

## Multi-media Technology

Most businesses cannot afford the luxury of a full-time photographer, a full-time artist **and** a full time web designer, but they still want the capability carrying their brand across all media applications. Industry partners approached EVIT about providing training for a media generalist...someone who can create or find artwork through either photography or graphic design, and apply it to their verbal, written and electronic promotional materials. We are proud to be offering the first Multi-media Technology program at EVIT. All businesses have a need for promotional branding, which opens a tremendous job market for students who have this training.

## Culinary Arts

You can join us once a month for a special dining experience at the "Fifth Season" Restaurant. EVIT Culinary Arts students will learn to provide more individualized service to their guests by offering a menu selection on the first Thursday of each month. The menus, which will become increasingly difficult as the year progresses, will feature an appetizer, an entrée, dessert, rolls and a beverage for \$25.00 per person. Why the "Fifth Season?" It is the season to enjoy good food, good friends and the bounty of foods from each of the four seasons. For reservations, call 480 461 4139.

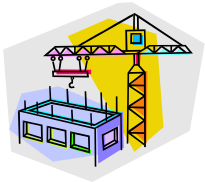
*Surgical Technology is accredited by the Commission on Accreditation of Allied Health Education Programs.*

*The new program is specifically designed to prepare students for entry into diesel mechanical repair occupations.*





*Keep in mind that, even with paying for the two summer sessions, taking the Cosmetology program at EVIT can still offer a savings of over \$15,000.*



*If your brochure rack is missing or broken, please let your EVIT representative know.*



facebook

twitter

[www.evit.com](http://www.evit.com)

## Cosmetology

EVIT has been delighted to offer all 1600 hours of Cosmetology training tuition-free for many years. Of course, to achieve 1600 hours before high school graduation, students have committed to summer school training time. Up to now, with or without state funding, EVIT has absorbed the additional cost of summer school for our Cosmetology students. Unfortunately, we will not be able to offer free summer school unless the state provides the funding. We want families to know that there will be a charge for summer school for students. Of course, if we find that we are fortunate enough to receive funding, we will pass the savings on to our Cosmetology students. Keep in mind that, even with paying for the two summer sessions, taking the Cosmetology program at EVIT can still offer a savings of over \$15,000.

## Watch us grow!

If you have been following the news you know that we have two building projects on the horizon. In fall 2011 EVIT plans to open a new campus at ASU Polytechnic at the Phoenix/Mesa Gateway Airport. The 70,000 square foot building will house Respiratory Therapy, Occupational Therapy and Aviation for starters, as well as classes yet to be determined. In fall 2012, we will open an extension to our Health Sciences Center on the main EVIT campus. The current center, which opened in 2007, is already full offering health related classes to over 700 students. We are proud to be growing to keep up with the demand for skilled workers in Arizona.

## Individual Brochures

Remember the multi-colored brochures that filled your acrylic brochure stand for years? Well, brush off the stand and get ready for something new! Each of our programs will be featured in its own new four-color brochure. It is a work in progress, but we should have them for you before students begin registering for fall 2010. If your brochure rack is missing or broken, please let your EVIT representative know.

## You're invited to be a fan of EVIT on Facebook!

You can follow your students on [Facebook](#), [Twitter](#) or on [our blog](#). We will be blogging on our website at <http://www.evit.com> or you can find us daily in the blogs at <http://www.eastvalleytribune.com>.

## Take a virtual tour of classes at EVIT!

If students, parents, or YOU want to know more about an individual class, just click on "Programs" on our website and you can watch a short video about each course. It's a great way for students to see which classes interest them the most. We hope it is a great tool for you.

# What EVIT Public Relations can do for Your School

## Counselor Meeting

The start of a new school year always brings about changes—both at your school and EVIT. The annual counselor meeting, held towards the end of September and early October, is a great way to get everybody on the same page. This short meeting will include a summary of what EVIT does and anything new and notable slated for the upcoming school year. It is also the place to make new contacts, set the dates your EVIT liaison will visit your school, and take advantage of some EVIT culinary goodies. In addition to the EVIT contact, all the school's counselors should be in attendance as well as anyone working in the career center.

## Presentations to Staff (Teachers)

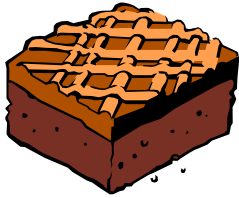
If at all possible, EVIT would love to do a quick presentation at an instructional staff meeting. As EVIT gets older, and teachers get newer, it is important to keep the people who are in direct contact with students informed on all the options out there, especially EVIT. Many teachers teach classes that are perfect feeder classes for EVIT's programs and they are in a position to recognize a student's aptitude in a certain area. Having the teachers at your school understand EVIT also helps open doors for you as the counselor when setting appointments for presentations or getting a student registered.

## Attend Home School Events: Parent Night, Career Fairs, Open Houses

EVIT representatives are readily available to attend any event your school has. Just let your EVIT liaison know when and where and EVIT will be there. Whether you need a presentation done, or would just like EVIT to set up a table and answer questions, these events are great ways to get the word out about career and technical education opportunities.

## Presentations to Students

Every student needs the opportunity to know what is available to them at EVIT. EVIT's presentation gives a brief overview of what EVIT is and the 40+ occupation-specific programs the school offers. The presentation is designed to appeal to all students, whether they are headed straight to work or on to post-secondary education. In order to reach as many students as possible, EVIT does presentations to all the eighth and 10th graders in its ten sending school districts. Often the best way to do this is to present to all the sections of a course that all eighth or 10th graders must take (World Studies or Health, for instance).



*Many teachers teach classes that are perfect feeder classes for EVIT's programs and they are in a position to recognize a student's aptitude in a certain area.*

*EVIT representatives are readily available to attend any event your school has.*



*The presentation is designed to appeal to all students, whether they are headed straight to work or on to post-secondary education.*



*The tours allow your students to picture themselves in a future career and show them how they can get there.*



*Your EVIT liaison holds a special cosmetology meeting at each high school during fall semester to explain the process to all students interested and to hand out application packets.*



## Tours

No matter how well EVIT is explained to a student, seeing it in person is a whole new and exciting experience. Given by EVIT student tour guides, the tours allow your students to picture themselves in a future career and show them how they can get there. The tours take 60-90 minutes and can be booked through your EVIT representative or by calling (480) 461-4034. Because EVIT classes are dismissed at 10:35 a.m. and 2:35 p.m., your students need to arrive for their tour no later than 9 a.m. or 1 p.m. Click [here](#) for a more detailed explanation of how to schedule your tour.

## Provide brochures and other materials

EVIT brochures and materials are an excellent way to answer your students' questions and find out registration requirements for each program. In addition to the full-color EVIT brochure that contains a listing of all of the programs, each high school should have a brochure display stand provided by EVIT with our individual program brochures. Whenever you need a refill, you can fax a brochure request form (located in the pocket of your folder) to (480) 461-4031 or call your EVIT representative.

## Informational Cosmetology Meeting

Registration for the very popular EVIT Cosmetology program has a special application process. Because the program allows students to save approximately over \$15,000 in tuition, students and parents from every district express interest and ask many (many) questions. That is why an EVIT liaison holds a special cosmetology meeting at each high school during fall semester to explain the process to all students interested and to hand out application packets. As a counselor, you should advertise the meeting in advance and keep track of who signs up. The more students you get to the initial meeting, the less confusion there will be for you and your fellow counselors when the deadline comes up. It is also helpful, if possible, for you to be in attendance at the meeting, as most questions that are asked there will be asked of you at some point. Click [here](#) for a more detailed explanation of the Cosmetology Packet Application.

## Registration

Your EVIT liaison will set a date in the spring time (after your registration is complete) to come to your school and officially enroll the students who would like to attend. Quite often students do not realize that putting EVIT on their high school schedule is not enough—they also need to be registered by EVIT. When you do your registration for the next school year, remind the students about EVIT and keep track of those who put it on their schedules. Click [here](#) for a more detailed explanation of the Registration Process.



**Registration  
is as Easy as  
1, 2, 3, 4...**

**1. Fill out an  
EVIT  
Application**  
(provided by  
your  
representative  
or download on  
website)

**2. Include Latest  
Copy of  
Unofficial  
Transcript**

**3. Include  
Newest Test  
Scores** (i.e.  
Terra Nova or  
AIMS)

**4. Include Copy  
of Current  
Semester  
Attendance  
Records**

# EVIT Registration Process

## EVIT Spring Registration for 2009-10

1. Students should designate three class periods (a.m. or p.m.) on their home high school schedule during the school's regular registration and complete the EVIT enrollment application with required documents.

<b>Morning session</b>	<b>8:05-10:35 a.m.</b>
<b>Afternoon session</b>	<b>12:05-2:35 p.m.</b>

**Cosmetology, Aesthetics and Massage Therapy:**  
**7-11 a.m.                      12-4 p.m.                      4:30-8:30 p.m.**  
**Students must provide their own transportation for these programs**

2. An EVIT PR liaison will schedule a day and time to come to your school to register students who have put EVIT on their home high school schedule.
3. Required documents for EVIT Registration:
  - o **EVIT enrollment application**
  - o **Unofficial transcript**
  - o **Copy of AIMS or other standardized test scores**
  - o *Attendance Records may be requested*

Having these documents available when liaison arrives expedites the process.

4. **Arena Registration** – PR liaison will come to home school to register students on the designated day for arena registration. Students should bring a copy of their unofficial transcript, AIMS scores and attendance record to the registration.
5. **Special education student registration** - Staffing appointments are required and will not be done at the regular registration. Additional information is necessary for review by EVIT Counselor.

### **Returning EVIT Students**

Students who are returning for a second year will receive an EVIT enrollment form from their teacher here at EVIT. The process will continue through our counseling department. A list of returning students will be faxed to you to confirm with their schedule for next year. Please return your confirmation and any changes as soon as possible.

### **Walk-In Registration**

Please advise students who wish to enroll in an EVIT program on their own to bring their latest unofficial transcript and standardized test scores to the EVIT counseling office.



# Tour Information 2009/10

## School Year

We can accommodate 200 students at a time, moving them through the campus in ten groups of 20 students each, a tour guide, and a chaperone. EVIT provides the tour guide, and your school needs to provide one chaperone for every 20 students touring.

The ideal tour runs approximately 60-90 minutes. In 90 minutes students are able to briefly visit each program on campus. After the tour, if you have time, we can also gather the tour group for a presentation in our lecture hall for a brief presentation, video and question/answer session.

Tours can be scheduled in the morning during the hours from 8:30-10:35, and in the afternoon during the hours from 12:30-2:35.

Tours will begin the end of October and continue through the school year.

Public Tours are available every Tuesday at 1 p.m. for interested students, parents and the general public. Please have individuals contact Doris Moore, Public Relations Assistant (Tour Coordinator) (480) 461-3034, to reserve a place on the tour.

**Tours will not be given during EVIT holidays and district breaks. Please refer to the provided calendar to locate those dates.**

Transportation numbers are provided to reserve buses.

**Public Tours:**  
Every Tuesday  
1:00 p.m.

Contact:  
**Doris Moore**  
(480) 461-4034

**School Tours available.**  
Contact your  
EVIT  
Representative:

**Linda Winters**  
(480) 461-4030

**Jennifer Hudak**  
(480) 461-4035

**Katie Askins**  
(480) 461-4029

## Transportation Offices

District	Phone	Fax
Apache Junction	(480) 982-1110 x2202	(480) 983-9231
Chandler	(480) 812-7275	(480) 812-7295
Fountain Hills	(480) 664-5310	(480) 664-5399
Gilbert	(480) 497-3311	(480) 497- 3368
Higley	(480) 279-7026 or 297-7058	(480) 279-7530
Mesa-Broadway Mtn. View, Mesa, Westwood, Dobson, Mesa Vista	(480) 472-6100	(480) 472-6102
Mesa- Fremont Red Mtn., Skyline, Boulder Canyon	(480) 472-8950	(480) 472-8955
Mesa SpEd	(480) 472-0160	(480) 472- 0172
Queen Creek	(480) 987-7494	(480) 987- 5918
Scottsdale	(480) 484-8553	(480) 484- 8590
Tempe	(480) 345-3781	(480) 345-3787

**\*Please note: For questions regarding busing for students enrolled at EVIT, please refer to the above district transportation numbers.**



## Important Cosmetology Dates:

**February 5, 2010:**  
Cosmetology Packet  
Deadline

**February 26, 2010:**  
Cosmetology  
Acceptance Letters  
Mailed

**March 5, 2010:**  
Accepted  
Cosmetology  
Students Must  
Confirm Enrollment  
to EVIT

**April 7, 2010:**  
Mandatory  
Cosmetology Meeting  
for new students and  
parents



# Cosmetology/Aesthetics Registration Information

## 2009-2010 School Year

The Cosmetology application packet must be completed and delivered in person to EVIT by the due date, February 5, 2010.

Applications must be reviewed and approved by a designated EVIT staff member before the packet will be accepted. A copy of the checklist will be returned to the student as receipt of the packet.

If the student cannot supply proof of meeting 9<sup>th</sup> grade level requirements on a standardized test, he or she will need to take the EVIT assessment prior to submitting the application packet.

In order to complete the required two-year, 1600-hour program, students must attend two six-week summer sessions (between sophomore/junior year and junior/senior year). **Not attending the summer school sessions may prohibit getting the required hours before graduation and may result in the student being charged adult tuition for the remaining hours at the current tuition rate.**

Students will have the option of beginning the June or August session. Students should be aware that they should not sign up for the summer session if they plan to miss any time during the session.

The cosmetology classes are Monday through Friday. The session times are as follows:

**Morning Session (a.m.)      7:00 - 11:00 a.m.**  
**Afternoon Session (p.m.)    12:00 - 4:00 p.m.**

**Aesthetics is a one-year, 600-hour program. Hours will be Monday through Friday, 7:00-11:00 a.m. or 12:00-4:00 pm. depending on enrollment.**

A high school student enrolled in any EVIT Cosmetology Program will pay no tuition until he or she has completed the requirements for a high school diploma or has received a GED. At that point, any remaining hours on the contract will be the financial responsibility of the student. Supply fees, however, apply to all students.

Vacancies occur throughout the year and will be filled from the current year's placement list. Applications are NOT held over from year to year. If you do not enter a program in a particular year, you need to re-apply the following year.

**Students attending any of the Cosmetology programs provide their own transportation!**

## **Important Dates:**

**Aug. 10, 2009:**

First Day of School

**Sept. 7, 2009:**

Labor Day- No School

**Oct. 9, 2009:**

End of 1<sup>st</sup> 9 weeks

**Oct. 12-16, 2009:**

Fall Break- No School

**Nov. 11, 2009:**

Veteran's Day- No School

**Nov. 26-27, 2009:**

Thanksgiving Break-No School

**Dec. 18, 2009:** End of 2<sup>nd</sup> 9 weeks (Grades Due)

**Dec. 21 –Jan. 1,**

**2010:** Winter Break- No School

**Jan. 4, 2010:**

First Day of 2<sup>nd</sup> Semester

**Jan. 18, 2010:**

Civil Right's Day- No School

**Jan. 30, 2010:** TECH

FEST at EVIT

**Feb. 5, 2010:**

Cosmetology Packet Deadline

**Feb. 15, 2010:**

President's Day- No School

**Mar. 11, 2010:**

Mystery Chef Culinary Fundraiser

**Mar. 12, 2010:**

End of 3<sup>rd</sup> 9 weeks (Grades Due)

**Mar. 15-19, 2010:**

Spring Break- No School

**Apr. 2, 2010:**

District Break- No School

**Apr. 15, 2010:**

EVIT Fashion Show

**May 25, 2010:**

Last Day of School, End of 4<sup>th</sup> 9 weeks, (Grades Due) Completion Ceremonies

## COSMETOLOGY & AESTHETICS REQUIREMENTS



- **2.0 or better GPA\***
- **Total of ten (10) passing high school credits, two (2) of which are English credits\***
- **Standardized Test Scores**
- **Copy of Social Security Card or signing the *Waiver of Understanding* explaining that taking the State Board Licensure Exam requires a social security card**
- **Letter of Recommendation**
- **Student Essay**
- **Statement of Understanding**
- **Attendance Records**

\* Students may be accepted in the program on the condition that required credits or GPA be obtained before the August start date. However, failure to show proof of required credits or GPA before starting school in August will result in the student being dropped from the program.

\* We will be enrolling students for Cosmetology at the semester. Packets must be turned in to be considered. Students will be placed according to vacancies in the program and based on a first come, first served basis.

## ADDITIONAL INFORMATION

We have also included a [Point of Contacts List](#) in PDF form with all of the EVIT phone numbers that you will need. Please print it or refer to it as needed. As always, feel free to call your EVIT representative for any questions you might have.

A [Program Quick Guide](#) PDF has also been compiled to help you better assist interested students. It explains each of the programs that EVIT offers, along with additional information. (i.e. class duration, recommended GPA, graded level and age requirements, recommended prerequisites, licenses and certification possibilities, dual credit opportunities and supply fees.)

Each year our Culinary and Commercial Baking Program offer the yummiest Thanksgiving treats. We have included a **Culinary Order Form** PDF. Fill it out and fax it over. Orders will be ready just in time for the Holidays to make your baking needs easier. Not to mention, they taste amazing.

The [EVIT 2009-2010 School Calendar](#) PDF has been supplied for your convenience. It lists all holidays, 9-week grading break-downs, and other EVIT events you might be interested in.

Please look forward to a monthly "**Counselor Connection.**" Features will include upcoming events, a message from our principal, and the wonderful things our students are doing around the campus and community.

Arizona businesses look at EVIT to provide technical training in high-skill, high-demand fields.



## Adult Education

An adult is anyone who has graduated from high school, has received a GED, or has reached 23 years of age.

Morning and afternoon classes are available for students between the ages of 18-22.

Evening classes are available for students that are 18 and older.

Arizona businesses look at EVIT to provide technical training in high-skill, high-demand fields.

Financial assistance, scholarships and payment plans are available.

Community college credit is available in some classes.

### Five Easy Steps to Get Started at EVIT

- **Meet with a Career Advisor.** Call Jackie Auvigne (480) 461-4028 to make an appointment. Walk-in appointments available.
- **Complete the Student Application Forms.** Applications and financial aid forms are available in the Continuing Education office.
- **Pay your Tuition and Fees.** You can pay your tuition and fees in the Continuing Education office.
- **Get your Parking Permit.** Your tuition receipt entitles you to a campus parking permit.
- **Federal Pell Grants available** for those who qualify.



To Make an Appointment for **Further Information**

Call:  
**Jackie Auvigne**  
(480) 461-4028

### Evening Classes Available and Schedule:

Program	Total Hours	Student Tuition	Student Fees	Total Cost	Instructor	Schedule
Aesthetics	600	\$5,700	\$726	\$6426	Hendon	M-F 4:30-8:30 PM
Cosmetology	1600	\$10,800	\$771	\$771	Foy	M-F 4:30-8:30 PM
Nurse Asst.	163	\$1,000	\$105	\$1,105	Collins	T,W,TH 6-9 PM, Sat 6 AM-2:30 PM
Practical Nurse	650	\$8,000	\$1,350	\$9,350	Thomas	M-F 3:30-6:30 PM
Collision Repair	350	\$3,325	\$49.50	\$3,374.50	Hudak	M,T,TH 5:30-8:30 PM
Welding	108	\$600	\$100	\$700	Zamora	M,W 5-8 PM
Upholstery	40	\$200	\$25	\$225	Crandall	TH 5:30-9:30 PM
Surgical Tech	1054	\$9,500	Included	\$9,500	Browne	M-F 3-8 PM
Massage Therapy	720	\$5,600	\$83	\$5,683	Staff	M-F 4:30-9 PM
HVAC	378	\$3,400	Included	\$3,400	Reichstein	M, T 5:30-9 PM
Medical Terminology	28	\$250	Included	\$250	Cunneen	M 5:30-7:30 PM
Culinary	MCC					M,T 5:30-9 PM



**Check out these great classes!**