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# INTELLITEC COLLEGES CATALOG ADDENDUM

Supplement to the IntelliTec Colleges Student Catalog  
2023-2025 Volume XI, August 2023, Number 1

***Date Created: August 31, 2023***

***Date Updated: August 6, 2024***

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## **Revisions to the Catalog: August 31, 2023**

**Pg. 38 After Leave of Absence (LOA) section add the below section.**

### ***MAKE-UP WORK AND COURSEWORK DUE DATES***

#### ***Residential and Distance Education Programs and/or Courses***

##### ***Synchronous Delivery***

Daily in-class assignments, lab demonstrations, checkoffs, and group work are due on a daily basis. If a student is absent, they will not earn points for the in-class assignments, however, the instruction time missed can be revisited during open labs or by requesting tutoring to help you stay on track with your class.

All Outside/Graded Work is listed in the syllabus and is assigned on Monday of the school week and are due on the following Sunday at 11:59 p.m. Late Outside/Graded work assignments submitted after Sunday at 11:59 p.m., will ONLY be accepted through Monday at 11:59 p.m. with a 20% deduction. All week 6 assignments are due by the last day of class, there will be no assignments accepted after the course has been completed.

##### **Make-Up for Exams**

If a student is absent on a scheduled exam date, the student must meet with the instructor before or after class to determine if make-up is possible, and, if so, make arrangements for make-up exam.

- Exams cannot be made up during class, as this would result in the student missing even more class time. Make-up exam time does not count for attendance.
- All make-up exams will have 10% deducted from the score if taken the first class day after the scheduled exam date; and 10% for each additional day late, for a maximum of one week and a total of 40% deduction from the score.
- If a student does not make up the exam one week after it was scheduled, the student will receive a zero (0) for that exam.
- Midterm and final exams cannot be made up unless the student notifies the instructor and the Director of Education in advance of extenuating circumstances that preclude attendance on the day of the exam. The instructor will discuss with the DOE the approval of the exam.

#### ***Distance Education Programs and/or Courses***

##### ***Online Asynchronous Delivery***

Weekly lecture assignments and weekly discussion board posts are due Thursday at 11:59 p.m. Discussions boards require the student's initial response and a response to three fellow students.

All Outside/Graded Work is listed in the syllabus and is assigned on Monday of the school week and are due on the following Sunday at 11:59 p.m. Late Outside/Graded work assignments submitted after Sunday at 11:59 p.m., will ONLY be accepted through Monday at 11:59 p.m. with a 20% deduction. All assignments due during the final week are due by the last day of class, there will be no assignments accepted after the course has been completed.

##### **Make-Up for Exams**

If a student is absent on a scheduled exam date, the student must meet with the instructor before or after class to determine if make-up is possible, and, if so, make arrangements for make-up exam.

- Exams cannot be made up during class, as this would result in the student missing even more class time. Make-up exam time does not count for attendance.
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- Midterm and final exams cannot be made up unless the student notifies the instructor and the Director of Education in advance of extenuating circumstances that preclude attendance on the day of the exam. The instructor will discuss with the DOE the approval of the exam.

**Pg. 31 Under the Academic Progress section paragraph 12 now reads:**

Failing a course will result in a change to the student’s scheduled classes and graduation date. This also may result in the student being required to go on a Leave of Absence if a class is not available. The student will be notified of these changes. Any course repeated will result in a student charge of \$250 for 1-4.5 credits and \$500 for 5 or more credit hours in accordance with the current tuition supplement. The grade of any successfully repeated class will replace the grade of the same previously failed class in the GPA calculation.

**Revisions to the Catalog: November 15, 2023**

**Pg. 51 & 54 Under course names: CN-115 Microsoft Server Fundamentals is now named CN-115 Server Administration**

**Revisions to the Catalog: January 8, 2024**

**Pg. 10**

- **Under Grand Junction Automotive and Refrigeration & HVAC Facilities address has changed to:** 2240 RailRoad Ave Grand Junction, CO 81505
- **Grand Junction Automotive Technician Facility Description has changed to:**
- **Automotive Technician:** Program facilities include over 11,000 square feet of training lab and classroom space. This includes lab workstations, two tool rooms, and an area for tear-down. The program also has electrical, drivability, and under-car ATech automotive trainers in a classroom environment. A full line of practice diagnostic, tire, and alignment equipment, multiple lifts, on and off car brake lathes, and our fleet of training vehicles complete our fully featured, fully functional automotive facility.

**Pg. 2**

- **Additional Satellite location added for Grand Junction Campus:**  
Automotive Technician/Refrigeration & HVAC Programs  
2240 RailRoad Ave Grand Junction, CO 81505

**Pg. 15**

- **Under ‘Postponement of Starting Date’ the last sentence added the following at the end:** concerning the Private Occupational Education Act of 1981.

**Pg. 79 - 80**

- **Massage Therapy Course Descriptions are corrected to reflect the below:**

**PROGRAM OF STUDY**  
**MASSAGE THERAPY**  
**CAMPUSES: ALBUQUERQUE, GRAND JUNCTION, PUEBLO**

**Major: Massage Therapy**

**Certificate:** Massage Therapy  
**Contact Hours:** 750

**Time:** 9 months

**Objective:**

Graduates will have developed massage therapy skills through hands on applications in and out of the classroom and lab setting. Graduates will complete the program with the necessary skills to perform Swedish, Therapeutic, and Deep Tissue Massage Therapy, Massage techniques for specific injuries, detailed client assessments, session documentation, and treatment planning. Graduates will gain knowledge about the various work options Massage Therapists have in the industry including working as an employee or in an independent practice, and how to market themselves and their practice. Graduates will have knowledge and practice to prepare them to sit for their Massage and Bodywork Licensing Exam (MBLEX) which is necessary for obtaining their Massage Therapy license in the State of Colorado and New Mexico. Graduates will also have enough contact hours to register to be Certified with the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB). *(The NCBTMB is only available in Colorado)*

<b>Course Number</b>	<b>Course Content</b>	<b>Contact Hours</b>
CCR-100	College and Career Readiness	120
MT-105	Swedish Massage Techniques & Ethics	120
MT-115	Kinesiology	120
MT-130	Anatomy and Physiology, Pathology, and Advanced Charting	120
MT-155	Therapeutic Deep Tissue Techniques	120
MT-180	Clinical Massage & Marketing	<u>150</u>
<b>TOTAL CONTACT HOURS</b>		<b>750</b>

**Class hours per week: 20/25 in MT-180**

<b>Course Schedule</b>			
<b><u>Course Number</u></b>	<b><u>Days of the Week</u></b>	<b><u>Day Students</u></b>	<b><u>Night Students</u></b>
MT-180	Monday - Friday	9:00am - 2:00pm	N/A
All Other Classes	Monday - Thursday	9:00am - 2:00pm	5:00pm-10:00pm*

*\*Schedule is dependent on campus location*

For more information about our graduation rates, the median debt of students who completed the program, and other important information visit [www.intellitec.edu](http://www.intellitec.edu).

## **CCR-100 College and Career Readiness**

### **120 Contact Hours**

*Prerequisite(s): None*

This course is designed to prepare students for Career Training Success. It will introduce skills to prepare students for personal growth and success in their career. Emphasis will be placed on aiding students in the development of a variety of soft skills necessary for success in their career field and classroom interactions to include Stress Management, Effective Study Skills, Time Management, Leadership Development, Team Building, Financial Literacy, Effective Communication Skills, Diversity and Conflict Resolution, Career Readiness and Overcoming Road Blocks to Success. Students will also participate in activities to help develop the necessary skills to cope with and manage common obstacles that may arise in the workplace. Upon successful completion of this course, students will be ready to begin their educational journey in their chosen program feeling confident and prepared to engage in the classroom and lab setting.

## **MT-105 SWEDISH MASSAGE TECHNIQUES & ETHICS**

### **120 Contact Hours**

*Prerequisite: CCR-100*

This course will cover the history of massage, fundamental massage techniques including effleurage, petrissage, elongation strokes, draining, cross fiber friction, and seated chair massage. Proper body mechanics and self-care techniques, massage equipment, sanitation, hygiene, and safety will also be covered. Client assessment, treatment planning and documentation is covered along with professional communication and ethics. Students will begin preparations for the massage licensing exam that is required to practice Massage Therapy in most states.

## **MT-115 KINESIOLOGY**

### **120 Contact Hours**

*Prerequisite: CCR-100*

This course will teach students basic kinesiology terminology, an overview of the skeletal system, an overview of how the muscular system works, how to properly palpate, and how to use bony palpation as landmarks for finding muscles. The muscular system will be covered in depth; students will learn the attachments, actions, nerve innervation, and treatment considerations for the skeletal muscles. Students should develop their palpation skills and be able to properly identify bones, bony landmarks, muscles and their origin and insertions. Students will utilize basic elongation strokes to begin in their understanding of how to properly apply massage techniques to the muscles from attachment to attachment.

Students will begin preparations for the massage licensing exam that is required to practice Massage Therapy in most states.

## **MT-130 ANATOMY AND PHYSIOLOGY, PATHOLOGY, AND ADVANCED CHARTING**

### **120 Contact Hours**

*Prerequisite: CCR-100*

This course will introduce students to the systems of the body and various pathologies that are associated with those systems. The systems covered include Integumentary, Endocrine, Cardiovascular, Reproductive, Lymphatic, Respiratory, Nervous, Digestive, Skeletal, and Muscular system. Upon completion of this course, students will be able to identify pathologies through observation and client intake, in order to determine if the client is indicated or contraindicated for massage. Students will gain experience in SOAP charting and assessment skills focusing on body posture and gait. Students will take a BLS CPR class and earn their CPR certification within this course.

## **MT-155 THERAPEUTIC DEEP TISSUE TECHNIQUES**

### **120 Contact Hours**

*Prerequisite(s): MT-105, MT-115, MT-130*

This course will cover advanced massage techniques including assessment, treatment planning, and documentation, myofascial release, connective tissue release, deep tissue massage, proprioception and neuromuscular approaches including trigger point therapy. Musculoskeletal injury and massage and massage for chronic pain conditions will be covered. Students will continue preparations for the licensing exam that is required to practice massage in most states.

## **MT-180 CLINICAL MASSAGE AND MARKETING**

### **150 Contact Hours**

*Prerequisite: MT-105, MT-115, MT-130, MT-150, MT-155*

Marketing, advertising, business design, client interactions, promotional development, portfolio design, interview preparation, career planning, and communication will all be covered. Outside clientele will be seen in the clinic and students are responsible for booking appointments, conducting client intake, providing services, record keeping office duties, goal setting and business tasks. Students will finalize preparations for the licensing exam that is required to practice Massage Therapy in most states.

***Please see below link for all requirements to take licensing exams: [New Mexico](#) [Colorado](#)***

## **Revisions to the Catalog: February 1, 2024**

### **Pg. 23**

- **Under ‘Important Enrollment Agreement Information (CO)’ the 4<sup>th</sup> item has been updated to reflect the below:**

Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed by a student or guardian at any time with the Division of Private Occupational Schools (DPOS) within two years from the student’s last date of attendance or at any time prior to the commencement of training at Division of Private Occupational School Board, 1600 Broadway, Suite 2200, Denver, CO 80202, 303-862-3001, or online at <http://higher.colorado.gov/dpos/>

### **Pg. 39**

- **#5 has been updated to reflect the below:**

5.If further appeal is needed the student may contact:

**IntelliTec College Vice President of Operations**

Corporate Offices of IntelliTec College  
2504 E. Pikes Peak Avenue, Suite 305  
Colorado Springs, Colorado 80909  
719.632.8116

Applicable law provides that any person claiming pecuniary loss as a result of a deceptive trade or sales practice, pursuant to Colorado section 12-59-117, or New Mexico section 5.100.2.25, by a school or agent, shall first exhaust all com-plaints and appeals processes available at the school. Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student’s last date of attendance or at any time prior to the commencement of training with the applicable Higher Education Department as listed below.

**a. For schools located in Colorado:**

*Complaints may be filed online or via the below contact information:*

The Colorado Department of Higher Education,  
Division of Private Occupational School Board  
1600 Broadway, Suite 2200  
Denver, CO 80202  
[higher.colorado.gov/dpos/](http://higher.colorado.gov/dpos/)  
303.862.3001

## **Revisions to the Catalog: August 6, 2024**

- **Page 38 has updated the below sections:**

### **REQUESTS FOR STUDENT TRANSCRIPTS AND RECORDS**

Students who have attended IntelliTec College may request an official copy of their transcript. The transcript request form can be found online at [our website](#) or may be requested from the Registrar’s office.

The first transcript is free; \$5.00 per each additional request will be charged thereafter.

Student transcripts are kept indefinitely; all other records are retained on campus for a minimum of 5 years. Older records are typically stored at a third-party storage site. Requests for past records must be made in writing to the Registrar’s office and include the same information needed for a transcript request.

## Revisions to the Catalog: August 6, 2024

### WITHHOLDING POLICY FOR STUDENT RECORDS

In response to Colorado HB22-1049, this policy applies to all current and former students who have outstanding debt for tuition or other financial aid funds owed to the school.

- The College does not withhold records or transcripts for students with outstanding financial obligations.
- Individuals have the option to establish a payment plan for an outstanding debt. An individual who wishes to establish a payment plan for a debt owed to the College should contact their campus business office.
- All former students with unresolved outstanding financial obligations will have 30 to 60 days from their date of determination before the debt is assigned to a third-party collection agency.
- Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to [CSLSA@coag.gov](mailto:CSLSA@coag.gov).

### ACADEMIC CALENDAR Page 5

An additional start date was added for June 27, 2024

#### 2024

January 8.....	January Term Begins	July 4.....	Independence Day
February 17.....	January Term Ends	August 10.....	July Term Ends
February 19 .....	February Term Begins	August 12 .....	August Term Begins
March 30 .....	February Term Ends	September 2 .....	Labor Day
April 1 .....	April Term Begins	September 21 .....	August Term Ends
May 11.....	April Term Ends	September 23.....	September Term Begins
May 13.....	May Term Begins	November 2 .....	September Term Ends
May 27.....	Memorial Day	November 4 .....	November Term Begins
June 22.....	May Term Ends	November 28 ....	Thanksgiving Day
June 24-29 .....	Summer Break	December 14 .....	November Term Ends
June 27 .....	July Term 1 <sup>st</sup> Start Begins	Dec.16-Jan. 4, 2025 .....	Winter Break
July 1 .....	July Term 2 <sup>nd</sup> start Begins		