



**Student Consumer Information Guide  
2023**

# Divers Institute of Technology’s Student Consumer Information Guide

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## Introduction

Divers Institute of Technology must annually distribute to all enrolled students a notice of the availability of the information that is required to be made available to students under the Family Educational Rights and Privacy Act of 1974 (FERPA) and in accordance with the Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), Section 485(a)(1), Section 485(f), Section 485(g), and Section 485(h), and Section 485(j). Divers Institute of Technology (herein referred to as DIT) is required to disclose consumer information regarding its programs, policies, types of financial aid available, educational resources, and student body.

Below, you will find an alphabetical list containing this information, including links to related materials. For additional information, please refer to DIT's Catalog, available through the Institute.

### Contact Information

To learn more about any of the information included in this guide, or to request an electronic or printed copy of the DIT Catalog or Annual Security Report, please contact the Admissions Department at [DITInfo@diversinstitute.edu](mailto:DITInfo@diversinstitute.edu) or 1-800-634-8377.

## Accreditation and Program Authorization

### Accreditation

DIT is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency. DIT has maintained continuous program accreditation in good standing with ACCSC since 1973. Information on comparable programs can be obtained by contacting ACCSC.

ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES (ACCSC)  
2101 Wilson Blvd, Suite 302, Arlington, VA 22201  
Phone: (703) 247-4212 Website: [www.accsc.org](http://www.accsc.org)

If you would like more information on how DIT obtains accreditation, approval & licensing, please contact the Director of Compliance at DIT or visit DIT's website at <https://www.diversinstitute.edu/about/accreditation/>

### Program Authorization

DIT is approved by the Workforce Training and Education Coordinating Board (WTECB). DIT is listed as an Eligible Training Provider enabling eligible students to apply for funding from a variety of State and Federal funding programs, including but not limited to Workforce Training and Trade Adjustment Act (TAA) funding.

The School is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this or any other private vocational school may be made to the WTECB [www.wtb.wa.gov](http://www.wtb.wa.gov) (website) at:

WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD (WTECB)  
128-10<sup>th</sup> Avenue SW, Box43105, Olympia, WA 98504  
(360) 709-4600  
[workforce@wtb.wa.gov](mailto:workforce@wtb.wa.gov) or [pvs@wtb.wa.gov](mailto:pvs@wtb.wa.gov) (email)

## Copyright Infringement and Peer-to-Peer File Sharing

DIT prohibits copyright infringement in any form, including the illegal downloading and uploading of copyrighted works through peer-to-peer file sharing as defined by Title 17 of the United States Code.

Copyright infringement may result in civil and criminal penalties, including damages of up to \$150,000 per infringed work, imprisonment of up to five years, and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially the FAQs at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

In addition to the civil and criminal penalties outlined above, students who engage in illegal downloading or unauthorized distribution of copyrighted materials using DIT's network also will be referred to the Director of Training and be subject to disciplinary sanctions, up to and including suspension from the Institute, under the Student Code of Conduct and Disciplinary Procedures.

These and other policies are part of DIT's "Student Code of Conduct" agreement provided during mandatory orientation.

## Cybersecurity (Information Security Program)

DIT has an Information Security (InfoSec) Program that aligns with the minimum standards for safety and security in accordance with the Graham-Leech-Bliley Act (GLBA). All employees are obliged to protect confidential data. Employees are instructed on how to avoid security breaches, use email safely, protect company and personal devices, use proper password management, transfer data securely, and reduce the likelihood of security breaches. An array of Information Security Policies and Procedures outlines the safe storage, use, retention and destruction of data in accordance with local, state, and federal laws, including GLBA, for sensitive and confidential data at DIT. For more information on DIT's InfoSec Program, contact the Director of Compliance.

Students receive Kindles/tablets as their textbooks and in accordance with the student Kindle Policy are instructed on how to safeguard their devices and passwords and reduce the likelihood of equipment damage, loss, or data breaches.

## Description of Program

DIT offers the following full-time, 28-week, 900-hour (clock hour) program:

### **PROFESSIONAL COMMERCIAL DIVER\***

\*DIT's program is classified by the US Department of Education as "Gainful Employment Programs." See the section on ***Student Outcomes and Disclosures for Gainful Employment*** for statistics and data related to this program.

## **Description of Facilities & Services Available to Students with Disabilities**

### **General Facilities**

DIT's campus is located at 1341 N. Northlake Way, Seattle, WA 98103 and encompasses more than 28,732 square feet of dock and land-based facilities for water access, moorage of floating craft and submerged diving projects, plus over 12,083 square feet of classroom and office areas. From our dive vessel, the M/V Response, we have access to dive training sites to 220 feet deep in fresh water lakes and in the Puget Sound.

### **Learning Resource Center (LRC)**

The aim of the LRC is to support DIT's curriculum, students, and faculty. Students have access to a variety of resources, such as computers and literature relevant to their program. The LRC also has subscriptions to a selection of major journals and trade magazines related to the field of commercial diving.

### **Special Tutoring**

An instructor is available for free tutoring and special instruction before class and by appointment. Students are urged to utilize this assistance if they have questions or if they fall behind in their studies.

### **Free Refresher Courses**

DIT provides graduates with refresher courses that pertain to their original course of study. These courses are free of charge, except for the cost of any consumables required. Arrangements can be made by contacting the Director or Assistant Director of Training.

### **Health Insurance**

DIT strongly recommends that students carry medical insurance. Students without medical coverage can obtain information about applying for an affordable medical insurance policy at their orientation. Medical insurance is a student expense.

### **Non-Discrimination Policies & Accommodations For Students With Disabilities**

The Divers Institute of Technology will not deny admission to or otherwise discriminate against any individual on any legally recognized basis under federal, state or local law including but not limited to: race, color, religion, national origin, sex, sexual orientation, age, veteran or military status, or disability status as a disabled veteran or a Vietnam era veteran.

DIT complies with the Americans with Disabilities Act and does not discriminate against or deny admission to qualified individuals with disabilities, including the presence of any sensory, mental or physical disability or the use of a trained guide dog or service animal by a person with a disability, unless such disability is determined by a medical authority cognizant to render an individual not physically qualified to complete our professional commercial diving course. This policy applies to both our admissions practices and our educational programs.

Students with disabilities who are determined as physically qualified to enroll in our program may request reasonable accommodations for disabilities from the Director of Training or the Assistant Director of Training. DIT will work with students to provide reasonable

accommodations for students with disabilities within the scope of our training program and safety procedures.

## **Drug and Alcohol Policy**

DIT's complete Drug and Alcohol Policy is distributed to each starting class and reviewed with the students during their Program Orientation. Each student receives a copy of the Drug and Alcohol Policy and a signed copy is maintained in each student's academic file.

### **I. Statement of Policy**

DIT believes that safety is our primary concern. As such, we maintain a Zero Tolerance for the use of certain drugs and for being under the influence of alcohol, as defined and detailed in our Student Drug and Alcohol Policy. We complete drug and alcohol testing consistent with our philosophy of safety and with our policy.

### **II. Applicable Legal Sanctions**

The purchase, possession and use of certain drugs are crimes under Washington state law (RCW 69.50) and federal law. Washington law prohibits a variety of alcohol related conduct, including the purchase or possession of alcohol by anyone younger than 21 years of age (RCW 66.44). Violations of law are punishable by fines, imprisonment, or both.

### **III. Health Risks**

Numerous health risks are associated with the use of certain drugs or the abuse of alcohol. Repeated use of either drugs or alcohol can lead to dependence. Use of certain drugs and abuse of alcohol cause a substantial number of health problems and can be fatal.

### **IV. Available Services**

Students seeking additional information about the effects of drug or alcohol use or seeking assistance for alcohol- or drug-related problems should contact the Alcohol and Drug Help Line (<http://www.adhl.org>) at (800) 562-1240 or the Registrar.

### **V. Sanctions**

Disciplinary sanctions will be imposed on students for violations of DIT's policy governing use of drugs and alcohol. Sanctions may include referral for rehabilitation, expulsion, termination of employment, and referral for prosecution. For details on the disciplinary sanctions that may be imposed upon students for violation of the Drug & Alcohol Policy, please refer to the DIT Catalog.

### **VI. Further Information**

For further information about drug and alcohol issues or to receive a more complete description of the health risks associated with drug use and alcohol abuse and the relevant legal sanctions, contact the Registrar.



## Faculty

### **John Paul Johnston, Executive Director**

[jpjohnston@diversinstitute.edu](mailto:jpjohnston@diversinstitute.edu)

Mr. Johnston became the Executive Director of the Divers Institute of Technology in upon his retirement from the U.S. Navy where he served as an enlisted Saturation Diver and Diving Officer. During his distinguished 30-year career, John Paul was a member of the Navy's deepest diving team, reaching a depth of 1800fsw at the Navy Experimental Diving Unit in Panama City, FL and participated in several major diving and salvage projects. He commanded one of the Navy's largest diving and salvage ships, the USS ENDENTON (ATAS - 1). While in command, the ENDENTON conducted the first efforts towards salvaging pieces of the Civil War Ironclad USS Monitor. Additionally, he completed several assignments involving research, development, testing and evaluation of new diving equipment and systems.

### **Jim Bernacki, Director of Operations**

[jbernacki@diversinstitute.edu](mailto:jbernacki@diversinstitute.edu)

Jim is a Chicago, Illinois native with a career background in welding and ironwork. He graduated from DIT in 1993. Jim spent more than 10 years as a commercial diver in the Inland diving industry in Hawaii and around Washington State as a lead diver and underwater welder before establishing his own topside welding company. A U.S. Navy veteran, Jim also taught Welding at Lake Washington Technical College before joining the DIT faculty in 2011 as the Lead Welding Instructor. To credit his professionalism and experience as a trade educator, Jim was honored by the Northwest Career Colleges Federation (NWCCF) as the 2017 Instructor of the Year. Jim stays current with industry and its advances, knowing that the industry will always be evolving with technology and that there will always be work wherever there is water.

### **Daniel Matthes, Director of Career Services**

[dmatthes@diversinstitute.edu](mailto:dmatthes@diversinstitute.edu); [jobplacement@diversinstitute.edu](mailto:jobplacement@diversinstitute.edu)

Daniel Matthes oversees DIT's Career Services, which includes instructors with industry connections and staff who assist students with resume and interview preparation as we communicate with Commercial Diving companies nationwide and internationally about openings for DIT graduates. Daniel served as DIT class president for 106-06 and then spent the next decade plus diving, supervising, and project managing in both offshore and inland sectors. He says: "From the bottom of the GOM to repairs in the middle of a Nebraska cornfield, this career has been a dream come true. Now I've turned my focus to giving back to the industry with candidate *placement and hopefully helping to pave the way for the new generation of divers' success.*" Daniel will be connecting students, grads, and employers online, via Dit Job Placement on Facebook, and in-person with visiting employers on campus!

### **Jeff Stiefel, Director of Training**

[jestiefel@diversinstitute.edu](mailto:jestiefel@diversinstitute.edu)

Born in Colorado Springs, CO at Ft. Carson, Jeff was an Army brat and grew up all around the country. As a graduate of the DIT 112-05 class, Jeff has worked throughout the dive industry, starting with U.S. Underwater Services as a diver and for Central States Underwater in Houston,

TX as a supervisor and Project Manager. His specialty and favorite dive work is flanging up spool pieces. Jeff always liked giving back as a DIT instructor and has taught through most courses in the curriculum. Jeff also owned and operated his own successful offshore/pipeline dive company in the Gulf of Mexico. Although Jeff has taught in many DIT modules in his decade as an instructor, he most recently trained DIT students with courses on Hydraulics and Salvage. He returned to DIT in 2022 as the Director of Training.

**Mike “Doc” Redeem, Assistant Director of Training**

[mredeem@diversinstitute.edu](mailto:mredeem@diversinstitute.edu)

Originally from Missoula, Montana, “Doc” graduated from the Naval Diving and Salvage Training Center (NDSTC) in Panama City, Florida and spent 26 years active duty in the U.S. Navy. His Naval career included experience as a Diving Independent Duty Corpsman and took him all over the Western Pacific, Philippines, Florida, Hawaii, Connecticut, Guam and Virginia. To expand his skills and knowledge base, Doc has completed the Undersea & Hyperbaric Medical Society’s (UHMS) two-week, extensive *Physician’s Training in Diving Medicine* course in June 2012 at the National Oceanic and Atmospheric Administration (NOAA) campus in Seattle. As an Instructor, Mike enjoys passing on his knowledge and experience to the next generation.

At DIT, Doc has instructed in physics, medicine, chamber, intro to lightweight, HeO2, deep dives, midterms and finals. Doc recommends that future divers take initiative, have a good attitude, be willing to learn and practice using their “two eyes, two ears, and one mouth” to be successful in the industry.

**Instructors and Life Support Staff**

Lee Barker	Mark Martinez
Jim Bernacki	Bill McGilton
Randy Busby	Andre Ninaud
Jason Conover	Bradley Peterson
Sean Day	Wyatt Pehling
Jake Dow	Robert Roe
Joel Duker	Alec Stevens
Dan Henderson	Jeff Stiefel
Caitlin Lemmons	Mike Wheatley
Jason Lott	Swavek Wozniak
Melanie Lyman	
Daniel Matthes	

**Administrative Staff**

The Administrative staff at Divers Institute of Technology does everything in its power to help students succeed at DIT. Please feel free to contact the office with questions regarding commercial diving, enrollment in the school, financial aid, placement, or any other questions about DIT.

**Admissions**

Jairlyn Volentine – Director of Admissions  
Joey Rieg Diaz – Admissions Specialist  
Tabitha Dillman – Admissions Specialist  
Katy Everson – Marketing and Social Media Coordinator  
Laurene Camacho – Front Desk

**Financial Aid**

Caycee Clark – Director of Financial Aid/ VA School Certifying Official  
Shannon Faleafine – Asst. Director of Financial Aid/ VA School Certifying Official  
Jamie Williams - Financial Aid Administrator/ VA School Certifying Official

**Compliance & Administration**

Michelle Perrigo – Director of Compliance  
Gary Davis – Registrar (Student Records)

**Business Office**

Jacquie Schott – Director of Finance & Human Resources  
Caroline Alexander – Accounts Payable/Assistant Director of Finance  
Linda Smith – Accounts Receivable

**NW Dive Supply**

Dawn Brown – Procurement & Inventory Specialist  
Jen Young – Dive Shop Manager

**FERPA**

FERPA stands for the Family Educational Rights and Privacy Act (also known as the Buckley Amendment). Passed by Congress in 1974, FERPA is a federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the protection of inaccurate and misleading data through informal and formal hearings.

The Act grants specific rights to students:

- The right to inspect and review their education records
- The right to seek amendment to those records and, in certain cases, append a statement to the records
- The right to limit disclosure of personally identifiable information contained in their records
- The right to file a complaint with the U.S. Department of Education

Students must fill out, sign, and submit a "Student Consent for Release of Records" in order to allow anyone other than themselves access to their education record (including information about tuition payment, grades, registration, and more). This form is available in the Registrar's office.

## Financial Aid Information

### *Types of Aid Available*

The following are terms and conditions of Title IV and Other Loans, which are available at DIT for those who qualify:

#### **Federal Direct Loans**

Federal Direct loans are funds that must be repaid. Federal Direct loan programs offer a secure, government-regulated, and reasonably affordable way to invest in yourself and your goal of higher education. Even though some loans are based on financial need, there are programs available to all federally eligible students regardless of income. Types of Federal Direct loans include: Subsidized, Unsubsidized and Parent PLUS Loans (for Graduate Students or Parents of Dependent Undergraduate Students).

#### **Grants**

Grants are available on the basis of financial need and do not have to be repaid. Grant funds are available through the Federal Government, Washington Student Achievement Council, and Washington's State Board for Community and Technical Colleges. Grants are awarded to students who demonstrate the greatest financial need.

For more information, contact Caycee Clark, Director of Financial Aid at DIT.

#### **Outside Scholarships**

Scholarships are usually monetary awards given to students by an organization or donor to help pay for the students' education. Students must meet the organization's or donor's criteria, which may entail pursuing a certain program of study, demonstrating financial need, or being an exemplary student. You do not have to repay scholarship funds. Each scholarship usually requires a separate application.

#### **Institutional Scholarships**

One \$1000 scholarship awarded per graduating class. The Top Student in each class is awarded one of these six scholarships each month: **The Kevin Griffeth Memorial Scholarship, The John Manlove Scholarship, The Richard Radecki Scholarship, The Michael Cocks Scholarship, The Jesse Tabor Scholarship, or The Zachary Zoulek Scholarship.**

#### **Private Loans**

Private loans are often referred to as private educational loans and/or alternative loans. Alternative loans are credit-based loans that can assist in bridging the gap between the actual cost of your education and the amount of your other financial aid funds. Private loans are offered by private lenders and should only be considered after exhausting all other sources of funding, including federal loans and grants. Specific terms of these loans will be disclosed upon credit approval.

More information is available at <https://www.diversinstitute.edu/financial-aid/> on our Financial Aid webpage.

#### **Veteran Affairs Educational Benefits**

It is part of the mission of DIT's Financial Aid Office to serve the needs of individuals who are eligible for Veterans educational benefits. You must apply at <http://www.qibill.va.gov> to be eligible for VA education benefits. For more information, please contact the Financial Aid Office at 1-800-634-8377.

### ***How to Apply for Financial Aid***

To apply for financial aid, students submit the Free Application for Federal Student Aid (FAFSA) online at <https://studentaid.gov/h/apply-for-aid/fafsa> . The FAFSA collects financial data and other information that is used to calculate the Expected Family Contribution (EFC) that ultimately determines a student's eligibility for aid. The Federal School Code for DIT is **011481**. For more information visit <https://diversinstitute.edu/admissions/apply/> .

### **Financial Aid Eligibility**

All financial aid recipients must meet the following minimum requirements:

- demonstrate financial need (for need-based federal student aid programs)-to learn more, visit: <https://studentaid.gov/understand-aid/eligibility>;
- be a U.S. citizen or an eligible noncitizen;
- have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- be enrolled or accepted for enrollment as a [regular student](#) in an eligible degree or certificate program;
- be enrolled at least half-time to be eligible for [Direct Loan](#) Program funds;
- maintain [satisfactory academic progress](#) in college or career school;
- sign the certification statement on the *Free Application for Federal Student Aid* (FAFSA®) form stating that you're not in default on a federal student loan, you do not owe money on a federal student grant, and you'll only use federal student aid for educational purposes; and
- show you're qualified to obtain a college or career school education.

### ***Financial Aid Disbursement of Loans***

Financial aid funds are applied directly to your student account. Title IV aid (with the exception of the FSEOG grant) is always disbursed over a minimum of two payments to your student account. The date of the first disbursement to your account depends on several factors and on what type of aid is being disbursed. The second disbursement is typically made at the midpoint of the program. Speak to your Financial Aid Administrator for more specific information about disbursement dates. **All disbursements are subject to the school's Satisfactory Academic Progress policy.** Each student will receive a copy of their estimated financial aid disbursement schedule (financial aid award letter) to sign. Signed copies of financial aid award letters will be provided to each student and kept in the student's file.

### **Financial Aid Refunds to Students (Stipends)**

For those students that are scheduled to have a credit balance (the amount of packaged financial aid exceeds the total institutional cost), stipend payments begin going out to eligible students and parents (in the case of Parent PLUS Loans) after students complete the first 30 hours of classroom time. NOTE: scheduled stipend dates and amounts are estimated and dependent on the type of financial aid (i.e., Title IV (federal), private, state, institutional, etc.). Each student that is scheduled to receive stipends will receive a copy of their personalized stipend schedule to sign. Signed copies of stipend schedules will be provided to each student and kept in the student's file.

### **Reducing or Canceling a Loan**

You have the right to cancel all or part of any Federal Direct loan funds that have been applied to your account.

If a stipend payment was issued to you from loan funds, we will not be able to cancel or reduce your loan(s) unless you pay back all (or a portion) of the stipend to DIT. If you would like to reduce or cancel Federal Direct loan funds that were applied to your account, you must submit a written request to the Student Financial Aid Office. You have 14 days from the date of disbursement to submit a request to cancel or reduce your loan funds.

If you have any questions about your financial aid or the loan cancellation process, please feel free to come into our office and speak with a Financial Aid Administrator or call a Financial Aid Representative at 206-783-5542.

### **Terms and Conditions of the Federal Direct Loan Programs**

For the most current interest rates, please visit: <https://studentaid.gov/understand-aid/types/loans> or contact the DIT Financial Aid Department.

All first-time borrowers of Federal Direct Subsidized and Unsubsidized loans are required to complete loan entrance counseling so that you are made aware of all your rights and responsibilities, loan terms, repayment schedule and the necessity of repaying any loans you borrow to fund your education. Please visit <https://studentaid.gov/entrance-counseling> to complete loan entrance counseling. *If you do not complete entrance counseling, you will not receive any Federal Direct loan payments.*

Loan Exit Counseling is required to be completed by each Federal Direct Subsidized or Unsubsidized loan recipient upon graduation, leave of absence or withdrawal from the institution. Please visit <https://studentaid.gov/exit-counseling> to complete loan exit counseling.

### **Consumer Information: Student Rights and Responsibilities**

It is important for students to be aware of their rights and responsibilities regarding applying for and receiving financial aid funds. Please also note that financial aid eligibility is determined in accordance with federal, state, and institutional regulations, and is subject to adjustment or cancellation in the event of changes to these regulations.

## Cost of Attendance

This section lists the total cost a student would incur to complete a program within the normal length of time indicated by the Institute, including tuition\*, fees, and additional living expenses.

As with most institutions, at DIT, the responsibility for funding education rests first with students and their families. Students are expected to meet a portion of their expenses from earnings and savings, while parents are expected to contribute according to their financial responsibility as determined by federal formula. To assist you and your family with the planning process, DIT provides budgets showing expected living expenses while in school.

### Cost of Attendance Budget

Divers Institute of Technology	
Tuition*	\$27,500
Food and Housing	\$10,440
Travel	\$1,170
Personal and Miscellaneous	\$2,340
Gear and Physical	\$4,748
Total Cost of Attendance	\$46,198

Budgets include the following:

- Full-time tuition and fees
- Allowances for books and supplies (gear), dive physical, food, housing and utilities
- Personal, transportation, and miscellaneous expenses

Except tuition, all other budget allowances are set by the Washington Financial Aid Association (WFAA). Each student's lifestyle determines how much his or her own actual cost of attendance will be; however, the amount of financial aid you receive cannot exceed the total cost of attendance budget noted in the above chart.

Current tuition rate and a list of fees are also available on the DIT website at:

<https://diversinstitute.edu/student-guide/cost/> and <https://diversinstitute.clearcostcalculator.com/student/default/netpricecalculator/survey> and in the DIT catalog.

\***Note:** Tuition is subject to change with a minimum of six months' notice.

### Average Loan Debt

This section lists the average loan debt incurred by students in the 2021-2022 academic year. DIT lists this information as an average of all students who received aid for a given academic year rather than by individual program:

Award Year	Title IV- Federal Direct Loans	Private Loans* most students choose to add cost of living to these loans	Institutional Financing Plans
2021-2022	\$6,632	\$28,036	\$12,050
# of borrowers	199 students	61 students	19 students

### Net Price Calculator

The Higher Education Opportunity Act of 2008 (HEOA) defines net price as the net price for first-time, full-time degree- or certificate-seeking students. For DIT's Net Price Calculator, please visit DIT's website at:

<https://diversinstitute.clearcostcalculator.com/student/default/netpricecalculator/survey>

to view the following information online.

#### Professional Commercial Diver Cost of Program

Tuition & fees:	\$27,500
Gear and Physical:	\$4,748
Food and Housing:	\$10,440

#### Length of Program

<b>Intended time to complete:</b>	28 weeks
% of graduates who completed on time (within 150% of program length, according to most recently reported ACCSC data, 252 graduated out of 291 available for <i>graduation</i> between June 2020 and May 2021.)	<b>87%</b>

#### Employment

<b>Jobs related to this program:</b>	
•Commercial divers ( <i>U.S Dept. of Labor Standard Occupational Classification Code 49-9092</i> )	
Job placement rate ( <i>200 placed in industry out of 250 available for placement between June 2020 and May 2021</i> ).	<b>80%</b>

In addition, Retention & Graduation Rates, and net price information is available on DIT's College Navigator profile on the National Center for Education Statistics website at:

<https://nces.ed.gov/collegenavigator/?q=divers+institute&s=all&id=235088>



### **Return of Title IV Funds**

DIT's Tuition Refund Policy operates independently from the Return of Title IV (Federal) and State Funds Refund Policies required for all financial aid recipients. For a full description of the Return of Title IV Funds policy, please refer to the DIT Catalog, or you can request a copy of the policy directly from a DIT Financial Aid Representative.

### **Institutional Refund Policy**

Please refer to your individual Enrollment Agreement or see the "School Refund Policy" section of the current DIT Catalog for more information.

### **Withdrawal from the Institute**

If at any time a student decides to leave DIT, it is strongly encouraged to make an appointment with the Financial Aid Office for an exit interview prior to leaving DIT. This applies to students who are withdrawing and/or transferring to another institution. Students who withdraw (or are terminated from the program) may be subject to the return of Title IV Funds calculation. In all instances of withdrawals, students will be emailed a summary of their total charges incurred, total financial aid payments received minus any refunds that are due and what (if any) their total expected debts are as a result. All Federal Direct Loan borrowers will also be emailed a summary of the total loans borrowed (amounts and type of loan) as well as a link to complete the required loan exit counseling: <https://studentaid.gov/exit-counseling/>.

### **Entrance Counseling and Exit Counseling for Borrowers of Federal Loans**

Federal regulations require students to complete loan counseling prior to receiving their first disbursement and within 30 days of leaving school. DIT encourages students to complete this requirement online.

- Entrance Counseling - <https://studentaid.gov/entrance-counseling/>
- Exit Counseling - <https://studentaid.gov/exit-counseling/>

### **Satisfactory Academic Progress for Financial Aid**

DIT's policy on Satisfactory Academic Progress (SAP) for Financial Aid covers guidelines for students on academic warnings, the process on appeals for students, and the process for re-establishing financial aid eligibility (if financial aid payments are put on hold due to SAP violations). DIT's SAP policy can be found in the DIT Catalog. A student may not be on SAP violation and receive Federal funds. All Federal financial aid disbursements will be placed on hold in the event of SAP violation and will resume at the time the student re-establishes SAP eligibility.

### **Verification**

Federal regulations require institutions to confirm, via a standardized verification process, the accuracy of the information provided by students on their Free Application for Federal Student Aid (FAFSA) to ensure that students receive all the financial aid to which they are entitled. It is DIT's policy to verify every FAFSA application that Federal Student Aid selects for verification.

To receive Federal Financial Aid, students that are selected for verification are required by Federal Student Aid to provide proof of income to ensure that the information they submitted on the FAFSA is accurate. Proof will be required in the form of a signed and dated copy of a taxpayer's tax return or an IRS tax transcript (tax filers) or linking income data directly into the FAFSA (via the IRS data retrieval tool that FAFSA makes available); IRS proof of non-filing letter (non-tax filers), W2s (tax filers and non-tax filers) and various other documents as requested by the DIT Financial Aid Office. As each student's situation is different, if you are selected for

verification, a DIT Financial Aid Administrator will reach out to each student individually to communicate the specific documents that are necessary to complete verification. After the verification process, awards may be reduced due to a change in the Expected Family Contribution (EFC), via corrections that were necessary to make on the FAFSA. Students will be notified of any changes to their financial aid award. For an official copy of DIT's Verification Policy please contact a DIT Financial Aid Representative.

### **Study Abroad**

DIT does not offer study abroad programs at this time.

### **Student Athletes**

DIT does not participate in federally regulated college athletics programs, thus the requirements for student athletes who receive financial aid are not applicable to the Institute.

### **Employment**

Federal regulations require schools to disclose the terms and conditions of any employment that is part of a financial aid package. Divers Institute of Technology does not participate in employment as part of a financial aid package.

### **Preferred Lenders**

DIT does not have any preferred lender arrangements.

For additional information regarding consumer information related to student financial assistance, please visit <https://diversinstitute.edu/financial-aid/> or <https://diversinstitute.edu/programs/commercial-diver/disclosures/> or email [DITinfo@diversinstitute.edu](mailto:DITinfo@diversinstitute.edu) or call 1-800-634-8377.

## **Institutional Mission**

### ***Mission***

To provide advanced technical training that produces the most qualified, skilled professionals in the constantly evolving underwater marine industry.

### ***Philosophy***

The course of instruction at DIT is built upon two uncompromising principles designed to benefit you. The first principle is that you will be trained in all phases of commercial diving, with an unyielding commitment to safety. Our belief is that student safety during training is of the foremost importance. Our program is designed to train and test each student's abilities, resourcefulness, and capability to insure achievement.

The second is that you will prepare for gainful employment and advancement in the commercial diving industry. The training you'll receive with us will prepare you to enter the commercial diving industry with confidence and the required professional expertise to meet the many demands confronting a commercial diver today and in the future. You'll be trained not only for job entry, but for career advancement as well.

You will also train in the natural environment - meaning you will learn to dive in open water, not in tanks. Training in real world conditions is a valuable advantage. You also do not have to be SCUBA certified to enroll. At DIT, you will find the combination of recognition of international standards, dive training expertise, commitment to safety, and worldwide industry connections.

### ***Financial Aid Code of Conduct***

In response to the enactment of the Higher Education Opportunity Act in August of 2008, DIT Financial Aid Office has adopted the National Association of Student Financial Aid Administrators (NASFAA) Code of Conduct to help ensure ethical behavior and the highest level of professional practices. All DIT staff members responsible for the administration of federal and private educational loans are subject to the guidelines within the NASFAA Statement of Ethical Principles and the NASFAA Code of Conduct for Financial Aid Professionals. The NASFAA Code of Conduct can be found at: [https://www.nasfaa.org/Code\\_of\\_Conduct](https://www.nasfaa.org/Code_of_Conduct) and the NASFAA Statement of Ethical Principles can be found here: [https://www.nasfaa.org/Statement\\_of\\_Ethical\\_Principles](https://www.nasfaa.org/Statement_of_Ethical_Principles) .

### ***Admissions Department Code of Conduct***

All Admissions personnel at DIT are trained to conduct themselves in a manner that is ethical and professional. DIT requires all Admissions personnel to review and sign a code of conduct and agree to maintain its standards on an annual basis. The code of conduct includes practices that are in keeping with organizational policies and procedures, as well as relevant accreditation requirements, such as providing consumers with accurate information regarding DIT's programs and offerings and prohibiting any staff members to place any undue pressure on prospective students.

## **Program Improvement**

The commercial diving industry is a highly dynamic and changing workplace that is continually introducing new equipment, techniques and regulations. It is critical that the educational institutions involved in this industry remain abreast of these on-going changes. To ensure that our students are educated with relevant industry technology and are fully apprised of the most current regulatory requirements, Divers Institute of Technology convenes a Program Advisory Committee (PAC) twice a year. At least one of the meetings is always held on campus, while the other may be conducted at one of the major diving association conventions or via teleconference with nationwide PAC members.

The members comprising the PAC team represent all facets of commercial diving and are chosen for their commanding knowledge and experience in their respective fields. They are employers, regulators, industry partners, managers, diving supervisors, or current divers. We endeavor to include at least one recent graduate who is working in the industry to provide a view of the diving world from the new person's perspective. The PAC tours the facility and reviews the program content and outcomes annually. They provide guidance on changes that the school needs to undertake to ensure our graduates are ready to meet the demanding challenges of the commercial diving industry.

## **Safety and Security**

### **Annual Security Report**

An Annual Security Report is generated to inform the student body, prospective students, faculty, and staff of DIT about crime prevention and statistics. This report is in compliance with the Jeanne Clery Act. To view this report, please visit:

<https://diversinstitute.edu/programs/commercial-diver/disclosures/> and see the Clery Annual Security Report tab or contact the Director of Compliance for a paper copy.

### **The Campus Sex Crimes Prevention Act**

The Campus Sex Crimes Prevention Act requires states to ask registered sex offenders if they are enrolled or employed at an institution of higher education. To search King County's Sex Offender Database, visit <http://www.kingcounty.gov/safety/sheriff/SOSearch.aspx> to see if there are any registered sex offenders living in your area.

### **Disclosures Related to On-Campus Housing**

DIT does not provide on-campus housing. As such, the following related disclosures are not applicable: Annual Fire Safety Report, Fire Log, and Missing Student Notification Policy.

### **Emergency Evacuation and Preparedness Plans**

Emergency Evacuation and Preparedness plans are distributed in the Student Orientation Handbook at Orientation for each new class start each month. To request a copy, please contact the Compliance Director, [mperrigo@diversinstitute.edu](mailto:mperrigo@diversinstitute.edu).

## Satisfactory Academic Progress

### *Academic Progress and Grading Policy*

#### **Academic Progress**

A Passing test score and weekly grade of 75% is required, plus a Grade Point Average of 75% must be maintained throughout the midpoint of the course to be considered making satisfactory progress. A GPA of 80% must be maintained after the midpoint in order to be considered to be making satisfactory progress.

- Students must pass the Chamber Pressure Tolerance test to continue training.
- Students must pass the 1st Aid/CPR/AED and Oxygen Provider course to continue training.
- Students must pass the Intro to Lightweight indoctrination dive to continue training.

#### **Academic Probation**

- In the event that a student fails a test, they are entitled to two retakes. Should a student fail both retakes for a subject in the first 4 weeks of training, Divers Institute will place the student on academic probation and move the student back to the next class that has space available
- Maximum class size is 32 students. The student will be given the opportunity to sit in with classes covering the material that they are having difficulty with at no charge prior to the restart of training.
- If failing a test causes a student to fail the week, and absences did not contribute to the failure, they may retake the test. If the retake test is passed, the retake grade will only bring the weekly grade up to a 75%, no matter how high the actual test score was.

#### **Incomplete Policy**

- An incomplete will be given for any week(s) where a student did not complete the week(s) due to absences or insufficient academic performance. Time missed due to absences must be made up in order to pass the subject.
- Should a student receive an incomplete for any week(s) of training, the student will be notified by the next month's performance evaluation. During the finals week, the student will be given the dates following graduation that the subject will be available for make-up. In this case, all Certifications and Diploma will be held until make up work is completed satisfactorily.
- Should a student choose not to make up the time missed, the incomplete grade will be turned in to a failed grade for the week(s) in question.
- If the time missed due to absences causes the student to miss more than 10% (90 hours) of the total course, the excess time must be made up in order to graduate.

#### **Failed Policy**

- Unexcused absences in any subject week may result in a failed grade for that week. Missed time will be made up after graduation at a cost of \$250 per day, and a passing grade must be achieved in order to receive certifications if applicable. **Note:** All subjects must be passed in order to be eligible for the CSA Certification.
- Should a student fail a subject, they will be notified immediately. If the failed week causes the students grade point average (GPA) to fall below the required GPA (see above) they will be placed on academic probation until they are making satisfactory progress.

- Subjects that lead to a certification must be satisfactorily passed with a minimum 75% on the test and weekly grade, plus the minimum required number of hours met or the certification will not be earned.
- Excessive absences (over 90 hours missed during the full program) not including time missed due to a Leave of Absence will be made up after graduation at a cost of \$240.00 per day.
- Students that fail a subject may appeal in writing to the Director or Assistant Director of Training, requesting to be placed in the first class after graduation with available space in the subject that he/she failed.
- A weekly grade of 75% will be awarded if the student achieves a passing score.
- All student requests for make-up classes after the students scheduled graduation date must be submitted to the Director or Assistant Director of Training within one week of the student's notification of the failed week.

### **Grading**

Grades are determined by the following:

- Class Participation
- In-Water Projects
- Quizzes
- Tests
- Attendance
- Having all required materials

### **Class Participation**

Class participation means being prepared for class: Bringing required materials (notebooks, manuals calculators, pens, pencils, homework, dive equipment, wearing required personal safety equipment, etc.); being on time; notifying the instructor when you have to miss any training; leadership, teamwork; participating in class projects; and respecting the rights of others.

### **In-Water Projects are graded on:**

- Following directions
- Completeness
- Loose or lost nuts and bolts
- Gaskets
- Time to assemble/disassemble the project
- Lost tools

### **Project Grades are averaged on**

- Setting up/Breaking down dive stations
- Being prepared to dive
- Performance on dive station (Tending, Comms, Rigger, Charts, Crane/boom operator, Supervisor, and dive performance)

### **Quizzes**

Quizzes are graded on a 100% basis and are counted as 50% of the daily grade.

### **Tests**

Tests are graded on a 100% basis and are counted as 50% of the weekly grade. If the test is failed the first time and retake is passed, the retake will only bring the weekly grade up to a 75%, no matter how high the actual test score was.

### **Diplomas and Certificates**

No Diploma or Certificate will be awarded until all Academic, Attendance, and Financial requirements have been satisfactorily met.

## **Student Body Diversity**

Federal regulations require disclosure of the following information about our full-time enrolled student population as reported Integrated Postsecondary Education Data System (IPEDS): (based on 247 students enrolled for Fall 2021 <https://nces.ed.gov/collegenavigator/?id=235088>)

### **Gender**

94% male, 6% female

### **Ethnicity**

2% American Indian or Alaska Native  
0% Asian  
2% Black or African-American  
10% Hispanic/Latino  
2% Native Hawaiian/Pacific Islander  
56% White/Caucasian  
22% Biracial or multiracial (two or more races)  
6% Race/ethnicity unknown

### **Pell Grant Recipients**

For the Award year 2021-2022, 32% (110 total) of undergraduate students received Pell Grants. Source: <https://nces.ed.gov/collegenavigator/?q=divers+institute&s=all&id=235088#finaid>

Additional data (as submitted to IPEDS) is available through DIT's College Navigator profile on the U.S. Department of Education website at <https://nces.ed.gov/collegenavigator/?id=235088>

### **Religious Diversity Accommodations for Post-Secondary Students**

In accordance with WA Senate Bill 5166, student absences at a postsecondary school for reasons of faith or conscience, or for an organized activity conducted under the auspices of a religious denomination, church, or religious organization, may be taken **after written notice** to the school. DIT will reasonably accommodate excused student absences due to observance of religious holidays.

1. Any student seeking reasonable accommodations under this section must provide **written notice** to the Director or Assistant Director of Training, within the first two weeks of the beginning of the course, of the specific dates the student requests accommodations regarding examinations or other activities.
2. DIT faculty will work with students to reasonably accommodate students who, due to the observance of religious holidays, expect to be absent or endure a significant hardship during certain days of the course or program. "Reasonably accommodate" means coordinating with the student on scheduling examinations or other activities necessary for completion of the program and includes rescheduling examinations or activities or offering different times for the student to complete examinations or activities.

3. DIT students are not required to pay a fee for seeking reasonable accommodation under this section.
4. The School is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this or any other private vocational school may be made to the WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD (WTECB) at 128-10<sup>th</sup> Avenue SW, Olympia, WA 98504-3105, (360) 709-4600, email: [workforce@wtb.wa.gov](mailto:workforce@wtb.wa.gov); website: [www.wtb.wa.gov](http://www.wtb.wa.gov)

## **Student Outcomes and Disclosures for Gainful Employment Programs**

### ***Placement Rates and Types of Employment***

Placement rates are the percentage of graduates from a given program who have acquired jobs within their field of study. This information was compiled via surveys of alumni and their employers using personal contact and verification services as part of the employment verification process required by our accrediting agency, the Accrediting Commission of Career Schools and Colleges (ACCSC). The information below was collected between 2013 and 2018.

<b>Report Year</b>	<b>Placement Rate</b>	<b>Available Students</b>
2022	80%	200 placed of 250 students available for placement from June 2020 to May 2021
2021	84%	172 placed of 201 students available for placement from June 2019 to May 2020
2020	86%	198 placed of 230 students available for placement from June 2018 to May 2019
2019	86%	217 placed of 252 students available for placement from June 2017 to May 2018
2018	83%	211 placed of 253 students available for placement from June 2016 to May 2017

### **Occupational Profiles for Commercial Dive Program**

In accordance with the U.S. Department of Education’s new regulations, we are required to list the name and U.S. Department of Labor’s Standard Occupational Classification (SOC) code of the occupations that each program prepares students to enter, along with links to occupational profiles on the Department of Labor’s O\*NET website: <http://www.onetonline.org/link/summary/49-9092.00>

These occupational profiles are generated when cross-referenced with each program’s Classification of Instructional Programs (CIP) code. CIP codes are required by the Department of Education for every degree program to help the Department of Education track various outcomes for academic programs. CIP began in 1980 and is updated every 10 years. The CIP codes have been updated most recently for 2020. Since many of our programs place our graduates in fields that developed in the last two decades, the occupations represented in the list may not fully reflect the content or objectives of our programs.

### **Detail for CIP Code 49.0304**



**Title: Diver, Professional and Instructor**

**Definition:** A program that prepares individuals to apply technical knowledge and skills to function as professional deep-water or scuba divers, diving instructors, or diving support personnel. Includes instruction in the use of diving equipment and related specialized gear; diving safety procedures; operation and maintenance of underwater life-support systems; underwater communication systems; decompression systems; underwater salvage; exploration, rescue, and photography; and installation and fitting of underwater mechanical systems and their maintenance, repair or demolition.

**Retention and Graduation Rates**

**On-Time Graduation Rates by Award Year**

This section lists the percentages of graduating students in a given year who have completed their program within 150% of normal program length as indicated by the Institute. The following information is based on institutional data submitted annually to the Accrediting Commission of Career Schools and Colleges (ACCSC, [www.accsc.org](http://www.accsc.org)), which sets benchmarks for on-time graduation rates.

Report Year	Completion Rate	Number of Students
2022	87%	252 graduates of 291 students available for graduation from June 2020 to May 2021
2021	84%	221 graduates of 263 students available for graduation from June 2019 to May 2020
2020	90%	240 graduates of 266 students available for graduation from June 2018 to May 2019
2019	88%	267 graduates of 303 students available for graduation from June 2017 to May 2018
2018	89%	269 graduates of 303 students available for graduation from June 2016 to May 2017

**Textbook Information**

As part of tuition charged, the following items are provided to each student entering the program. Should any of these items be stolen, lost or destroyed, the replacement fees are as follows:

- Dive Log Book - \$21
- Kindle with pre-loaded electronic textbooks of Student Guide & Dive Manual - \$100
- Calculator - \$3
- Dive Manual (hard copy) - \$45
- Student Guide (hard copy) - \$65
- Salvage Guide - \$10

All students, regardless of financial aid status, will be allowed to receive books and gear by the time they are needed in the program.

### **Gear List**

All students required to have their personal dive gear, including: a dry suit and/or wet suit, weight belt with weights, fins, mask, snorkel, boots, hood, gloves, knife, snap shackle, safety harness, chaffing boots, coveralls, swimsuit, work gloves, gear bag, watch, and an underwater flashlight with batteries. A full list of required gear is provided to students at Orientation and is available on the DIT website. The cost of gear is up to \$4,000. Please note that students pursuing CSA certification are **required** to possess a dry suit with inflation whip. If you would like to waive the gear charge, please see the Financial Aid Department for the required form and subsequent information.

Please visit <https://www.diversinstitute.edu/programs/commercial-diver/gear/> for more information on the gear list.

### **Previous Dive and Educational Experience (Transfer of Credit)**

Applicants do not need to be certified SCUBA divers in order to be accepted at DIT. However, students must be experienced swimmers and be comfortable in the water.

Due to the unique nature of our training courses, as well as a firm commitment to upholding the highest safety standards, it is uncommon for DIT to grant credit for prior education or experience from any other institutions. However, any student that enrolls that does have prior education or experience in the commercial diving field will be asked to submit transcripts and/or dive logs from other Diver Certification Board of Canada (DCBC)-accredited institutions. The Director of Training (DOT) or Assistant Director of Training (ADOT) will evaluate previous transcripts in reference to criteria set forth in CSA Z-275.5 when determining which credits/components (e.g., corresponding depth / bottom times) may be recognized at DIT. DIT currently does not have any articulation agreements with other institutions.

## **Title IX**

DIT complies with federal Title IX policies. Title IX policies & procedures are available on DIT's website at <https://www.diversinstitute.edu/programs/commercial-diver/disclosures/>.

The Title IX Coordinator is Michelle Perrigo, [titleix@diversinstitute.edu](mailto:titleix@diversinstitute.edu) or 206-783-5542.

## **Vaccination Policy**

DIT does not require specific immunization or vaccinations for its students.

The State of Washington requires DIT to educate its students about Meningococcal Disease and vaccination. Information related to the causes, symptoms, mortality, treatment, and prevention (including vaccination) is available online from the Centers for Disease Control and Prevention website at <http://www.cdc.gov/meningococcal/>. This information is also available in the Registrar's Office.

## Voter Registration

DIT maintains voter forms on campus in the Registrar's office and sends voter registration information to each class after Orientation to ensure students have access to voting resources. Visit <http://wei.secstate.wa.gov/osos/en/voterinformation/Pages/RegistertoVote.aspx> for detailed information about voter registration in Washington State. For additional resources on voting in WA and other states see: <https://www.rockthevote.org/how-to-vote/>

Field Code Changed



1341 N. Northlake Way, Ste. 150, Seattle, WA 98103  
Phone: (206)783-5542 Toll-free: (800) 638-8377  
[www.diversinstitute.edu](http://www.diversinstitute.edu)

**Virtual Tour** <https://vimeo.com/279368776>