



# CATALOG

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SEPTEMBER 4TH, 2018 - MARCH 29TH, 2019

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## OUR PURPOSE

The Array School & Studio is Wyoming's first private accelerated technology and design school. We are located in the heart of downtown Cheyenne in the historic Paramount Building. Our curriculum and classroom culture are designed to take any age or experience and transform them into professional full-stack web developers. Our team consists of some of the finest local leaders, entrepreneurs, and tech industry veterans. Our mission is nothing short of delivering a world-class educational experience that gives our students a new skill set to become great new employees in the technology industry.

## OUR CREDO

Array is a school of thinkers, doers, and creators.  
A community dedicated to the pursuit of excellence and knowledge.  
A home for those who feel they have something worth sharing with the world.

We connect the dots of the past to design the future.  
We forge raw talent to make the impossible possible.  
We become what we want to be by not remaining who we are.

Together, we are an array. A systematic collection of those who share common traits.  
Listening with our hearts, feeling with our souls, and seeing the stars makes us dream.

## MISSION/OBJECTIVES

Our vision is to build a world-class coding, technology, and design school in the heart of downtown Cheyenne. A community of thinkers, doers, and entrepreneurs who share the vision and passion for creating beautiful things and moving our society forward. It will be our mission to transform the ordinary into the extraordinary by:

- Delivering best in class, practical education in technology, business, and design;
- Providing access to opportunities that build skills & confidence in one's career;
- Creating new opportunities for the city, state, and local businesses to fill their tech hiring needs;
- Engaging students and community in open discussions and workshops;

- Promoting the importance of Computer Science education from K-12, College, and Post Secondary education;
- Building a local network of entrepreneurs, industry partners, and participants invested in each others success.

## GOVERNANCE

The Array School & Studio is governed by a Board of Directors.

A list of owners and Board members is attached as Appendix A.

## APPROVALS

The Array School & Studio was incorporated as a for-profit corporation by the State of Wyoming on April 19th, 2016.

Array is licensed as a Chapter 1 Non-Degree Granting Proprietary School by the Wyoming Department of Education.

Array is not accredited and does not participate in federal or state financial aid programs.

## FACILITY AND EQUIPMENT

All classes are taught at The Second Floor, 1607 Capitol Avenue, Suite 472, Cheyenne, WY, 82001.

The Array School & Studio's campus comes equipped with a dedicated classroom, student lounge space, private rooms for group work and 1:1 meetings with staff, restrooms, and a kitchen area. Array provides an Apple MacBook as part of the tuition for students to use both during and after the full-time programs. The laptop will include the most current Mac OS X operating system and wireless internet capabilities, which are required for all of our courses.

Equipment at the campus includes desks, chairs, tables, TVs, audio equipment, and whiteboards.

## HOLIDAYS

The Array School & Studio is closed on the following federal holidays: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, a three-day Thanksgiving Break, Christmas Eve, and Christmas Day.

Instructors may choose to reschedule class on other dates with advanced notice to students. Array's campus will remain open for student use when available.

## HOURS

### PROGRAM DATES AND HOLIDAY BREAKS

<b>Course Dates</b>	September 4th, 2018 - March 29th, 2019
<b>Fall Break</b>	November 19th, 2018 - November 23rd, 2018
<b>Winter Break</b>	December 24th, 2018 - January 1st, 2019

### CLASS HOURS

**Monday - Friday** 9:00am - 5:00pm

### ADMINISTRATION HOURS

**Monday - Friday** 8:30am - 5:00pm

### CO-WORKING SPACE/FACILITY HOURS

**Monday - Sunday** 24 Hours / 7 days a week\*

*\* The facility's hours are determined by the owners of The Second Floor Coworking Space and any deviation from the above hours are facilitated through their management.*

## COURSES OFFERED

Array's full-time immersive courses are designed to prepare students for a new career in Full Stack Web Development. Array's courses are not designed to lead to positions in a profession requiring state licensure.

Array offers the following course. The maximum class size for full-time courses is 10 students. The average student–teacher ratio is 10:1 for our courses. We teach all of our courses in a physical classroom environment.

Courses Offered	Course Length	Type of Course	
		Part-time	Full-time
Array Core Program	810 hours / 29 weeks		<input checked="" type="checkbox"/>

## ADMISSION POLICY AND PROCEDURE

### ENTRANCE REQUIREMENTS

Admission into The Array School & Studio does not require any prior experience or diploma requirements. Previous knowledge or experience in technology is recommended but not required.

### APPLE MACBOOK PRO

Our tuition includes a new Apple MacBook Pro (13-inch · \$1,299 · 2.3GHz · 128GB) which we will order for you and will be yours to keep after the course.

### REQUIRED EQUIPMENT

Students are required to bring their MacBook with them to class every day. We teach our courses on Apple Macintosh computers. Other types of PCs and operating systems are not supported.

### FULL-TIME ADMISSIONS PROCEDURE

Our admissions process comprises of 5 steps and is designed to elicit the core traits we believe will help students succeed during and after the program:

**STEP 1**

Complete the online application process on our website. This application includes:

- Providing general personal information.
- Answering questions regarding your interest in our programs.
- Submitting your resume.

**STEP 2**

After reviewing your initial application, we will ask you to complete an online interview via a secure web form. We will ask specific questions that will help us better understand and learn more about specific competencies you can bring to Array.

**STEP 3**

After reviewing your application and online interview, we will move forward with select applicants to an online coding course, where you will learn the very basics of HTML, CSS, and JavaScript. These online courses not only serve to test your ability to learn basic coding concepts but also to introduce the type of skills you will be learning at Array. There is no additional charge or fee for the online coding course.

**STEP 4**

Finally, we will move you to an in-person or online interview depending on your geography. The interview will give us an opportunity to get to know you and your background, while also giving you a chance to ask us any questions about the school and the program.

**STEP 5**

We will make our official enrollment decision after you have completed the steps listed above. You will receive a letter in the mail informing you that we have either accepted, declined, or deferred your enrollment.

**ADMISSIONS DEADLINE**

For full-time courses, the admissions deadline is four weeks before the first meeting of the course. The Array School & Studio reserves the right to make exceptions and admit students to a given course after the admission deadline.

## TRANSFER OF CREDIT

The Array School & Studio courses are not credit-bearing and are unlikely to count as a transfer credit at another institution. Array will evaluate any prior credit or previous trainings and will be evaluated on a case by case basis at the discretion of the Headmaster.

## COURSE DESCRIPTIONS AND OBJECTIVES

Each course at The Array School & Studio will culminate in a final project, which we will evaluate. Information regarding the requirements for completion of all programs is listed under Academic Policies.

### THE ARRAY CORE PROGRAM

#### FULL STACK WEB DEVELOPMENT + COMPUTER SCIENCE FUNDAMENTALS

*FULL-TIME (810 HOURS / 29 WEEKS)*

In this 29-week course at Array, students become junior-level developers by building web applications, developing their ideas into functional pieces of software, understanding collaborative web development workflows, and embarking on the career path of a web developer. This course will give aspiring web developers the confidence to build projects from start to finish at a professional level in a mobile-first world.

The focus of this course is learning to program in multiple languages to create web applications. The curriculum as a whole focuses on teaching students how to be professional full stack developers capable of building scalable products with a team of developers. This course includes lessons on Computer Science, Ruby, Rails, JavaScript, HTML, CSS, CSS Pre-Processors, Command Line, Git, UI/UX design and principals, and database schemas.

### ARRAY CORE CURRICULUM

Our students will learn an array of web programming languages, color and typography disciplines, and frameworks aimed to give them the toolbox they need to be successful web application developers.

We will also go into detail on computer science fundamentals and principals such as: Introduction to Computer Science, Introduction to JavaScript, JavaScript in the Browser, Functions, Interactive Programs, Strings, and Arrays.

By the end of our seven-month program, students will have learned the following languages, philosophies, and software packages:

## **STRONGLY EMPHASIZED**

Items listed here are heavily used throughout the entire duration of our seven-month course and are the tent poles in our educational model.

### **PROGRAMMING LANGUAGES AND FRAMEWORKS**

- HTML5
- CSS3
- CSS Preprocessors: SASS and SCSS
- Javascript
- jQuery
- Ruby
- Ruby on Rails

### **DISCIPLINES**

- Version Control Workflow (Git)
- OOP (Object Oriented Programming)
- MVC (Model View Controller)
- UNIX Command Line
- Data Structures and Algorithms
- User Interface & User Experience Design (UI/UX)
- Wireframes, Mockups, and Prototyping
- Responsive/mobile design principals
- DOM Traversal and Manipulation with jQuery
- Color Theory
- Typography Theory and font creation
- Refactoring Code
- Writing clean and commented code
- Initializing local & remote IDEs
- General cycle of web development
- Performance and Optimization

- Soft skills - Time & Attendance, interview skills, resume design, action oriented, public speaking, teamwork.

### **SOFTWARE AND WEB SERVICES**

- Mac OS X - Operating System
- Slack - Team communication tool
- Sketch - Graphic design / wireframing
- Atom - Text editor
- CodeKit - Web development tool
- InVision App - Online prototyping and design tool
- Sip - Professional color picker and encoder

### **EMPHASIZED**

Items listed here are taught and used throughout the course for at least two weeks or more and required students to use them on real-world projects.

### **PROGRAMMING LANGUAGES AND FRAMEWORKS**

- PHP
- NodeJS
- SQL
- JSON

### **DISCIPLINES**

- Agile/SCRUM development methodologies
- RESTful development & web services
- Working with and implementing various APIs
- Raspberry Pi Projects
- Recursion
- AWS (Amazon Web Services) specifically EC2, Route53, CodeStar, and S3
- Heroku cloud deployment
- Development vs. Production testing environments
- User authentication systems
- Relational database structures and schemas

### **COVERED**

Items listed here were either a special day class or are covered to the extent where students will have a working knowledge of the following languages, disciplines, or software.

**PROGRAMMING LANGUAGES AND FRAMEWORKS**

- WordPress & CMS Systems

**DISCIPLINES**

- SEO - Google AdWords & general optimization
- NoSQL - MongoDB
- eCommerce solutions such as Stripe or Shopify
- Domain & DNS setup

**SOFTWARE AND WEB SERVICES**

- Basecamp - Product/team management tool
- Atlassian Products & Services

By the end of this course students will be able to:

- Understand Command Line Fundamentals
- Understand Computer Science Fundamentals
- Apply CSS to HTML sites to separate content from presentation/style
- Apply push and pull commands in GitHub and understand version control basics
- Build custom apps by integrating routing, controllers, views, and databases using Ruby on Rails
- Describe how the integration of JavaScript and Rails works to make your application interactive
- Write JavaScript that allows the browser to communicate with the server without reloading the current page, to do things like validate or save form input and refresh images
- Describe what an API is and how to retrieve data from various third party APIs
- Create more efficient and elegant solutions to problems by applying fundamental computer science concepts to applications
- Make sure applications are secure by applying best practices to avoid site crashes and service attacks
- Understand how to work in a professional team environment on the web application development process from start to finish

## ACADEMIC POLICIES

### HOMEWORK

Students may be required to spend up to 20 hours outside of class per week working on homework and projects.

### HOURS

Academic credit is measured in clock hours. One hour of instructional time is considered a fifty-minute period.

### STANDARDS OF PROGRESS

The Array School & Studio measures student progress through one on one feedback sessions and in-depth projects. Students are graded on a pass/fail basis. To receive a passing grade, students must:

1. Receive a passing grade on 80% of all homework assignments. Homework is graded on the basis of completion. To receive a passing grade on a homework assignment, students must complete 100% of the minimum tasks specified in that assignment.
2. Maintain consistent attendance as outlined in the Attendance section below.
3. Receive a passing grade on all course projects. Projects are graded on an A+ through F scale. A grade of a D and above is passing.

Students are formally evaluated for progress towards completion with a midterm half-way through the program.

Array does have a cumulative final assessment required for the completion of any course. A statement will be furnished to students regarding satisfactory or unsatisfactory progress.

## GRADING SYSTEM

Grade	Definition
P (Pass)	<b>Pass:</b> Has satisfactorily met all minimum course requirements. A grade of Pass is equivalent to a grade of A-D.
F (Fail)	<b>Fail:</b> Has not satisfactorily met all minimum course requirements. A grade of Fail is equivalent to an F.
I (Incomplete)	<b>Incomplete:</b> An incomplete is provided only if a faculty member gives an extension to a particular student to complete a course project. An extension can only be granted for a maximum of 30 days from the last day of class. If a student is not able to complete his/her project within this amount of time, he/she will be given an F.

## PROBATION

The Array School & Studio does not provide a probation option. If a student is not making progress at the point of evaluation as stated above in the Standards of Progress policy, we will dismiss them from the program with a prorated refund or invoice.

## ATTENDANCE

At The Array School & Studio attendance is paramount to your success. Due to the accelerated nature of our program absences, tardiness, and early departures must be kept to an absolute minimum. Because being tardy or absent results in decreased learning and performance, students will only be allowed a combination of 6 late starts or early departures of up to 30 minutes and 3, non-consecutive full-day absences. Absences, tardiness, and early departures beyond this will result in termination as a student. There will not be refunds for termination under these circumstances. Please refer to the course calendar to schedule all known appointments and events during planned breaks. All tardiness and absences should be reported before the event when physically possible by the student.

In the event of emergencies and other unavoidable circumstances that exceed the three day limit, continued student participation will be evaluated on a case by case basis. Any absence that involves consecutive days will likewise be reviewed by staff. These evaluations will be built on the student's action plan to learn missed course

materials. The student will need to present the plan within 24-hours of the emergency or circumstance and 24 hours in advance of a known extended absence. There are action plan templates available to students. Action plans must demonstrate how the student will effectively catch themselves up in order to be a contributing member of the classroom upon their return. Students will be held to the same standard as their classmates when they return from their absence.

Extreme circumstances will be addressed by our staff. All decisions made in these situations will pend staff approval. Our staff reserves the right to terminate students without refund for extreme circumstances.

### **MAKE-UP WORK**

Students who miss coursework due to an absence or being tardy are required to complete any missing assignments within 5 days and review any missed content within 2 days of the absence or tardiness. It is the students' responsibility to review the Weekly Instructional Plan, work with classmates, or meet with the Professor outside of class time to address missing information and assignments. Full credit will be given on all assignments completed within this policy.

### **COMPLETION**

A Certificate of Completion is issued within seven days of the end of the course to each student who has successfully fulfilled the The Array School & Studio requirements of obtaining a Pass in a course.

### **STUDENT RIGHTS**

1. Students have the right to equal opportunity education and non-discrimination based on sex, race, color, religion, ancestry, national origin, disability, medical condition, genetic information, marital status, sexual orientation or other categories protected by laws of Wyoming in which we operate.
2. Students have the right to view their own academic records.
3. Students have the right to cancel or withdraw from their course, per The Array School of Technology and Design's Cancellation and Withdrawal Policy.
4. Students have the right to file a grievance, per Array's Grievance Procedure.

**STUDENT CONDUCT AND DISMISSAL**

The Array School & Studio is a community of learners. Should a student be disruptive to the community, he or she may be asked to leave. Examples of disruption include, but are not limited to, aggression or threats towards other students, instructors, or staff; illegal activities conducted or discussed on or around campus; the failure to observe classroom or campus conduct standards set forth by instructors or staff; or other behavior identified as disruptive to the learning environment of other students by instructors or staff. Students may also be withdrawn for academic violations, per Array's Cancellation and Withdrawal policy below.

Students are to treat all members of the staff and other students with respect and dignity. A student who is caught cheating; willfully destroying school property; attending school under the influence of illegal drugs and/or alcohol; or exhibiting disruptive, insubordinate, boisterous, obscene, vulgar, or disrespectful behavior may be dismissed and prohibited from re-enrollment in another course. Students dismissed due to disruptive and/or disrespectful conduct will not be re-admitted to Array.

**CODE OF CONDUCT VIOLATIONS**

At the Headmaster's discretion, and infraction against the terms outlined in this Catalog or Enrollment Contract, disciplinary matters will be recorded in the student's file and handled in the following manner: (1) Verbal Notice – Disciplinary Report; (2) Written Notice – Disciplinary Report; (3) Two-Day Suspension – Disciplinary Report; (4) - Dismissal.

**CONDITIONS FOR REENTRANCE**

Consideration for reentrance will be decided on a case by case basis. Reentrance must be approved in writing by the Headmaster of Array.

**EQUAL OPPORTUNITY**

The Array School & Studio is an equal opportunity organization and does not discriminate based on sex, race, color, religion, ancestry, national origin, disability, medical condition, genetic information, marital status, sexual orientation, or other categories protected by law of the states in which we operate. Array will conduct its courses, services and activities consistent with applicable federal, state and local laws and regulations. Students who seek accommodations related to a disability should contact their Headmaster.

## STUDENT SERVICES

### ACADEMIC ADVISING

Academic advising may be initiated by school personnel or the student when the need is identified.

### HOUSING

The Array School & Studio does not provide student housing. Array can provide a list of unaffiliated realtors and housing recommendations upon request.

### EMPLOYMENT ASSISTANCE

The Array School & Studio is dedicated to seeing full-time students take control of their career aspirations and goals, by helping to communicate their skills, make valuable connections, and identify ideal career opportunities. Employment opportunities are interwoven into all immersive courses and graduates of these programs will have access to continued job search support post-graduation.

Job search resources include:

- Career development workshops and interview training: Get hands-on practice in developing the skills you'll need for a successful job search;
- Studio tours and talks with industry professionals letting them see your work;
- Community and Hiring Events: Expand your professional network and engage with companies potentially looking to hire;
- Array's Communication System & Job Board: Array's online hiring platform where companies looking to hire can connect directly with job-seeking graduates. Alumni access to Array's communication system for jobs and openings;
- 1:1 Support & Job Search Checklist: Get individualized feedback on ways to improve your job search & a step-by-step understanding of how to kickstart an effective job search;

Array cannot and does not guarantee employment or salary. Please see attached Job Search Policy in Appendix B for additional information on this topic.

**STUDENT DRESS CODE**

All students are required to wear their Array-issued apparel to class and functions during school operating hours.

**STUDENT RECORDS**

Student transcripts and descriptions of courses offered are maintained permanently. All other school and student records will be maintained electronically for 50 years.

Students may view their own academic records. Students who seek to view their own records should contact the school Headmaster.

The Array School & Studio will take responsible steps to protect the privacy of personal information contained in student records.

**GRIEVANCE PROCEDURE****INTERNAL GRIEVANCE PROCEDURE**

When a concern occurs, the student is asked to discuss the concern directly with his/her faculty member or course instructor who will attempt to resolve the situation. If a resolution does not occur, the student, faculty member, or course instructor should provide a written description of the concern to the Headmaster who will investigate the complaint and provide a prompt written response. The Array School & Studio attempts to resolve all complaints within 30 days. The Headmaster's decision is final.

**EXTERNAL GRIEVANCE PROCEDURE**

Complaints against The Array School & Studio may be registered with the Wyoming Department of Education, Jillian Balow, Superintendent of Public Instruction, Hathaway Building, 2nd Floor, 2300 Capitol Avenue, Cheyenne, WY 82002-0050 or can print and mail the Post Secondary Student Complaint Form at <http://edu.wyoming.gov/wordpress/downloads/schools/student-complaint-form.pdf>

## **CANCELLATION, WITHDRAWAL, AND REFUND POLICY**

### **CANCELLATION**

1. You have the right to cancel your course of instruction, without any penalty or obligation, through attendance at the first class session or seven days after submitting your Enrollment Contract, whichever comes first.
2. Students wishing to cancel must request or pick-up the Cancellation and Withdrawal Form which can be acquired in the faculty office.
3. The Array Cancellation and Withdrawal Form, if sent by mail, is effective when deposited in the mail properly addressed with certified postage.
4. If the Enrollment Contract is cancelled the school will refund the student any money he/she paid, less the application fee specified below in the Tuition and Fees chart and course materials received by the student within 30 days after the notice of cancellation is received.

### **WITHDRAWAL**

You may withdraw from the school at any time after the cancellation period (described above) and refunds are determined in accordance with the Refund Policy stated below.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a course of instruction when any of the following occurs:

- The student notifies the institution in writing with the Cancellation and Withdrawal Form. The notification is effective when The Array School & Studio receives notice, or the date the notice is mailed, whichever is sooner. The failure of a student to immediately notify the school in writing using the Cancellation and Withdrawal Form of the student's intent to withdraw may delay a refund of tuition to the student pursuant to state laws.
- If the student withdraws before the course start date and after the cancellation period, students will get a full refund minus \$2000 from their deposit.
- If the student withdraws within the first 60 days of class, a prorated refund or invoice will be given per the amount of days attended.

- After 60 days, students who withdraw will be required to pay their tuition in full. No refund will be given in accordance with this policy.
- If Array terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the school; absences in excess of maximum set forth by the school; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 4 class meetings without prior approval.

The official termination date of enrollment shall be the student's last day in class. Students who withdraw due to an emergency, such as personal or family illness or national service, may be re-enrolled into another Array course following approval by the Headmaster.

### **REFUND POLICY**

All refunds will be paid within 30 days of withdrawal. Refunds will be less the application fee (described in the below Tuition and Fees section) and any course materials that you have received.

All invoices from Array must be paid within 30 days of receipt.

If you withdraw, you will receive a prorated refund of tuition. Tuition liability is determined according to the following schedule:

### **STUDENT TUITION LIABILITY**

<b>Days Attempted</b>	<b>Tuition Refund Amount</b>
60 days or less	Pro-Rated Refund or Invoice
Greater than 60 days	No Refund Granted

### **VETERAN STUDENTS REFUND POLICY**

**EXEMPT:** Students approved for the Department of Veteran Affairs benefits that withdraw, are dismissed, or fail to complete the course for any reason will be refunded tuition and fees based on exact pro-rata days attended, (less than ten percent of the pro-rata amount) A registration fee, not to exceed ten dollars may be retained. Proof of eligibility for, or receipt of, VA benefits may be required.

## TUITION AND FEES

All students must pay a non-refundable tuition deposit of \$2,000 to reserve their seat in a course. A third of the total tuition (\$6,000) is due before the first day of the course. The non-refundable \$2,000 deposit will count towards all total tuition costs and is included when calculating the third of tuition that is due prior to the course's start date. A Tuition and Fees Agreement will address students' individual timeline and payment plan for the remainder of their balance. Tuition and Fees Agreements are due before the first day of class. Tuition and Fees Agreements will be filled out by the students and include the payment plan that best meets a students' circumstances and ability. The Tuition and Fees Agreements are binding agreements between the student and The Array School & Studio.

The Tuition and Fees Agreement will outline the fees associated with each tuition payment option.

The following additional fees (if applicable) apply to students:

- \$25.00 returned check fee
- Late fee (30 days after a payment is missed): 1% of the outstanding amount

Course	Application Fee Non-Refundable	Deposit Non-Refundable	Tuition	Total Cost*
The Array Core Program (Full-Time)	\$50	\$2,000	\$16,000	\$18,050

\* CHARGES FOR THE PERIOD OF ATTENDANCE AND THE ENTIRE COURSE

## FINANCIAL ASSISTANCE

The Array School & Studio does not participate in federal or state financial aid programs and we do not provide institutional financing beyond those outlined in our Tuition and Fees Agreement. We do provide information on some financing options we are aware of within our community.

### LOANS

If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. Array does not offer institutional loans to its students.

### WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

The Array School & Studio is an Eligible Training Provider through the State of Wyoming's Department of Workforce Services. Students can inquire about financial assistance through a local Workforce Center if you are a Wyoming resident. Financial assistance is not guaranteed and is distributed based on criteria set forth by Workforce Innovation and Opportunity Act program. You can learn more about this program on their website: <http://www.wyomingworkforce.org/businesses/employment/wioa/>

## CONSUMER INFORMATION

As a prospective student, you are encouraged to review this catalog prior to signing an Enrollment Contract. Students will be provided with a PDF version of the catalog before receiving an Enrollment Contract. The catalog will also be made available on The Array School & Studio's website at <https://www.arrayschool.com>.

Array has never led a bankruptcy petition that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.), operated as a debtor in possession or had a petition of bankruptcy led against it under Federal law.

Array does not participate in federal or state financial aid programs.

Array is not accredited by an accrediting agency recognized by the United States Department of Education (USDE) and students are not eligible for federal financial aid programs.



Information about Array is published in this catalog that contains a description of policies, procedures, and other information about the school. The catalog will be reviewed and updated at a minimum annually. Array reserves the right to change any provision of the catalog at any time. These changes will not adversely affect currently enrolled students and will be vetted by the state regulatory agencies, as applicable. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format with an effective date. Students are expected to read and be familiar with the information contained in the catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling at Array, the Student agrees to abide by the terms stated in the catalog and all school policies.

Additional consumer information can be found on Array's website at <https://www.arrayschool.com>, as available.

## APPENDIX A

### BOARD OF DIRECTORS

Matthew Kaufman *Chairman*

Bob Jensen

Tighe Fagan

Steve Borin

Jesse Fishman

### BOARD OF ADVISORS

Dillon Petrillo

Catherine Fincun

Chad Willet

Laura Wishingrad

Heather Morgan Shoemaker

Emma-Jane Alexander

### SCHOOL LEADERSHIP AND FACULTY

**Eric Trowbridge** · Headmaster and Executive Director

**Lindsey Stutheit** · Director of Operations

*Masters in Adult Education Administration, University of Wyoming · 2017*

*Bachelors of Science - Agriculture, University of Wyoming · 2008*

**Joshua Sanderlin** · Professor of Full Stack Web Development

*Bachelors of Science - Computer Science, University of Wyoming · 2007*

## APPENDIX B

### ARRAY JOB SEARCH EXPECTATIONS AND PROCESSES

Array's employer and job search philosophy is as follows:

1. Any information gathered or shared by the student about their previous skills, preferences, and location wishes will be considered in an effort to find employment that is highly matched to certain individuals. Array will take efforts to find unique job opportunities based on student information and requests. We believe jobs that match students' unique skills and experiences will result in greater satisfaction, better pay due to specificity, and optimal levels of success.
2. Jobs with general appeal will be shared with all individuals either through the Slack channel job applications, the classroom channel, and/or during class. Jobs will surface throughout our time that many individuals may be qualified for and interested in applying to. All interested parties should be able to know about and apply to such jobs. Consequently, these jobs will be shared publicly.
3. Jobs not known to Array will consequently not be shared. At no point, will a job we know about be withheld from students for any reason. If a job is not shared, it is because we were not aware of its existence or because we have checked on the job requirements and found them not to be suitable for your education or experience based on our conversations with the employer. Coding jobs surface in a plethora of different industries. We will not be able to have awareness of all coding jobs available in Wyoming and the Front Range. Jobs you find or hear other people mention are not due to Array negligence, but rather other people having different sources, connections, or luck.
4. There is no requirement for students to share jobs they find for themselves. Explanation: We believe it is Array's purpose to do our very best to build employer and industry relationships that increases your chances of being interviewed and hired. We also believe it is your responsibility to search, introduce yourselves, and pursue employment as well. If a job is found through your efforts we will be happy to support you, but you have no obligation to make that opportunity available to other students.
5. Array has no responsibility about employers who choose to recruit specific students for positions they have available. Array does not have any way of monitoring, controlling, or dictating which employers hire for which positions. Explanation: We believe that business owners can and will operate as they see fit for their company. Our role is to

provide a relationship, provide references, and provide any reasonable support you might need in the application process. What an employer decides will not be our responsibility, nor do we believe it should be projected on students in any negative way.

6. Array will provide ALL students a letter of reference that outlines the following items: time/attendance, agreed upon skills/areas of specialty, and certification of your learning. These letters will never be withheld or contain information you are not aware of. Array will not produce special letters for some students or provide additional recommendations to employers. The ONLY time "preferential" support of a student will occur is if it is a job in-line with provision (1.). The "preference" will be that a student meets specialized criteria that other students do not meet for a specific job. Explanation: We want to be fair to all students in the ways that we can control. Part of that fairness is creating similar letters for all students with transparency and working to provide equal treatment during preparation.

7. Array expects all students to invest in their future success in the technology field. We believe students should consider all of these items in their job search process: search job boards, utilize personal connections, give application documents your full attention and care, apply as soon as you see open positions, vocalize and request any hiring help you need from the Array staff, stop-in to meet employers, make phone calls to evaluate various openings, seek out a recruiter, attend local meet-ups for networking possibilities, blog about your learning, engage individuals around you by sharing your skills/interests, and consider marketing your skills to local businesses. Explanation: Array is going to give every effort we can to forge connections, improve your chances at interviews, and ultimately help you get hired. We believe students need to also put in every effort to increase their chances at employment where applicable and possible.

8. We believe the hiring portion of our sixth month program begins after the midterm. During this time it is critical that students support each other. There will be a zero tolerance policy towards aggressive behavior, bullying, alienating, or chastising students who are employed before you, after you, instead of you, for more money than you, at a place you wanted, through a connection you don't have, or any other condition that a student may have been distinguished. Explanation: Becoming divisive towards your classmates is distracting for your own employment efforts and demeans their success. This is not an environment we want to promote or tolerate. Hires are to be met with congratulations and "failures" are to be met with grit, determination, and support from your classmates.

**ARRAY JOB ACQUISITION ACTIVITY PROMISES**

- Help with job interview soft skills.
- Help with Resumes, Cover Letters, and a Reference Letter.
- Discussions about your personal preferences and specialties.
- Time invested in creating employer relationships.
- Time spent calling, emailing, and searching unique job opportunities.
- Coaching opportunities on job applications and interview aspects.
- Meaningful guest speakers and help seeking outside opportunities for employment.

