Universal Training Institute
Catalog Addendum

Effective –October 2021

Distance Learning

Distance Education

Universal Training Institute offers its LPN program residentially but has been approved to offer instruction via distance learning during the COVID-19 pandemic and the restrictions on in-person activity. As a result, students may be required to take a portion of a course online and a portion on campus. Online instruction takes place synchronously (real-time) via Zoom and students are required to sign into the classes at the scheduled class times.

The Code of Conduct and Attendance policy are in effect for online instruction and students are required to be compliant or be subject to disciplinary actions.

Admissions

The admissions requirements are not different for online instruction as the program includes on campus instruction.

There are no additional costs and fees associated with distance learning at UTI.

Verification of Students' Identity and Protection of Students' Privacy

At the time of enrollment, each student is assigned a unique username and password to access the learning management system, Orbund. This username and password should not be shared with anyone and the student is responsible for protecting the information for instruction use.

Students will be required to turn their cameras on when they enter the Zoom classroom so that their identity can be verified.

All student records and information are secured and protected by UTI's system which requires secure assess using passwords and other credentials as appropriate.

Online Orientation

There is no online orientation at this time as students are required to complete the in-person orientation prior to the start of each cohort.

Accessing the Platform

There are no tests used to determine access Orbund or Zoom.

Minimum Computer Configuration Requirements

To participate in online instruction, students must have a computer with the following minimum configuration to download Zoom and be able to access the cloud-based systems:

	Minimum	Recommended
Processor	Single-core 1 Ghz or higher	Dual-core 2 Ghz or higher (Intel i3/i5/i7 or AMD equivalent)
RAM	4 Gb	8 Gb

Technical Support

Students or Faculty needing any technical support or assistance with accessing Zoom or Orbund should contact the UTI administrative offices at nstewart@universaluti.edu or (732) 826-0155. Support is available during regular campus hours from 8am – 5pm (Monday – Thursday) and 9am – 3pm (Friday).