



NOLA INSTITUTE OF GAMING LLC
IT'S TIME TO BET ON YOURSELF!

SCHOOL CATALOG

2020-2021

5555 Bullard Ave. (Suite 103) New Orleans, LA 70128

(504) 800-6393

info@nolainstitute.com

*NOLA Institute of Gaming, LLC, is licensed by the LA Board of Regents and adheres to the rules and regulations of the LA Proprietary Schools Advisory Commission.

TABLE OF CONTENTS

A WORD FROM YOUR SCHOOL DIRECTOR.....	3
SCHOOL CALENDER.....	4
CLASS SCHEDULES AND TUITION	4
PROGRAM STARTING DATES	5
REGISTRATION REQUIREMENTS	5
SCHOOL POLICIES (ENTRANCE REQUIREMENTS).....	5
ATTENDANCE REQUIREMENTS.....	6
CODE OF CONDUCT	6
CONDITIONS FOR DISMISSAL.....	7
STUDENT EVALUATION/GRADING.....	7
INSTRUCTOR EVALUATION TECHNIQUES	8
WITHDRAWAL FROM SCHOOL.....	8
REFUND POLICY	8
GRANTS, STUDENT LOANS AND SCHOLARSHIPS	9
FACILITIES	10
COURSES OFFERED	10
CLOCK HOURS/LENGTH OF TIME FOR EACH COURSE.....	12
PRIMARY RESPONSIBILITIES OF A DEALER.....	13
JOB PLACEMENT ASSISTANCE.....	14
SCHOOL STAFF.....	14

Student Complaints relative to actions of school officials shall be addressed to the Louisiana Board of Regents, Proprietary Schools Section, P.O Box 3677, Baton Rouge, LA 70821-3677, Phone 225/342-7084, only after the student has unsuccessfully attempted to resolve the matter with the school after having first filed a written and signed complaint with the school's officials.

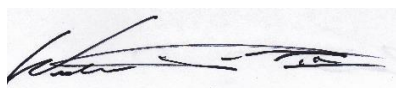
A Word from your School Director

Dear future casino dealer,

My name is Willie Thomas III and I am excited for the opportunity to commence in preparing you to work in this exciting and fulfilling career of Casino Dealing here at NOLA Institute of Gaming, LLC. Motivated by the potential to help so many individuals reach their professional goals, I want to thank you for choosing us as your vocational training option as you strive for a better future.

I am a former non-profit director, youth minister, public speaker, and am currently a Table Games Supervisor at Harrah's Casino of New Orleans. However, as our school philosophy states, my drive and mission is to help inspire our citizens in attaining a valuable vocational trade while doing our part in helping educate, innovate, and collaborate with our community to enhance our future. Here at NOLA Institute of Gaming, LLC, the instructors are patient, knowledgeable, and totally committed to your success. From here on out, you are in good hands. We are in this together and your destination to a better future for you and your family starts today. I wish you the best of luck, DON'T QUIT, STAY FOCUSED, and I will see you at the Graduation Party!!!

Sincerely,



WILLIE THOMAS III

School Director, NOLA Institute of Gaming LLC



School Calendar

The following holidays will be observed by the school and classes will not be held.

- New Years Day
- Martin Luther King Day
- Independence Day
- Memorial Day
- Labor Day
- Thanksgiving Day
- Christmas Eve & Christmas Day
- Lundi Gras & Mardi Gras (Monday & Tuesday)
- Good Friday

Class Schedules and Tuition

Our Base tuition for the three (3) month Comprehensive Casino Dealing program (300 hours) is four thousand **(\$3,400)** with a registration fee of \$100. The tuition includes vocational training in the games of Black Jack, Roulette, Baccarat, Pai Gow poker, 3 card poker, 4 card poker, Mississippi Stud and Ultimate Texas hold em.

If perspective students choose to acquire Craps training along with the other games stated (Our COMPLETE Casino Dealing Program) the cost will be an additional eight hundred **(\$800)** for a total of four thousand eight hundred **(\$4,300)** (\$100 registration fee included) and will take an additional 2 more months (200 hours) to complete. At this time, we do NOT offer an “A la cart” training option where students can select which games NOT to take, with the stated exception of CRAPS. We offer the full course program to EVERY student who applies at NOLA Institute of Gaming. School hours are from Noon until 5 p.m. Monday through Friday and from 6:30 pm until 11:30 pm for our Evening Craps Class also Monday through Friday.

- *Additional practice sessions can be held on Saturdays*
- *Final auditions/evaluations are scheduled for Wednesday evenings and Saturdays*

The Maximum Class size for NOLA Institute of Gaming shall be 25 students

Program Starting Dates

Nov 2nd– March 5th----- Fall/Winter Classes

April 1st - Aug 6th-----Spring/Summer Classes

Registration Requirements

Students may register for courses up to two weeks (10 business days) prior to the start of classes. Students receiving financial aid will need to register two weeks (10 business days) prior to the start of classes. Students must register in person with the School Director or online at the School's website. A student seeking financial assistance to attend school may consider private student loan alternatives. With these loans, you can borrow up to 100% of the school certified cost of attendance. For more information, ask about our private loan options during your registration process.

We request full payment for administrative and tuition fees (we accept cash, personal checks and all major credit cards.) Students receiving or who have a student loan should bring documentation of such when registering.

School Policies

Entrance Requirements

- All students must be at least (21) years of age on or before the first day of class.
- Students must possess a High School Diploma or a General Education Development (G.E.D.) Diploma.
- All students must have a Valid I.D by date of class registration (driver's license, birth certificate or passport

Attendance Requirements

NOLA Institute of Gaming, LLC, records the daily attendance of each student and each student's attendance records will be kept on file. This school requires students to be in attendance for 80 percent of the program. Absenteeism for more than 20 percent of the total program constitutes cause for dismissal. Students who have greater than 20 percent absences will have their case reviewed by the school director. Students who realize that their absence will extend beyond 20 percent of the program have the option of requesting an official leave of absence, when the absences were due to illness or a family emergency.

Students will be granted a leave of absence upon request. The following guidelines must be adhered to:

- The request for a leave of absence must be submitted to the School Director in writing.
- The request must have the date that the student will begin the leave and the expected date of return to classes.
- Should a leave request take the student beyond the contracted completion date, the student may be subject to reentry under a new contract or an amended contract. If the student does not reenter within the contracted schedule and does not arrange for a contract amendment, then the student's contract will be terminated. When appropriate the student may be entitled to a refund in accordance with the school's refund policy.

***Note: Each individual situation will be handled privately. The school will make every effort to help students meet their vocational goals. It will be necessary to meet with the School Director before returning to class.*

*Being tardy for class is considered an INTERRUPTION to the class. Multiple tardiness (more than 10) will subject the student to probationary status, in which another tardy will result in removal from school.

Code of Conduct

The following conduct is unacceptable and will not be tolerated:

- All forms of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and/or written communication and/or physical acts.
- Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.

- All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery and alteration or use of institution documents of identification with intent to defraud.
- Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, or other school activities.
- Physical or mental abuse of any person on school premises or at functions sponsored or supervised by the school.
- Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
- Failure to comply with directions of institutional officials acting in the performance of their duties.
- Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes, but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances and illegal weapons on school premises.

Conditions for Dismissal

Students may be dismissed from the school for the following reasons:

- Not adhering to the school's rules, regulations, policies and code of conduct
- Missing more than 20 percent of instruction time, including multiple tardiness
- Not meeting financial responsibilities to the school

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate institution should the student have a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school's refund policy.

Student Evaluation and Grading

A 20-question multiple choice test will be administered on Wednesdays and Fridays after each lesson to evaluate the amount of learning that has taken place, with a 50-question multiple choice exam administered every 4 weeks. Test scores that are below 90% are an indication that the necessary skills for entry into employment were not acquired. **A test score BELOW 90% is considered a FAILING GRADE.**

- 100%-----Exceptional
- 99%-90%-----Passing
- 89% and below--Fail

Students who fail to reach minimum score of 90% on three (3) administered tests will be placed on probation. When a student is on probation, if he/she fails to score a 90% once again on a test or exam, that student will be subject to dismissal from the school. **NO EXCEPTIONS!!** Students on Probation should plan for additional practice, independent study or tutoring by appointment. Tests will be both cognitive and psychomotor with the psychomotor skills being measured against industry standards. Other methods of evaluation will include oral quizzes, skill development tests, hands-on skill evaluation, and individual and group projects.

Instructor Evaluation Techniques

Instructor evaluations are conducted *BY THE STUDENTS* at the end of every program. Evaluations are questionnaires that are reviewed by the Director and used to improve instructor quality.

Withdrawing from School

Students must write out a withdrawal notification and submit it to the school director. This document must contain the student's name and date of withdrawal. All financial obligations on the part of the school and the student will be calculated using the official withdrawal date. It is the student's responsibility to withdraw officially from the school. Failure to withdraw formally may result in failing grades, breach of contract, dismissal, and additional financial obligations.

Refund Policy

Three Business Day Cancellation: If, for any reason, you are unable to enter, all monies paid will be refunded if requested within three business days after signing an enrollment agreement and making an initial payment

Cancellation After Three Business Day Cancellation Period but Before Commencement of Classes by the Student:

Tuition and fees collected in advance of entrance and if the student does not begin classes, not more than \$150.00 shall be retained by the institution. Refunds for a student who does not begin classes shall be made within 30 days of notice of cancellation.

The Withdrawal After Commencement of Classes Refund Policy shall be:

- 1) During the first week of the program, the institution shall refund at least 90% of the tuition, less the registration fee, thereafter,
- 2) During the next three weeks of the program, the institution shall refund at least 75% of the tuition, less the registration fee, thereafter,
- 3) During the first 25% of the program, the institution shall refund at least 55% of the tuition, less the registration fee, thereafter,
- 4) During the second 25% of the program, the institution shall refund at least 30% of the tuition, less the registration fee, thereafter,
- 5) During the third and fourth 25% of the course, the institution shall retain 100% of the stated program price.

*All Appropriate refunds shall be made within thirty (30) days of the start the program

There are NO books fees associated with this casino dealing program.

**An instructional hour is defined as 60 consecutive minutes which includes attendance, instruction, project set up, and clean up*

A student who has a student loan and withdrawals from the program is responsible for notifying the loan institution of withdrawal from the school. This notification should be done in writing. It should include the date of withdrawal, the student's social security number and signature. Students should maintain a copy of this letter for their files. NOLA Institute of Gaming, LLC, encourages the development of good business practices in their students. It is to this extent that we remind the withdrawing student that the date of withdrawal on the letter to the director must be the same date as on the letter to the loan institution.

Grants, Student Loans and Scholarships

NOLA Institute of Gaming, LLC, does not award grants or scholarships currently. We do honor grants and scholarships that our students have been awarded from outside organizations. We do assist our students with obtaining student loans. Note: Students who have obtained loans and have withdrawn from the school or have had their enrollment terminated must notify the loan institution of their withdrawal. The student will be responsible for any balances due on the student loan. Students are responsible for repaying their loan for received instruction. *(Currently, we cannot accept Federal Student Loans or Grants)* It should be noted that student loan commitments must be satisfied regardless of the success or lack of success at NOLA Institute of Gaming, LLC. When a student is given a loan, he or she signs a promissory note with the bank. This loan is the same as any other loan and the student has full responsibility for managing the loan and its repayment.

Facilities

NOLA Institute of Gaming, LLC, is located at 5555 Bullard Ave (Suite 103) New Orleans, LA 70128. This commercial space is owned and operated by The Palace Event Hall. The 1800 square ft suite offers ample space for our lecture and practice sessions. Trash removal and vacuuming are available three days a week. Both male and female lavatories are available. Parking is available in a well-lighted parking lot. This is an ADA compliant facility, and this property is also monitored with surveillance cameras 24/7.

Currently, we do not offer counseling services or residential housing to our students in the Programs offered at NOLA Institute of Gaming, LLC.

Courses Offered

Our program offerings prepare the student to deal a total of nine (9) games (5 “MAJOR” games and 4 “Minor Games”) typically played at casinos across the country and around the world. The 5 Major games are Black Jack, Roulette, Baccarat, Craps, and Pai Gow Poker. The 4 Minor games are 3-Card Poker, 4-Card Poker, Mississippi Stud, and Ultimate Texas Hold’em. Our *COMPREHENSIVE* Casino Dealing Program is a three (3) month casino dealing course (**300 clock hours total**) in which every student enrolled at NOLA Institute of Gaming, LLC, will learn to deal all the above games EXCEPT Craps.

Our *COMPLETE* Casino Dealing Program is a five (5) month casino dealing course (**500 clock hours total**) that includes learning Craps which will extend your dealer training approximately 2 months during the program term.

- **Black Jack** (*1st 7 weeks of the program*) is a card game that pits player versus dealer. It is played with one or more decks of cards. Cards are counted as their respective numbers, face cards as ten, and ace as either eleven or one. The object of Black Jack is to beat the dealer by hitting close to the number 21 without going over or busting out as its called.
- **Roulette** (*week 8*) is played on a wheel that consists of thirty-eight slots, each with its own number. The numbers on the roulette are 1-36, 0, and 00. The numbers alternate pairs of odd numbers with pairs of even numbers. The numbers also alternate between black and red. Both the 0 and 00 slots are green. The dealer spins the wheel in one direction and then rolls a small ball in the other direction. The ball then drops into one of the slots as it begins to slow down.

- **Mini-Baccarat** (*week 9*) is popular in many casinos. Like Baccarat, Mini-Baccarat is a comparing card game played between two hands, the “player” and the “banker”. Each Baccarat coup has three outcomes: “player” (player has the higher score), “banker” (banker has the high score), and “tie”. It is strictly a game of chance, with no skill or strategy involved; each player’s moves are forced by the cards the player is dealt.
- **Pai Gow Poker** (*week 10*) Is a variation of the Chinese domino game pai gow. The game is known for the slow rate of play and lots of “pushes” (the term “push” means a tie between the player and the dealer. The player does not win OR lose any money during that hand), resulting in a low risk game. The object of pai gow poker is to create a five-card poker hand and a two-card poker hand from seven cards the beat both bank’s hands. The five-card hand’s rank must exceed that of the two-card hand, and it is for this reason that the two-card hand is often called the hand “in front”, “on top”, “hair”, or the “small”, “minor” or “low” hand. The five-card hand is called the hand “behind”, or the “bottom”, “high”, or “big” as they are placed that way in front of the player, when the player is done setting them.
- **Three Card Poker** (*week 11*) is played as heads-up between the player’s hand and the dealer’s hand. After all ante wagers are placed, three cards are dealt to each player and the dealer. Players have a choice to either fold or continue in the game by placing a “play” wager equal to their ante. Hands are then exposed, and wagers resolved. The dealer’s hand must be a Queen high or better for the dealer hand to play. If the dealer does not play, then there is no action on play wagers and ante wagers are paid 1 to 1. If the dealer does play, the dealer and player hands are compared. If the player hand loses, both the ante and play wagers are lost.
- **Four Card Poker** (*week 11*) is a casino card game similar to three card poker. The player can place an ante bet OR an “Aces Up” bet or both. Five playing cards are dealt to the player, while the dealer is dealt five cards face down and a sixth card face up. Both the player and the dealer make their best four-card hands. The dealer’s advantages are in having an extra card and the fact that if the player folds, he will lose his ante, even if his hand turns out to be better than the dealer’s. After seeing the cards and the dealer’s face up card, the player can opt to fold the ante bet, in which case the player loses it, or play by betting 1-3 times their ante. Unlike three card poker and some other games, the dealer always qualifies(plays). If the player ties or beats the dealer, the player is paid the amount bet.
- **Mississippi Stud Poker** (*week 12*) In this game, each player first places an ante bet to buy into the game. The dealer then deals two cards face down to each player and three community cards face down at the middle of the table. A player may then fold, forfeiting their ante, or they may continue by raising their bet by an amount of one to three times their ante, known as the “3rd Street” bet. The first community card is then turned over, and the players may fold or make another raise, the “4th Street” bet. The second community card is then turned, and the final “5th Street” round of betting proceeds as before. After that the final community card is revealed, players are paid out based in the payouts on the table.
- **Ultimate Texas Hold ‘em** (*week 12*) refers to a reinvented variant of the classic poker game Texas Hold em. In this variation, the player does not compete against the other players. Instead, they play

only against the dealer. At any point during the hand, the player is free to make one raise. In this poker-based game, the earlier the raise is made, the higher the value is.

- **Craps** (8 weeks total) is a dice game in which the players make wagers on the outcome of the roll, or a series of rolls, of a pair of dice. The game is played in rounds, with the right to roll the dice by each player moving clockwise around the craps table at the end of each round. A player may choose not to roll but can continue to wager money for or against each other during the game.

Class hours for our Comprehensive Casino Dealing Program are Monday thru Friday from 12 noon to 5pm with a 30-minute break at 2:15 until 2:45. Our additional Craps dealer class will take place AFTER the first 3 month program when the student is deemed ***Certified**** by the Lead Instructor and/or School Director. ***A student cannot move forward to learn Craps until he/she has certified in the initial games given in the Comprehensive Dealing Program.*** The Craps dealer Class will take place in the evening from 6:30 pm to 11pm Monday thru Friday with a 20-minute break from 8:40 to 9:00pm.

Clock Hours/Length of Time for Each Course

- Black Jack--- total time **175** clock hours (30 hrs. of lecture, 145 hrs. of practice)
- Roulette-----total time **25** clock hours (10 hrs. of lecture, 15 hrs. of practice)
- Pai Gow Poker—total time **25** clock hours (10 hrs. of lecture, 15 hrs. of practice)
- Mini-Baccarat---total time **25** clock hours (10 hrs. of lecture, 15 hrs. of practice)
- Three-card poker—total time **12** clock hours (3 hrs. of lecture, 9 hrs. of practice)
- Four-card poker---- total time **13** clock hours (3 hrs. of lecture, 10 hrs. of practice)
- Ultimate Texas Hold'em-- total time **13** clock hours (3 hrs. of lecture ,10 hrs. of practice)
- Mississippi Stud poker-- total time **12** clock hours (3 hrs of lecture, 9 hrs. of practice)
- Craps (Dice)-----total time **200** clock hours (50 hrs. of lecture, 150 hrs. of practice)

**(Certified is defined as possessing a thorough understanding of the rules and procedures of each game taught while passing an audition of each game given by the Lead Instructor and/or School Director)*

*Practice sessions for our dealing programs will be conducted on casino gaming-sized folding tables designed to mimic various Table Game in a Casino. The table game **layouts** used to represent and*

differentiate the various games taught are easily interchangeable on the tables, which allows for easy transition from game to game. Our Craps class will be conducted on a full-sized professional casino regulation table. Our Roulette class will be conducted on a professional grade full sized (yet foldable) table. Our playing cards, gaming chips, and other gaming accessories used for instruction are all high quality, professional grade, and will aid tremendously during practice sessions.

Primary responsibilities of a Dealer

After completing the casino dealing course program, students will earn a Dealer Certification credential diploma. A graduate of NOLA Institute of Gaming, LLC, will be able to:

- Deal cards to patrons during games of chance at a gaming establishment, such as a casino.
- Deal appropriate number of cards out to players.
- Check players' bets.
- Compare players' hands with the house and determine winner.
- Announce winner and begin new game.
- Exchange money for chips to be used in games.
- Inspect cards to ensure compliance with gaming standards.
- Inspect gaming equipment.
- Receive cash wagers.
- Compute players' winnings and losses.
- Answer questions about game rules and variations.
- Watch for scammers or cheaters and have them removed from table if necessary.
- Notify Pit Supervisor of any irregularities.
- Resolve disputes or arguments by conferring with Pit Supervisor.
- Entice players to sit at table and play.

Job Placement Assistance

NOLA Institute of Gaming, LLC, is dedicated to the success of our students and graduates. Students are encouraged to get an early start on their career development by being proactive in their job search. Because of our experience in the gaming industry, we have cultivated relationships with Table Game Managers at numerous casinos in the area. So, in order to facilitate employment efforts, we will contact table game managers directly, on your behalf, and begin to schedule interview/auditions for our graduates during the final week of our Casino Dealing program. Students who graded as **exceptional*** during the program will be issued an additional letter of recommendation and distinction attesting to their exemplary dedication and work in earning their certification. The effort we put toward securing employment for our students is not a guarantee of employment. (**refer to page 7 "Student Evaluations and Grading" for definition*)

School Staff

Willie Thomas III—School Director/Admissions Officer-(Table Games Dealer/Supervisor since 2012)

Raquel Walker----- Lead Instructor-(Table Games Dealer since 2012)

Individual appointments are by appointment Monday through Friday from 11:30 a.m. to 5pm.



NOLA INSTITUTE OF GAMING LLC
IT'S TIME TO BET ON YOURSELF!

SCHOOL PHILOSOPHY

To help Inspire our citizens to attain a valuable vocational trade while doing our part in helping educate, innovate and collaborate with our community to enhance our future

