



Course Catalog 2017-2018

- Associate of Science in Exercise Science
- Master Trainer™
- Elite Trainer™
- Certified Fitness Trainer



ISSA College of
Exercise Science

Step UP

to an Associate's Degree in Exercise Science with Emphasis in Personal Training



The information in this catalog is intended for informational purposes only and does not constitute a legal contract between ISSA and any person or entity.

The current catalog can be found online: <http://www.issaonline.edu/ces/pdf/ISSA-CES-Catalog.pdf>

ISSA reserves the right to change any of the regulations, subjects or curricula, or portions thereof, contained in this catalog without prior notice.

The catalog is updated on an annual basis. Revisions may be made on a quarterly basis.
[cesCat_18-0401] Effective Jul 1, 2017 through Jun 30, 2018 unless superseded by a revision.

Archived catalogs can be obtained by contacting registrar@issaonline.edu.



2017-2018 IMPORTANT DATES AND FEES*

Course Start Dates			Last Day to Drop without "W" Refund available			Final Withdrawal Last day for a partial refund and "W"		
Quarter	Date	Applicable Courses	Quarter	Date	Applicable Courses	Quarter	Date	Applicable Courses
Summer 2017	Jul-3	Quarter-long Courses, Short Session A	Summer 2017	Jul-9	Quarter-long Courses, Short Session A	Summer 2017	Jul-23	Short Session A
	Aug-7	Short Session B		Aug-13	Short Session B		Aug-13	Quarter-long Courses
							Aug-27	Short Session B
Fall 2017	Oct-2	Quarter-long Courses, Short Session A	Fall 2017	Oct-8	Quarter-long Courses, Short Session A	Fall 2017	Oct-22	Short Session A
	Nov-6	Short Session B		Nov-12	Short Session B		Nov-12	Quarter-long Courses
							Nov-26	Short Session B
Winter 2018	Jan-1	Quarter-long Courses, Short Session A	Winter 2018	Jan-7	Quarter-long Courses, Short Session A	Winter 2018	Jan-21	Short Session A
	Feb-5	Short Session B		Feb-11	Short Session B		Feb-11	Quarter-long Courses
							Feb-25	Short Session B
Spring 2018	Apr-2	Quarter-long Courses, Short Session A	Spring 2018	Apr-8	Quarter-long Courses, Short Session A	Spring 2018	Apr-22	Short Session A
	May-7	Short Session B		May-13	Short Session B		May-13	Quarter-long Courses
							May-27	Short Session B

*Dates and fees subject to change. Be sure you have the most current course catalog and confirm important dates with your Program Advisor before registering.

In the event that circumstances beyond the institution's control impact a published start date (e.g. natural disaster), the institution will establish a new start date within 72 hours of resuming operation and notify impacted parties. Prorated refunds will be calculated from the adjusted start date. (reg-KS).

Tuition and Fees

Tuition: \$185 per credit

Includes: course content, instruction, and online learning system access

Online Proctoring: \$22.50

Online proctoring for the final examination can be arranged through ProctorU for \$22.50. Students can also arrange for an onsite proctor at their own expense.

Refunds

Students have the right to cancel their agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, students also have the right to stop school at any time; and they have the right to receive a pro rata refund if they have completed 60 percent or less of the scheduled days in the current payment period in their program through the last day of attendance. After the end of the cancellation period, the institution may retain any non-refundable fees as applicable (e.g. STRF).

Refund Calculation

1. The course start date is considered the first class.
2. Cancellation up through 60% of the duration of the term will result in a prorated refund. Rate is computed by dividing the number of term days through the date of cancellation by the total days in the term.
3. Cancellation after 60% of the duration of the term will result in no refund for the term.

**Note: If third-party payment is used for tuition (e.g., TA, Ch33 GI Bill, etc.), this amount will be charged directly to the student upon cancellation.

Please see the ISSA CES Refund Policy section for more information.

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ABOUT

The International Sports Sciences Association (ISSA) is the world leader in fitness education and delivers comprehensive, cognitive and practical distance education for fitness professionals, grounded in industry research, using both traditional and innovative modalities. Founded in 1988 by Dr. Sal Arria and Dr. Frederick Hatfield, the ISSA now offers 12 fitness certifications, as well as an associate's degree, and has educated and certified over 200,000 trainers in 91 countries.

Institutional Profile

Mission

The International Sports Sciences Association believes that the health and fitness of our society can be significantly improved by our students' success as health, sports and fitness professionals. Our efforts to stem the tide of poor health and physical decline are multiplied exponentially as our graduates and members disseminate the ISSA principles and methods to their clients, peers and associates. Our mission is to inspire each and every student to positively impact the quality of life of each individual with whom they come in contact.

As a distance education institution and certifying agency, the ISSA is unconditionally committed to providing the highest quality distance education programs available, advancing our industry as a whole, and developing greater access to career opportunities for those who share our vision of Creating a Stronger, Healthier World.

Core Values

- Students first
- Professional Advocacy
- Meeting fitness and health care staffing needs
- Excellence and innovation in education
- Visionary leadership
- Change Agents
- Professionalism
- Teamwork
- Commitment to a healthy and productive lifestyle
- Professional autonomy
- High integrity and ethical standards

Institutional Goals

- To serve ISSA fitness professionals by developing programs that are beneficial and of interest to the fitness industry
- To enhance professional development of fitness professionals by facilitating opportunities for learning and individual growth
- To establish standards and guidelines for the delivery of quality and professional fitness services and business practices, as well as the development of ethics standards for ISSA fitness professionals



- To collaborate with public and private industries on the development of programs and services to increase the awareness of fitness education and its benefits to individuals and communities
- To network with other industry organizations to advance fitness education, careers and professional practices by initiating and disseminating research findings.

Institutional Objectives

- To graduate students who are prepared for the fitness industry
- To enroll a wide range of qualified students from across the globe interested in personal growth, job acquisition, career advancement or higher education goals in the health and fitness industry.
- To recruit and retain effective and qualified staff and faculty committed to distance education.
- To provide students skills, support systems and information they need to succeed in the fitness industry and higher education aspirations.
- To tie student assessments to our strategic planning
- To provide relevant and up to date curriculum deliverable through online means.
- To investigate, research and implement relevant technology as beneficial to the delivery of online education.

Institutional Outcomes

To turn our vision into a reality and to accomplish our mission, the ISSA strives for the following outcomes

Trainer/Client

- To administer policies and programs with the priority being the best interests of public health and well being.

Students

- To produce students that are inspirational leaders, academically sound, and professional in their fitness and health related profession.
- To nurture students' abilities to be lifelong learners
- To promote the use of professional behaviors in the work environment
- To enable the skills necessary to exercise autonomous judgment in professional endeavors as employees or business owners.
- Learning and Teaching
- To support faculty scholarship, teaching excellence, and service to the ISSA, community and professional activities
- To support faculty leadership in the development of contemporary curricula
- To promote student learning by utilizing best instructional practices

Culture

- To focus on helping one student at a time.
- To focus on student success in daily studies, preparation and testing (competence)



- To promote an organizational culture that respects open communication, job ownership, and teamwork between all divisions; Public, Education and Professional.
- To encourage sharing the impact that a healthy active and productive life-style creates on all people and society at large.
- To expect ethical behavior and integrity in all staff actions.
- To support professional advocacy in working with external constituencies

Quality

- To focus on regular quality improvements to enhance institutional effectiveness

Growth and Innovation

- To search out and embrace change and innovation in processes that enhances educational outcomes
- To responsibly grow the ISSA based on society’s need for our programs and the availability of resources and personnel to support the improved health and well being of our society as a whole.
- To provide visionary educational models that address student learning needs

Stewardship

- To manage all school operations ethically, economically, safely and efficiently

Program Philosophy

Fundamental to the program is the belief that online course delivery is a highly effective methodology for an Associate’s Degree in Exercise Science. Most of the tasks completed involve working with knowledge, information, and digital systems, all of which can be comprehended as a result of properly designed online courses.

Also central to the program is a keen awareness of student need. Because many students face demanding personal schedules, they need to be able to access all course content “on-demand.” Consequently, the program strives to provide the flexibility and primary benefits of asynchronous education.

Further principles upon which the program is founded are as follows:

- Course content should be available on-demand and allow students to repeat and review content to reinforce comprehension.
- Technology should maximize the interconnectivity between the digital learning material and the human learner.
- Course content should involve a synergistic approach, incorporating textual, auditory, and visual content to address different learning styles.
- Courses should facilitate community learning as research shows a strong correlation between group participation and course completion.
- Students should be encouraged to engage in thoughtful dialog with other students. Knowledge which is passed along is often retained longer than knowledge which is simply absorbed.
- The courses should allow students to take advantage of the “courage” which relative anonymity provides in an educational context. Educational research



has found that this feature is one of the greatest advantages of distance education. Students are much more willing to make a forum post than they would be to vocalize in a physical classroom.

- Students should be in control of their participation. With the ability to thoroughly consider all forum communications before sending, students maximize their ability to participate in group discussions confidently.
- Courses should allow anonymity, when desired. With direct email access to instructional support, privacy can be maximized.
- Course content should be structured to provide direct focus on key job tasks. Information is so readily available that education has become more of a matter of focus and direction than of providing information.
- Course content should be highly practical, as the target student market is specifically focused on acquiring valuable skills.
- Finally, because distance education is a changing field, the uses of technology in online education should continue to develop.

Accreditation and Approval

ISSA is accredited by the Distance Education Accrediting Commission (DEAC).

Distance Education Accrediting Commission
1101 17th Street, N.W., Suite 808
Washington, D.C. 20036
(202) 234-5100
www.deac.org

ISSA has had continuous accreditation by the DEAC since 2009.

A student or any member of the public may file a complaint about this institution with the DEAC by calling (202) 234-5100 or mailing to Distance Education Accrediting Commission 1101 17th Street, N.W., Suite 808, Washington, D.C. 20036.

ISSA is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, toll-free number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the BPPE by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet website www.bppe.ca.gov.

Distance students residing outside of California may file a formal complaint with their



home state authorizing agency, ideally after exhausting internal avenues, by using the links found on the Consumer Information Disclosure page on our institution's website: https://www.issaonline.edu/resources/title-4-consumer-information-disclosure/#!/complaint_resolution

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution, course or degree program. Such certification merely indicates that certain minimum standards have been met under the rules and regulations of institutional certification as defined in Arkansas Code §6-61-301.

The International Sports Sciences Association is authorized by:

The Indiana Board for Proprietary Education

101. W. Ohio St., Suite 670

Indianapolis, IN 46204-1984

The International Sports Sciences Association is registered as a Private Institution with the Kansas Board of Regents. In addition to contacting DEAC and BPPE, Kansas residents may also contact the Kansas Board of Regents to assist with any complaints at: Kansas Board of Regents, 1000 SW Jackson St., Suite 520, Topeka, KS 66612, (785) 430-4240

http://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process

This institution is currently seeking registration with:

The Maryland Higher Education Commission

6 N. Liberty Street, 10th floor Baltimore, MD 21201

The International Sports Sciences Association is registered with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Minnesota Office of Higher Education

1450 Energy Park Dr., Suite 350

St. Paul, MN 55108

www.ohe.state.mn.us – 651-642-0533

Bankruptcy Notice

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Student Information Disclosure

Prospective and current students can locate important information about ISSA on the Consumer Information Disclosure page on our institution's website at <https://www.issaonline.edu/resources/title-4-consumer-information-disclosure>.

This page includes links to helpful information/disclosures, and is designed to provide open, pertinent information for both prospective and current students. The presentation of this information complies with the Higher Education Opportunity Act of 2008 that reauthorized the Higher Education Act of 1965, as amended (HEA), which requires colleges and universities to publicly disclose various aspects



of their policies and procedures. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. School Performance Fact Sheets can be found for each program on our institution's website at

<http://www.issaonline.edu/legal/school-performance-fact-sheet.cfm>.

Key Staff and Faculty

Sal A. Arria, President and CEO

Alex Hoffmann, Chief Academic Officer / Academic Dean

Sabeen Sadiq, Vice President of Academic Affairs / Registrar

Hours of Operation

9:00 am to 4:00 pm Pacific Time

Monday through Friday

CONTACT INFORMATION

International Sports Sciences Association

1015 Mark Avenue

Carpinteria, CA 93013

1.800.892.4772 (toll-free)

1.805.745.8111 (international)

1.805.566.6489 (fax)

admissions@issaonline.edu

www.ISSAonline.edu



ADMISSIONS

Application and Enrollment

ISSA's College of Exercise Science admissions policy is oriented to adult learners, including military members, who typically have previously completed high school or undergraduate-level courses, military training, or earned credit by examination. To be admitted to ISSA CES's degree program, students need to submit evidence of a high school diploma, GED certificate, or an international equivalent, and a government-issued photo ID. This institution does not accept ability-to-benefit students.

ISSA does not discriminate against and provides equal opportunity to all qualified persons without regard to race, color, national origin, religion, sexual orientation, gender, gender identity, age, disability, veteran status or any other category protected by local, state or federal laws.

U.S. Residents

Step 1: Apply Online

Prospective undergraduate students complete an online application that can be accessed from the website, www.ISSAonline.edu. Applicants indicate whether they will pursue a Certificate, an Associate's Degree in Exercise Science with an Emphasis in Personal Training, or are enrolling for personal enrichment.

Step 2: Admissions Process

ISSA's Admissions Team reviews an applicant's expressed goals and assists the applicant with submission of any required documentation, including official transcripts. Once a completed application has been submitted to the Admissions Office, approximately two to three weeks should be allowed for processing and notification of the admission status. Once a prospective student is admitted into a program, he/she will be notified of acceptance via email.

Step 3: Program Confirmation

After an applicant is admitted to the degree program, they must complete a Program Confirmation, which is used to report previously completed coursework, desired start date, desired first course, transcripts being sent, aid sources, intent to graduate.

Step 4: Transfer Credit Evaluation

Transfer credit is welcome and encouraged. Students who have completed past coursework or served in the military are invited to have official college and military transcripts sent to the Office of the Registrar for evaluation.

Step 5: Getting Started

Once program confirmation is complete and all required documents are submitted, the student is scheduled to be registered for their first course by the Office of the Registrar. Upon registration, the student is prompted to review and sign their enrollment agreement for the term.



International Students

Students who are not citizens or permanent residents of the United States are considered for admission to ISSA College of Exercise Science on the basis of academic preparation and personal qualifications.

Step 1: Apply online

Prospective undergraduate students complete an online application that can be accessed from the website, www.ISSAonline.edu. Applicants indicate whether they will pursue a Certificate, an Associate's Degree in Exercise Science with an Emphasis in Personal Training, or are enrolling for personal enrichment.

Step 2: Submit academic documentation

Prospective ISSA CES students send official copies of transcripts from secondary schools and colleges and universities to ISSA CES. Transcripts in languages other than English must be accompanied by a certified translation.

Foreign Transcript Evaluation:

Transcripts for comparable ISSA undergraduate courses completed in a country other than the United States must be evaluated by an outside credential evaluation company before they are submitted to ISSA CES. The National Association of Credential Evaluation Services (www.naces.org) members are acceptable sources for foreign credential evaluation and translation services.

*Step 3: Submit TOEFL/IELTS scores**

All instruction is in English. ISSA does not provide English language services. International applicants whose native language is not English must submit evidence of English proficiency through one of the following exams:

- Test of English as a Foreign Language (TOEFL) with a minimum score of 500 on the TOEFL PBT (Paper Based Test) or
- A minimum score of 61 on the TOEFL iBT (Internet Based Test)
- International English Language Testing System (IELTS) academic exam is also acceptable with a minimum score of 6.0

** Please Note: ISSA's school code for the TOEFL examination is: 9518. For IELTS simply search for International Sports Sciences Association.*

International students who have completed their undergraduate degrees at a nationally or regionally accredited U.S. college or ISSA CES do not need to submit TOEFL or IELTS scores.

ISSA programs are 100% distance education with no residency requirements. No visa services are offered and ISSA cannot verify student residency status.

Non-Degree Seeking Students

ISSA College of Exercise Science (CES) welcomes individuals who are not seeking a degree from the ISSA CES but wish to continue their education for college credit. Non-degree seeking students are individuals who may be taking coursework for personal enrichment, job enhancement, or certification. Non-degree seeking students may either enroll in individual courses or enroll into a certificate program.

Non-degree seeking students must formally apply in order to register for undergraduate coursework.



Certificate Program Options

ISSA offers nine different certificate programs. These certificates can be earned through structured undergraduate classes or through self-paced study. Certificate courses taken as self-paced study satisfy degree requirements, but do not contribute to the 30-credit undergraduate minimum required for associate's degree conferral. In order to transfer self-paced courses into the degree*, students must pass a competency exam.

Master Trainer™

Elite Trainer™

Bodybuilding Specialist

Certified Fitness Trainer

Corrective Exercise Specialist

Specialist in Fitness Nutrition

Specialist in Exercise Therapy

Specialist in Senior Fitness

Specialist in Sports Nutrition

Specialist in Strength and Conditioning

Youth Fitness Trainer

Please refer to the ISSA Certificate Programs section at the end of this catalog for details.

Please note that programs and courses are subject to change at the discretion of ISSA.

* A maximum of 2 self-paced or guided study courses can be transferred into the degree program.

Degree Program

ISSA offers an Associate's Degree in Exercise Science with an Emphasis in Personal Training.

Please refer to the *Associate's Degree in Exercise Science with an Emphasis in Personal Training* section at the end of this catalog for details. Please note that programs and courses are subject to change at the discretion of ISSA.

ISSA CES Enrollment Calendar

There are 8 start dates during the year beginning on Monday of each 5-week session. Each course is offered within a 10-week or 5-week timeframe, depending on the nature of the course. Each course has a designated start and end date. ISSA College of Exercise Science follows a quarter-based system.

ISSA Holidays

The ISSA is closed on the holidays listed below. Students have access to their online courses seven days a week including holidays.

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day



ACADEMIC INFORMATION

The Academic Affairs department primarily serves as the institutional voice for curriculum research and selection, instructional design, course development, faculty selection, articulation, student retention, outcomes assessment, and accreditation oversight for ISSA's College of Exercise Science.

Instructional Model

The goal of the College of Exercise Science is to provide a high-quality educational experience to both students and faculty through online learning using innovative technologies and teaching techniques. The instructional model for undergraduate classes is a modified open-enrollment study track conforming to the following:

- A cohort consists of one student.
- Enrollment is offered 8 times per year, beginning Monday of each session.
- Each enrollment has a fixed start date and end date.
- Students are required to submit assignments, discussions, and quizzes at the end of each week. Each course concludes with a final, proctored exam.
- Instructors finalize course grades within seven (7) calendar days of course end date and grades become official within fourteen (14) calendar days of course end date.

Academic Term

An academic term for undergraduate courses is defined as a 10-week quarter. There are two 5-week sessions within each quarter to accommodate short-term courses. Each course is offered within a 10-week or 5-week timeframe, depending on the nature of the course.

Assignments must be turned in according to the established course schedule. The start of an academic term begins on the published start date of the academic quarter. A student's enrollment status is determined by the number of units held in one 10-week quarter.

Distance Education Disclosure

Course Format and Access

ISSA courses and programs are 100% distance education with no residency requirement. Dormitory facilities, housing availability, and institutional assistance with housing is not offered and does not apply. Undergraduate coursework is delivered through our online Learning Management System (LMS), accessible via secured username and password through ISSA's Member Section at www.issatrainer.com. This course delivery platform is designed with an easy-to-use student interface. The LMS is used by students and faculty members for course syllabus, course work, and grading. Supported by the course instructor and the accompanying textbook, the LMS is the students' online classroom.

Students may begin classroom orientation shortly after registration. Students are required to complete classroom orientation prior to starting their first undergraduate course. The purpose of classroom orientation is to help the student navigate the LMS, understand the process for successfully completing a course, and utilize all helpful student resources.



Faculty and Instruction

Interaction with the course instructor is the front-line of academic support. The main academic goals include mastery of the course learning objectives and completion of all work within the course timeframe. The instructor's main responsibility is to work closely with the student to ensure the student's learning success. Faculty are responsible for communicating with students through the News Forum and email; providing the opportunity for office hours via the online tutor/chat room; monitoring student interaction throughout the course via assignment submission and discussion; and providing student-centered assignment feedback.

Continuous improvement and institutional effectiveness are essential to student satisfaction and academic progress. Students have the opportunity to evaluate the course and the instructor anonymously at the conclusion of each course.

Instructors

Alice Alvarado, MEd, MA *History*

MEd Teaching and Learning History Cognate, Liberty University; MA History, American Military University; BA History, California State University, San Bernardino

Cameron Baker, BS, Master Trainer *Personal Training*

BS Kinesiology, Westmont College; Master Trainer, ISSA

Melinda Bilecki, MA *English*

MA English, Baylor University; BA English, Rice University

Tamara Bohnett, MS *Biology*

MS Health Sciences, San Francisco State University; BS Dental Hygiene, Carroll College

Mark Chua, BA, Elite Trainer *Personal Training*

BA Psychology, California Lutheran University; Elite Trainer, ISSA

Renée Croteau, MS *Math*

MS Plastics Engineering, University of Massachusetts Lowell; BS Aerospace Engineering - Mathematics Minor, Syracuse University

Nicholas Duenez, BA *Personal Training*

BA Art, California State University, Northridge; AS Exercise Science, Master Trainer, International Sports Sciences Association

Christina Estrada, BS, Master Trainer *Personal Training*

BS Interdisciplinary Studies, Liberty University; AS Exercise Science, emphasis in Personal Training, International Sports Sciences Association

Sara Fleming, MS *Personal Training*

MS Biochemistry and Molecular Biology, Georgetown University; BA Biological Sciences, St. Mary's College of Maryland; CFT, ISSA

Patrick Gamboa, MBA, BS, Master Trainer *Personal Training*

MBA, California Lutheran University; BS Kinesiology, California State University, Fullerton; Master Trainer, ISSA

Alex Hoffmann, MS *Personal Training*

MS Kinesiology, California State University, Fullerton; BA Exercise Science, Central College, Pella, IA



Belal Kaifi, POSTDOC, EdD, MBA *Business, Professional Development*

POSTDOC Business Administration, University of Florida; EdD Organization and Leadership, University of San Francisco; MBA, University of Phoenix; MPA, California State University, East Bay; BS Business Administration, San Jose State University

Lindsay Kent, BA, Master Trainer *Personal Training*

BA English Major, Communications Minor, University of West Georgia; AS Exercise Science, Master Trainer, ISSA

Mariela Marin, MA *Behavioral Science, Communications*

MA Clinical Psychology, Antioch University; BA Psychology, University of Notre Dame; BA Spanish, University of Notre Dame

Ruth McDonough, MEd *Biology*

MEd Education, emphasis in Technology in Education, Lesley University; BS Biology, Gonzaga University

Anne Phillips, MEd *Business, Communications, Personal and Professional Development*

MEd Education, emphasis in Human Resources and Organizational Development University of Georgia, Athens; BA Elementary Education, Carroll College; Designation-Senior professional Human Resources (SPHR); Designation-Human Capital Strategist

David Robinson, MA *Math*

MA Educational Technology, Fresno Pacific University; BS Math, Liberty University; Library Media Teacher Credential, Fresno Pacific University

Bobby Rollins, MBA, Master Trainer *Personal Training*

MBA Project Management, Grantham University; BS Business Administration, Grantham University; AS Exercise Science, emphasis in Personal Training, International Sports Sciences Association

Ryan Smith, MBA *Communications*

MBA Sports Management, Lindenwood University; BS Exercise Science, Ottawa University

Participation

Participation is identified through completion of course activities and assignment submission. Assignments include written assignments, discussion posts, quizzes and exams. To be successful, each student must submit all assignments and contribute to the classroom discussions. Assignments must be submitted by the posted deadline. When assignments are not submitted by the deadline, Program Advisors and instructors may contact students by email to check on their status and offer assistance if needed. Instructors assess the quality of the students' contributions during the course by evaluating each assignment. Failure to complete assignments and maintain a passing course grade of C or higher may contribute to unsatisfactory academic progress.

Student's work should:

- Reflect understanding of the course objectives
- Reflect original thought and reflection on the course topics
- Reflect ideas offered in the assigned course readings and feedback from the instructor
- Show evidence of thorough reading and analysis of the material being studied and discussed
- Show evidence that the student distinguishes among different kinds of data (e.g., facts, opinions, assumptions, inferences, and evaluations)



- Show a willingness to test new ideas
- Reflect a willingness to interact with faculty by asking questions and challenging ideas and conclusions.
- Avoid commentary that does not demonstrate comprehension. Passive comments such as “That’s right” or “I disagree” need to be supported by new evidence.
- Be substantiated and persuasively presented

Non-participation is characterized by lack of assignment submission and inadequate contribution in threaded discussions. Non-participation will be monitored by both Program Advisors and the instructor.

During the first two modules of a session, participation will be closely monitored. Students who have not participated will be contacted by their Program Advisors. If students are experiencing extraordinary circumstances that prevented assignment submission, Program Advisors will provide assistance as needed.

Program Advisors and instructors will send warning emails to students who fail to submit assignments or participate. The warning email will indicate that the students’ assignment grades and final course grade may fail to meet the minimum academic standard.

Student Identity Verification

Federal standards require that institutions verify the identity of students receiving academic credit. Applicants are required to submit a copy of a government-issued photo ID in order to be admitted to ISSA’s College of Exercise Science. Applicant records are confidential and protected by FERPA.

Acceptable forms of identification:

- Driver’s License
- State-issued Identification Card
- Military ID
- Passport

All students are designated a specific username and password upon enrollment. The student’s email acts as their username and must match the email submitted and verified in their student record. The student is then given a generic password, which is sent to the student email. The student must click on a provided link in order to verify their email address and select a personal password.

Proctored Examinations

All undergraduate classes end with a timed, one-hour, proctored examination. It is the student’s responsibility to make arrangements 5 weeks prior to the exam. Proctoring fees are determined by the proctor and are not included in institutional tuition or institutional fees.

Option 1: Online Webcam Proctoring * recommended *

To learn more about online proctoring, visit www.proctoru.com

1. Visit www.proctoru.com/testitout to make sure your computer and Internet connection can support online proctoring.
2. Schedule an exam at www.proctoru.com
 - Click the “Login” button to create an account (new users) or login (returning users)



- Select “Schedule New Exam”
 - Select “Current Term”
 - Find the name of this course in “Name of Exam”
 - Choose a date and time
 - Pay the reservation fee
3. At the time of your exam, return to www.proctoru.com, login, and select your exam.
 4. If you need to change your reservation, reschedule directly in your ProctorU account or call ProctorU at 855-772-8678. To avoid a late rescheduling fee, be sure to reschedule 72 hours (3 days) in advance.

Technical Specifications:

(Visit www.proctoru.com/testitout to test your computer, webcam, and Internet connection)

- PC: A well-working computer running Windows XP or higher with 500 MB of RAM or higher
- Mac: A well working computer running Mac OS10 or higher
- A webcam with 640x480 video pixel resolution
- Headphones or working speakers connected to the computer
- A microphone connected to the computer (we recommend having a webcam that has a built in microphone)
- A reliable high-speed internet connection (minimum 768 Kbps/128 Kbps)
- A web browser with Adobe Flash Player installed. (Flash Player 10 recommended)
- Authority to allow remote access to your computer and screen by ProctorU

Option 2: Live Third-Party Proctoring

If you do not have the necessary technical specifications to utilize ProctorU, then you must make arrangements for a live proctor.

1. Obtain a proctor. The proctor must be a disinterested third party authorized by the ISSA.
 - Member of the clergy or religious leader
 - Librarian
 - High-school teacher
 - Community college proctor
 - Other official proctor
2. Sample proctors that are not authorized:
 - Anyone related by blood or by law
 - Girlfriend / boyfriend / fiancé(e) / partner / spouse
 - Former or current ISSA student
 - Friend
 - Roommate / housemate
 - *NOTE* This is not a complete list. Find someone that showcases your integrity and commitment to academic honesty. If you do not, you could face a failing grade or dismissal from the program.



- Schedule an exam time with your proctor. The exam time must be during the final week of the course. Your proctor will need to be with you for the duration of your exam.
- Obtain a Third-party Proctor Form. Take this form with you to your scheduled exam.
- Have your proctor contact ISSA from 9:00am to 4:00pm, Pacific; M-F for a course-specific passcode. The proctor can do this at any time before your scheduled exam.
- 1.800.892.4772 | proctor@issaonline.edu
- At the time of the exam, the proctor shall confirm your identity through photo identification and complete the proctor form.
- You will log in to your course and click on your final exam.
- Your proctor will manually input the secure passcode provided by ISSA to unlock your exam.
- You will have one hour to complete the final in a closed-book, closed-note, proctored setting.
- Your proctor must monitor you for the duration of the exam and note the time you finish on the proctor form.
- You will need to fax or email the form to your Program Advisor before you receive your grade. (The form contains these instructions.)

Section 504/American with Disabilities (ADA) Policy

ISSA does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, religion, sexual orientation, national origin or any other category protected by local, state or federal laws. Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. ISSA will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

ISSA's ADA Compliance Coordinator — Paul Arria, accessibility@issaonline.edu, 1-805-745-8111 — is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Requests for Accommodation:

If you would like to request academic adjustment or auxiliary aids, please contact your Program Advisor. You may request academic adjustments or auxiliary aids at any time.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- Notify your Program Advisor** in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed.
Email: ces-support@issaonline.edu
- Your Program Advisor will respond within two weeks of receiving the request.
- If you would like to request reconsideration of the decision regarding your request, please contact your Program Advisor within one week of the date of the response. Please provide a statement of why and how you think the response should be modified.



Section 504 Internal Grievance Procedure

It is ISSA's policy not to discriminate on the basis of disability. ISSA has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794).

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of Paul Arria, who have been designated to coordinate the efforts of ISSA to comply with Section 504. The Compliance Coordinator can be contacted by phone number at 800-892-4772 or by email at accessibility@issaonline.edu.

Any person who believes she/he has been subjected to discrimination on the basis of disability may file a grievance pursuant to the procedure outlined below. ISSA will not retaliate against anyone who files a grievance in good faith or cooperates in the investigation of a grievance.

Procedure:

Grievances must be submitted to Patrick Gamboa, 800-892-4772 or by email at accessibility@issaonline.edu the Section 504 Grievance Compliance Coordinator, within thirty (30) days of the date, the person filing the grievance becomes aware of the alleged discriminatory action.

A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

The Section 504 Grievance Compliance Coordinator (or his designee) shall investigate the complaint (i.e., identify and obtain relevant evidence, identify and obtain statements from relevant witnesses) and afford all interested persons an opportunity to submit relevant evidence. The Complainant may also present witnesses relative to the complaint. The Section 504 Grievance Compliance Coordinator will maintain the files and records relating to such grievances. The Section 504 Grievance Compliance Coordinator will issue a written decision on the grievance no later than 30 days after its filing.

The person filing the grievance may appeal the decision of the Section 504 Grievance Compliance Coordinator by writing to ISSA's Executive Director, Dr. Salvatore A. Arria, 1015 Mark Avenue, Carpinteria, CA 93013 who can be reached at 800-892-4772 or by email at sarria@issaonline.edu within 15 days of receiving the Section 504 Grievance Coordinator's decision. ISSA's Executive Director shall issue a written decision in response to the appeal no later than 30 days after its filing.

The availability and use of this grievance procedure do not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights. A student or any member of the public may also file a complaint about this institution with the BPPE at any time by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet website www.bppe.ca.gov.

ISSA will take all steps to prevent recurrence of any harassment or other discrimination and to correct discriminatory effects where appropriate. ISSA will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. The Section 504 Compliance Coordinator will be responsible for such arrangements.



Anti-Harassment and Discrimination Policy (for Students and Employees)

ISSA is committed to providing a work and school environment free of unlawful harassment or discrimination. All employees are required to take our mandatory Sexual Harassment and Prevention Training every two years. ISSA policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, ISSA prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and ISSA has jurisdiction over Title IX complaints.

ISSA's anti-harassment policy applies to all persons involved in the operation of ISSA, and prohibits unlawful harassment by any employee of ISSA, as well as students, customers, vendors or anyone who does business with the ISSA. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom ISSA does business engages in unlawful harassment or discrimination, ISSA will take appropriate corrective action.

As part of ISSA's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to ISSA's community through publications, the school website, new employee orientations, student orientations, and other appropriate channels of communication. ISSA provides training to key staff members to enable ISSA to handle any allegations of sexual harassment or sexual violence promptly and effectively. ISSA will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Definitions

Sexual Harassment is defined as unwelcome is defined as unwelcome advances, requests for sexual favors, other verbal or physical sexual conduct, or any other offensive unequal treatment of an employee, student, or group of employees or students that would not occur except for their sex when:

1. The advances, requests or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile, or otherwise offensive work or academic environment.
2. Submission to such advances, requests or conduct is explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement.
3. Submission to or rejection of such advances, requests or conduct is used as a basis for employment or academic decisions.

Sexual Harassment is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972, (42 U.S.C. S2000e, et. seq.), and Title IX of the Education Amendments of 1972 (20 U.S.C. 1691, et. seq.) and is punishable under both federal and state laws. Forms of sexual harassment include, but are not limited to, sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated



requests for dates, unwelcome touching, promise of reward for sexual favors. Students, faculty or staff who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the investigation.

Sexual Violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of acts fall into the category, including sexual assault or harassment based on sexual orientation, domestic violence, dating violence, and stalking. Alleged sexual violence against another may also constitute a crime resulting in an additional, independent law enforcement investigation falling outside of this Grievance Policy. These acts will not be tolerated at ISSA as such acts are inappropriate and create an environment contrary to the goals and mission of ISSA. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.

Sexual Assault includes rape, acquaintance rape, fondling, incest, and statutory rape, as well as other forms of nonconsensual sexual activity.

Domestic Violence means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence means a violence act committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse and dating violence does not include acts covered under the definition of domestic violence.

Stalking means "engaging in a course of conduct (two or more acts including but not limited to acts in which the stalker directly, indirectly, or through third parties, or by any action, method, device or means, follows, monitors observes, surveils, threatens or communicates to or about a person or interferes with his or her property that is directed at a specific person and would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Consent means voluntary agreement to engage in sexual activity by verbal agreement or active and willing participation in sexual activity. Someone who is incapacitated or under the age of consent under state law cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent may be withdrawn at any time. Coercion, force, or threat of either invalidates consent.



Prohibited Conduct

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- i. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- ii. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
- iii. it creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's or ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

Complaint/Grievance Procedure

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, supervisor, Human Resources, or the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with ISSA is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the Title IX Coordinator for student-related complaints and to the Human Resources Department if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

All complaints involving a student will be referred to the campus's Title IX Coordinator. The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Title IX Coordinator:

Keri Davis
1015 Mark Ave, Carpinteria CA 93013
1-805-745-8111
studentaffairs@issaonline.edu



ISSA ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how ISSA's grievance procedures operate. Because complaints can also be filed with an employee's supervisor or Human Resources, these employees also receive training on ISSA's grievance procedures and any other procedures used for investigating reports of sexual harassment.

Investigation of Complaints

In response to all complaints, ISSA promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. ISSA shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, ISSA will weigh the student's request for confidentiality against the impact on school safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

The preponderance of the evidence standard will apply to investigations, meaning ISSA will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint.

During the investigation, ISSA will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved.

If ISSA determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and ISSA will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by ISSA to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from ISSA's disciplinary process. To the extent that an employee or contract worker is not satisfied with ISSA's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief. In California, employees may notify the Department of Fair Employment and Housing by consulting the government agency listings in the telephone book or on-line at www.dfeh.ca.gov. The Department of Fair Employment and Housing will, in appropriate cases, prepare and investigate complaints of harassment or discrimination; after a hearing, the Fair Employment and Housing Commission may award damages to individuals actually injured as a result of such conduct, as well as other remedies.]

Retaliation Prohibited

ISSA will not retaliate against you for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify your supervisor, Human Resources or the Title IX Coordinator.



Reporting Requirements

Victims of sexual misconduct should be aware that ISSA administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. ISSA will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. ISSA reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Additional Information

Employees should contact Human Resources for more information or any questions related to this policy. Students may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.

Student Classifications

- Full-time Student: student who is registered for a minimum of 12 undergraduate credits per quarter
- Half-time Student: student who is registered for a minimum of 6 undergraduate credits per quarter
- Active Student: student who is registered for a minimum of 2 credits that contribute to degree requirements during the year
- Inactive Student: student who has not been registered for at least 1 credit that contributes to degree requirements within a year
- Personal Enrichment: student who is not admitted into an academic program but is enrolled in classes
- Admitted Student: student who has completed the admissions process for a degree program
- Withdrawn: students who have requested withdrawal from the program, or students who have been administratively withdrawn by the institution
- Dismissed: students who have been dismissed from an academic program for failure to meet satisfactory academic progress or other conduct

Policies

Grading Policy

Students are expected to maintain at least minimum grade point averages (GPA). To remain in Good Academic Standing each quarter and to earn a degree, a student must earn an institutional GPA of 2.0 or better.

Faculty members are responsible for grading all students assigned to them. Faculty members will be able to view all of their currently enrolled students' grade reports through the LMS. **Response/evaluation/grading of student lessons and projects:** Faculty will submit assignment grades within seven days of assignment due date and



a final grade within seven days of the course completion date. Student can monitor their grades in the LMS on a continual basis. Late assignments, if accepted by the instructor, will be graded within seven days of the course completion date. Assignments for incomplete courses will be graded within seven days of the date of expiration of the incomplete.

Official grades may be held until all financial obligations are met.

GPA Type Definitions

Course GPA. GPA calculated from one course.

Term GPA. GPA calculated from on all completed courses associated with one term.

Institutional GPA. GPA calculated from on all completed courses through the institution.

Grading Scale and Equivalents

ISSA CES has established the following grading scale. All faculty members are required to comply with this scale and its equivalents. Plus or minus grades indicate a high or low end grade that has been assigned. These grades may be assigned on individual assignments within a course or as the final course grade.

Grading Criteria

A = Excellent

The student has demonstrated a thorough understanding of the content and skills presented in the course and consistently initiates thoughtful questions and can see many sides of an issue. The student writes logically and clearly. He or she also integrates ideas throughout the course and, as appropriate, from previously completed courses in a program.

B = Good to very good

The B student is an excellent writer and maintains consistent performance and understanding of course content that goes beyond the minimum requirements.

C = Satisfactory

The C student demonstrates a minimal comprehension of the skills and subject matter included in the course and accomplishes only the minimum requirements, while displaying little or no initiative.

D = Below average

The student's performance is barely acceptable. Assignments are late or missing and there is not even a minimal understanding or mastery of course content skills.

F = Failing

Quality and quantity of work is unacceptable.

Course grades of "C-" or lower fall below the level for satisfactory academic progress.

Grade	Equivalent	Points	Scale
A+		4.00	97-100
A	Excellent	4.00	94-96
A-		3.67	90-93
B+		3.33	87-89
B	Good	3.00	84-86
B-		2.67	80-83
C+		2.33	77-79
C	Satisfactory	2.00	74-76
C-		1.67	70-73
D+		1.33	67-69
D	Poor	1.00	64-66
D-		0.67	60-63
F	Failure	0.00	Below 60
I	Incomplete	0.00	
W	Withdrawal		
AC	Administrative Cancellation		
AW	Administrative Withdrawal		
IP	In Progress		



I = Incomplete

Coursework will have a designed Incomplete status when the course has ended, but a final grade has not been assigned.

W = Withdrawal

Students who officially withdraw before the final withdrawal deadline will receive a “W.” A “W” is not calculated into the GPA. If the student does not withdraw prior to the final withdrawal deadline, his/her grade will be calculated as points earned divided by total course points and the grade is calculated into the GPA.

AC = Administrative Cancellation

Administrative cancellation refers to a student course cancellation that is initiated by the institution. Administrative Cancellations commonly apply to coursework that has not begun. ISSA CES may cancel students from courses for reasons which include but are not limited to:

- Not satisfying a course prerequisite
- Outstanding tuition
- Plagiarism
- Computer tampering

Students who are administratively cancelled from the identified course(s) will receive the grade of AC on their academic record. The AC grade has no effect on the student’s academic GPA. The student will be notified of the Administrative Cancellation to their primary email from the Office of the Registrar.

AW = Administrative Withdrawal

Administrative withdrawal refers to a student course withdrawal that is initiated by the institution. Administrative Withdrawals commonly apply to coursework that has already begun. ISSA CES may withdraw students from courses for reasons which include but are not limited to:

- Failing to participate in classes
- Not satisfying a course prerequisite
- “Dropping out” in the middle of a term
- Plagiarism
- Computer tampering

Students who are administratively withdrawn from the identified course(s) will receive the grade of AW on their academic record. The AW grade has no effect on the student’s academic GPA. The student will be notified of the Administrative Withdrawal to their primary email from the Office of the Registrar.

IP = In Progress

Coursework will have a designed In Progress status while the course is in progress (during the course start and end dates). No quality points are assigned to In Progress coursework and there is no associated GPA.

Grade Challenges

ISSA College of Exercise Science faculty members are experts within their fields of study and have the final authority for assigning grades with the exception to grades that are found to be a result of arbitrary or capricious grading.

If a student believes and is able to support with clear and credible evidence that capricious or unprofessional grading has taken place, a grade challenge may be made on a final course grade basis. Individual course assessment grades are to be handled between student and faculty while a course is in session. The grade challenge policy governs course final grades.

The following policies and procedures apply to all grade challenges:

1. If a student believes he or she received a final course grade based on capricious or unprofessional grading, the student must discuss the dispute with the faculty member who issued the grade within 7 days of the final grade being posted. The correspondence must be tracked through email.
2. If a satisfactory solution cannot be found, the student may submit a written Grade Challenge to studentaffairs@issaonline.edu. The challenge must include: reason for request, description of circumstances, and documentation of the attempt to resolve the dispute with the course instructor.
3. Grade Challenges must be initiated within 21 days of the final grade posting date.

It is the student's responsibility to provide the necessary information to support the challenge.

The burden rests with the student to provide any additional supporting documentation. Examples of necessary information include: Medical verification if exception is due to illness, copies of any documentation to substantiate the request, etc. If any type of documentation is missing, the challenge will be rejected.

A member or members of the Student Standards Committee will review the challenge to determine if further action is warranted. The Committee member's determination will be final.

Attendance Policy

All students are expected to participate in class regularly and complete their courses within the published timeframe.

Participation is identified by assignment submission, completion of a quiz or exam, viewing a lecture, or posting in a classroom forum. All required course activities should be submitted through the LMS by the published deadline.

Overall class participation is evaluated no later than 30 days following the conclusion of the course. Students who ceased participation may be considered an unofficial withdrawal. Any received tuition benefits will be adjusted according to governing regulation.

Extensions/Incompletes

If circumstances prevent students from completing a course within the prescribed timeframe, an extension time period can be requested.

A student must submit a Request for Incomplete via the online classroom within 3 days of the close of class. Factors such as reason for an extension, academic progress within the course, and prior communication with the instructor regarding circumstances will be evaluated to determine approval of an extension. The instructor will notify the student of the status of his or her request. If the request is approved, the student must complete the remaining coursework by the date indicated by the instructor. If no date is provided by the instructor, the student must complete



the remaining coursework no later than the close of the subsequent quarter. If the request is denied, the student may write a letter and contact studentaffairs@issaonline.edu and request further review and status determination.

During the time of extension, the course will be marked as “Incomplete” and the grade on record will be an “I.” Students are required to inform their instructors of submitted work. If they do not, their work will not be evaluated.

A student’s course load includes incomplete courses. Students with a course load that exceeds 15 credits will be required to reduce the number of active classes until incomplete courses are removed.

The removal of an incomplete should be the student’s first priority. Extensions beyond the specified deadline are rarely approved; however, under extenuating circumstances, a student may request an additional extension within the last week of the first extension and prior to the last day. Documentation may be required. All work must be complete by the close of the subsequent quarter. Registration for future quarters may be prohibited until the incomplete is removed.

A maximum of 4 incompletes are allowed within a 12-month period. If the student reaches the maximum allowed incompletes or if the student acquires incompletes in two consecutive terms, registration for future quarters may be prohibited until the incompletes are removed.

Grade changes for Incomplete courses are automatically replaced 14 days following the conclusion of the subsequent quarter, and are calculated according to the points complete out of total points. The institution will not report replaced grades before this time. *The institution is not responsible if this amount of time exceeds the allowable time to replace an Incomplete grade for students using outside assistance. Students must consider these consequences for themselves when evaluating the benefits of taking an Incomplete.* An administrative fee of \$99 will apply to any accommodations made regarding this policy.

Leave of Absence

A leave of absence (LOA) is a temporary interruption in a student’s program of study and should only be requested in emergencies and extenuating circumstances—including but not limited to medical reasons or military service. All requests for LOA must be submitted in writing via online form. Requests shall include the reason for the request and the amount of time needed. LOA cannot exceed 180 days in any 12-month period. Contact registrar@issaonline.edu to request the form.

ISSA/CES does not assess any additional institutional charges, the student’s need will not increase, and the student is not eligible for any additional federal student aid.

LOA may have a serious impact on financial aid. Any student considering LOA should consult with the Financial Aid Office to determine how their financial aid will be affected.

Note: Student borrowers are given a six-month grace period on most types of federal loans starting at the date that enrollment ceases. During this time, lenders will treat the borrower’s loans as if the borrower were still enrolled in school full-time. Once a grace period is used on a specific loan, it will not be given again. At the end of the grace period, the student will be required to enter repayment on their federal educational loans until they return to school; however, deferment or forbearance options are available if the student makes a request to their lender.



Repeated Courses

Undergraduate courses may be repeated. The lower grade remains on record with a notation that the course has been repeated. Credit is awarded as earned. Only the highest grade is calculated into grade point average.

Grades earned at ISSA remain in the student's grade point average if the coursework is repeated at another institution.

Academic Honesty

Violation of academic honesty includes **any act that gives an unfair academic advantage to a student**. This includes but is not limited to cheating on assignments and quizzes, plagiarizing, or using an unauthorized proctor during proctored exams.

Examples of Academic Honesty Violations:

- Using words or ideas that do not represent the student's original work
- Failing to cite all relevant sources used as reference material
- Submitting another person's work or work that was produced through collaboration with another student as one's own
- Unauthorized collaboration with another student or other third party on an assignment, quiz, or exam
- Soliciting another person to take an exam or write a paper for one's own class
- Submitting work done in one course to satisfy the requirements of another unless both instructors agree beforehand to accept such work
- Falsifying, forging, or altering documents such transcripts and academic forms—including proctor and extension forms

Students must always submit work in their own words. When a student uses outside sources, s/he must make clear the extent to which such sources were used. Any words or ideas that are not the student's own require citation.

Plagiarism is presenting someone else's work as your own. **If you use a whole document, a paragraph, a single sentence, a graphic element—even an idea developed by another—and you don't acknowledge the creator, you are committing plagiarism.**

When instances of academic dishonesty have been detected, faculty members will have a number of options for addressing the incident with the student:

- Resubmission of the assignment (possibly for fewer points)
- Failure on the assignment
- Additional assignment(s)
- Reduction of the final course grade
- Failing grade in the course

When the faculty member has determined that academic dishonesty has occurred and that a disciplinary action is necessary, he or she will initiate the following:

- First, work with the student to determine the circumstances
- If the instructor and student cannot resolve the situation satisfactorily, the instructor submits an academic dishonesty complaint to the Academic Dean.*
- The student will receive a letter that officially notifies him or her of the charge of academic dishonesty



- The student may appeal the allegation by providing a written statement to studentaffairs@issaonline.edu. The appeal must be submitted within seven days of the charge of academic dishonesty.

In the case of an appeal, the Academic Dean will submit the allegation to an ethics committee that will consist of selected faculty and the Academic Dean. The ethics committee will determine the appropriate action for the student's violation of the academic honesty policy.

Cases submitted to the Academic Dean will result in the initiation of a formal administrative investigation and review by an ethics committee. The result of that investigation may lead to one of the following actions:

- Removal from class
- Disciplinary action which might include, but is not be limited to, documented counseling by a ISSA CES staff member, loss of quarter credit, or suspension
- Expulsion from the ISSA CES

All actions will be based on the severity of the offense.

* In cases where there may exist a conflict of interest, the VPAA will substitute for the Academic Dean.

Preventing Plagiarism

ISSA CES faculty members take these steps to prevent instances of plagiarism:

- Set clear expectations for assignments, including format and citation requirements
- Design assignments to fulfill specific objectives which might include personal applications, work experiences, or specialized knowledge that only the student might possess
- Use a plagiarism checker
- Take immediate action when plagiarism is suspected
- Use clear language in the course syllabus that might communicate the definition and consequences of plagiarism and the importance of academic honesty

Remember: Students must always submit work in their own words. When a student uses outside sources, s/he must make clear the extent to which such sources were used. Any words or ideas that are not the student's own require citation.

Conduct Policy

ISSA's programs are designed to prepare graduates to succeed in a professional setting. As part of that development, students are required to conduct themselves in an orderly, considerate, respectful, and professional manner at all times. Displayed conduct includes, but is not limited to, the content of an online profile, participation in the online classroom, and interaction with ISSA faculty and staff via email or phone. Acceptable student conduct also includes adherence to the policies described in this catalog, including but not limited to, attendance requirements and academic honesty. Violation of these conditions is grounds for dismissal.

ISSA has been in the fitness industry from the very beginning. We know the professional characteristics that are necessary for industry success. We hold you to these same high standards as students because we believe you can develop the required characteristics of successful trainers. We're here to bring out your professional best.



Satisfactory Academic Progress

Minimum Standards

All students must maintain at least a 2.0 institutional grade point average (GPA) and earn two-thirds of the credits they attempt.

Maximum Time Frame

Students must meet the program requirements within 150% of the published length of the program. For example, a student can attempt a maximum of 135 credits in order to complete the required 90.

The following can have a negative impact on satisfactory academic progress:

- Course grade below C: Course grades below C count as credits attempted and complete, but negatively impact GPA. This impacts minimum standards.
- Failed course: A failed course counts as credits attempted but not complete, and has a negative impact on GPA. This impacts minimum standards and maximum time frame.
- Incomplete: Incompletes count as credits attempted but not complete. This impacts minimum standards and maximum time frame. Incomplete grades are automatically replaced with the final course grade at the conclusion of the subsequent quarter. The course grade is calculated as points earned divided by total course points. The resulting letter grade will impact credits earned and GPA accordingly.
- Withdrawal: Withdrawals count as credits attempted but not complete. This impacts minimum standards and maximum time frame.
- Repeated Course: Credits from both course attempts are counted as credits attempted. Completed credits will count toward credits complete. Only the highest grade received will be included in GPA.
- Transfer Credit: Accepted transfer credits count as attempted and complete credits. This impacts maximum time frame.

Evaluation Point

Academic progress is evaluated at the end of each 10-week quarter, after grades are official.

Warning, Ineligible, Probation, Disqualified, Appeal

Warning: Students who do not meet minimum standards will be placed on Warning until the next evaluation point. Students are notified in writing via email.

Students on Warning must complete an Academic Meeting with a Program Advisor. Requesting and scheduling an Academic Meeting is the student's responsibility. Failure to complete an Academic Meeting may result in a hold on future registration.

Students on Warning may remain eligible for federal, state, and institutional financial assistance programs for one payment period (until the next evaluation point).

Students are eligible to be removed from Academic Warning if they are able to meet the minimum GPA and earn the required credits by the end of the Warning period.

Ineligible: Students who do not meet minimum standards by the end of the Warning period (second evaluation point) become ineligible for all federal, state, and insti-



tutional financial assistance programs, pending successful appeal. Any received tuition benefits will be adjusted according to governing regulation.

Appeal: On occasion, serious circumstances such as injury, illness, or death of a relative can cause a major disruption in a student's ability to successfully complete coursework. If students believe that they can present mitigating circumstances for failing to meet minimum standards, they must make an appeal in writing. To appeal, students must complete an Appeal to Continue Study questionnaire and submit the questionnaire to studentaffairs@issaonline.edu. The Appeals Committee will review the appeal, make a decision, and send a written response to the student via email. Students who are reinstated through the appeal process will be reinstated on Probation.

Probation: Students who successfully appeal ineligibility will be permitted to take courses on Probation. Students on Probation must complete an Academic Meeting with a Program Advisor and follow an Academic Recovery Plan, which may require the student to fulfill specific terms and conditions such as taking a reduced course load or enrolling in specific courses. Requesting and scheduling an Academic Meeting is the student's responsibility. Failure to complete an Academic Meeting and Academic Recovery Plan may result in a hold on future registration.

Students on Probation may remain eligible for federal, state, and institutional financial assistance programs for one payment period (until the next evaluation point). To qualify for further Financial Aid and/or outside financial assistance, the student must meet minimum standards or be making progress on an Academic Recovery Plan.

Students are eligible to be removed from Probation if they are able to meet the minimum GPA and earn the required credits by the end of the Probation period.

Disqualified: Students who do not meet minimum standards by the end of the Probation period (third evaluation point) and are not making progress on an Academic Recovery Plan are subject to disqualification and the student's eligibility for federal, state, and institutional financial assistance programs is terminated. Disqualified students may be prohibited from enrolling in classes for one term.

Disqualified and ineligible students who choose not to appeal or who fail an appeal are permitted to take courses at their own expense until they are able to meet minimum standards. Admission as a regular student is subject to availability at the time of academic recovery.

Policy Changes

ISSA reserves the right to change its rules, policies and procedures. Current policies are posted in the catalog and available online at issaonline.edu.

VA Notification

ISSA will notify the VA Office of the following changes in student status. Students using veteran benefits to assist with tuition are advised to contact their VA Office to determine if changes in student status will affect their benefits.

- Enrollment Leave of absence
- Drop/Add Probation
- Withdrawal Dismissal
- Extension



Third-Party Grade Reporting

ISSA will report grades as required by third-parties that award tuition assistance, as directed by the terms of the award. Examples include but are not limited to Military Tuition Assistance, Military Spouse Financial Assistance, and Employer Sponsored Tuition Assistance. Students are responsible for understanding the grading standards required to maintain assistance. Standards may include maintaining a specified GPA, receiving a grade within a specified time period following the end of the course, removing incomplete grades within a specified time, or limits on allowed incompletes.

Students must be aware that Incomplete grades are automatically replaced and reportable no sooner than 14 days after the conclusion of the subsequent quarter. The institution is not responsible if this amount of time exceeds allowable time to replace an Incomplete grade. Students must consider these consequences when evaluating the benefits of an Incomplete.

Graduation

To receive an Associate's Degree, a student must satisfy requirements related to quarter credits, grade point average, program of study and courses. It is the student's responsibility to ensure that all requirements for graduation have been met and are completed in a timely manner. To assist students in this process, ISSA CES provides support through Program Advisors.

Once a student has determined that all requirements have been met, the student submits a graduation application to the Office of the Registrar.

For an Associate's Degree, a student must complete the following:

- Earn a minimum of 90 quarter credits of which 30 credits are general education, 30 credits are core courses, and 30 credits are electives. At least 30 credits must be earned as structured undergraduate ISSA courses.
- Maintain an overall institutional GPA of 2.0
- Maintain a 2.0 GPA specifically in core coursework
- Fulfill the academic requirements as directed by the degree program.

Degrees with ISSA CES are conferred on a quarterly basis. The conferral date is defined as the date on which a student's degree is officially awarded. After completing all courses and submitting a completed graduation application, graduating students must resolve any outstanding financial obligations. After all academic and administrative requirements have been met, students will receive their diploma. degree until all financial obligations to ISSA have been satisfied.

Delta Epsilon Tau Honors Society

ISSA College of Exercise Science recognizes the academic achievements of students with the establishment of the ISSA Omega of California Chapter of the Delta Epsilon Tau (DET) International Honor Society.

Students who have earned an Associate's Degree with an institutional GPA of 3.75 or higher at ISSA College of Exercise Science are eligible for recognition. A committee comprised of ISSA CES faculty and administration review eligible candidates.

Delta Epsilon Tau Honors Society is chartered and accredited by the Accrediting Commission of the Distance Education Accrediting Commission (DEAC).



STUDENT AFFAIRS

The Student Affairs department is responsible for providing personalized, proactive, responsive service to enhance student engagement within the ISSA CES distance learning environment. The various sections of the department, including the registrar, transfer credit evaluation, program advisors, and student service representatives form the nucleus of the student support teams.

The institution does not provide placement services.

Registrar

The Office of the Registrar serves as the institutional administrator for academic information and records that support faculty, staff, and students. Services provided by the Registrar include:

- Management of student academic records
- Determination of transferability of courses
- Degree plan services
- Course registration and enrollment verification
- Providing official and unofficial transcripts
- Assessment and conferral of degrees
- Consulting on academic policies and procedures
- Informing students, faculty members, and staff of their rights and responsibilities for their educational records, access, and privacy

Student Records

The following describes the retention and maintenance of student records.

- Admissions documents for applicants who do not enter (whether accepted or rejected): 1 year after application
- Admissions documents for applicants who enroll: 5 years after graduation or date of last attendance
- Academic records: permanent

Transfer and Award of Academic Credit

College transfer credits are determined by the receiving institution. Each institution is responsible for determining its own policies and practices with regard to the transfer and award of credit. It is the receiving institution's responsibility to provide reasonable and definitive policies and procedures for determining a student's knowledge in required subject areas. ISSA will furnish transcripts and other documents necessary for a receiving institution to judge the quality and quantity of the work completed by its students. Be advised that the work reflected on the transcript may or may not be accepted by a receiving institution.

Transfer Credit

Credit transfer depends on:

1. The educational quality of the institution from which the student transfers.
2. The comparability of the nature, content, and level of credit earned.
3. The appropriateness and applicability of the credit earned to the programs offered by the receiving institution, in light of the student's educational goals.



Accreditation: Accreditation speaks primarily to the first of these considerations, serving as the basic indicator that an institution meets certain minimum standards. ISSA gives careful attention to the accreditation conferred by accrediting bodies recognized by the Council for Higher Education Accreditation (CHEA and/or the U.S. Department of Education (USDE). CHEA is a non-profit organization of colleges and universities that has a formal process of recognition that requires recognized accrediting bodies to meet the same, generally accepted minimum standards for accreditation. USDE has a governmental process of recognition that requires recognized accrediting bodies to meet federal standards ensuring that education provided by accredited institutions of higher education meets acceptable levels of quality.

Comparability and Applicability: Comparability of the nature, content, and level of transfer credit and the appropriateness and applicability of the credit earned in programs offered by the receiving institution are important in the evaluation process. This information is obtained from catalogs and other materials and from direct contact between staff at both the receiving and sending institutions.

Admissions and Degree Purposes: There may be differences between the acceptance of credit for admission purposes and the applicability of credit for degree purposes. A receiving institution may accept previous work, place a credit value on it, and enter it on the transcript. However, that previous work, because of its nature and not its inherent quality, may be determined to have no applicability to a specific degree to be pursued by the student.

Unaccredited Institutions: Institutions of postsecondary education that are not accredited by CHEA-recognized accrediting bodies may lack that status for reasons unrelated to questions of quality. Such institutions, however, cannot provide a reliable, third-party assurance that they meet or exceed minimum standards. That being the case, students transferring from such institutions may encounter special problems in gaining admission and in transferring credits to accredited institutions.

Foreign Institutions: In most cases, foreign institutions are chartered and authorized by their national governments, usually through a ministry of education. Although this provides for standardization within a country, it does not produce useful information about comparability from one country to another. The Council on International Education Exchange, Council on Evaluation of Foreign Credentials, National Liaison Committee on Foreign Student Admissions, and National Association of Foreign Student Affairs can assist with information or guidelines on admission and course placement of foreign students. Equivalency or placement recommendations are evaluated in terms of programs and policies of the individual receiving institution.

Validation of Extra-Institutional and Experiential Learning for Transfer Purposes: Transfer-of-credit policies encompass educational accomplishment attained in extra-institutional settings as well as at accredited postsecondary institutions. Recommendations provided by the American Council on Education's Office, credit-by-examination programs, and the Council for Adult and Experiential Learning help to determine credit equivalencies for various modes of extra-institutional learning.

What this means to you

ISSA accepts previous general education and elective coursework from an institution that is (or was at the time the course was completed) accredited by an organization recognized by either the U.S. Department of Education or CHEA. Transfer credit is only applied to the Associate's Degree program and is not accepted for certificate completion. The required major courses for the Associate's Degree program must be completed through ISSA and cannot be transferred in.



Transferable coursework from outside institutions must be:

- Relevant (a logical addition to your course of study)
- Reliable (accredited institution, military education, CLEP, AP, etc.)
- Verifiable (via official transcripts)
- General education or electives
- Completed with a grade of C or higher

Here are the types of credit accepted:

- Relevant undergraduate general education or electives completed with a grade of C or higher through an institution accredited by an organization recognized by either the U.S. Department of Education or CHEA
- Credit by Examination including:
 - *Chauncey Group International - DSST Program (formerly DAN TES Subject Standardized Tests)*
 - *College-Level Examination Program (CLEP)**
 - *Excelsior College Exams (formerly ACT-PEP, formerly Regents College Exams)*
 - *College Board Advanced Placement (AP) Program*
- Professional Military Education (non-academic experience and training) evaluated by the American Council on Education (ACE) as academic credit.

* Please Note: ISSA's school code for the CLEP examination is: 4898.

Credit earned in repeatable required courses may be applied only once to the degree requirements.

Some study abroad programs, upon approval, may satisfy some ISSA general education and/or elective requirements.

Relevant experiential learning as gained through the military and evaluated by the American Council on Education (ACE) for undergraduate credit can satisfy some general education or elective requirements. Official military transcripts are required. This institution does not award credit for any other prior experiential learning.

Credit awarded for experiential or equivalent learning cannot exceed 25 percent of the credits required for a degree.

Articulation Agreements

ISSA holds articulation agreements with:

- California University of Pennsylvania (CAL U)
- Huntington College of Health Sciences (HCHS)
- American College of Healthcare Sciences USA (ACHS), Portland, OR and
- Waldorf College, Forest City, IA

California University of Pennsylvania (CAL U)

ISSA and CAL U acknowledge their shared mission to provide quality higher education programs, which meet the needs of the region and provide a workforce of highly trained residents. Graduates of ISSA's AS in Exercise Science program will qualify for junior standing upon admission to CAL U's BS in Sport Management with a concentration in Wellness & Fitness program, provided students earn a grade of C or higher in transferable classes.



Huntington College of Health Sciences (HCHS)

ISSA's Exercise Science students who transfer to HCSC have their coursework evaluated on a course-by-course basis to determine which of the HCHS general education requirements and discipline requirements have been met. Graduates of ISSA's AS in Exercise Science program will qualify for junior year standing upon admission to the HCHS BS in Nutrition program.

American College of Healthcare Sciences USA (ACHS)

ACHS accepts ISSA certification courses (PTR) with a grade of B or higher for transfer credit. The student must successfully complete all admission requirements and enroll as a new student at ACHS within five years following completion at ISSA to receive transfer credit under this agreement. Upon enrolling at ACHS and submitting official ISSA transcripts, the ACHS Registrar will note the appropriate award of credit to the student's transcript without additional charge. This credit will be recorded as "Transfer Credit" on the academic transcript and will be excluded when calculating the student's grade point average. There will be no cost to the student for Transfer Credit obtained in this manner. Please be aware that the administrative fee structure at ACHS is subject to change.

Waldorf College

Waldorf will evaluate the ISSA's courses submitted by applicants for credit transfer consideration. A maximum of 32 semester hours in the Associate's Degree program, or 84 semester hours in the Bachelor's Degree programs may be transferred into Waldorf, providing they are relevant and in alignment with the applicable degree program. Acceptance of courses and credits from the ISSA and other accredited institutions are evaluated by the Registrar according to the nature and quality of the coursework. A minimum GPA of 2.0 from the transferring institution is required for admission into Waldorf.

Under this agreement, students of the ISSA entering Waldorf's On Campus programs will have the standard application fee waived and receive a \$500 scholarship toward the first year's tuition.

Students entering Waldorf's On Campus Programs with less than 50 semester hours of credit transfer will be required to reside on campus.

Articulation agreements are subject to change. Confirm the terms of these agreements with the articulating institution before you enroll.

Transfer Credit Evaluation

Official transcripts from the conferring institution are required to facilitate credit evaluation. Transcripts for comparable ISSA undergraduate courses completed in a country other than the United States must be evaluated by an outside credential evaluation company before they are submitted to ISSA College. The National Association of Credential Evaluation Services (www.naces.org) members are acceptable sources for foreign credential evaluation and translation services. Transcripts in languages other than English must be accompanied by a certified translation.

ISSA College of Exercise Science (ISSA CES) operates on a quarter system and courses are awarded quarter credit. If a student transfers over credit taken at a semester based institution, the credit is converted to the quarter equivalent. One quarter credit is equivalent to two-thirds of a semester credit.



Any course or credit recommendation (institutional or non-institutional) approved to transfer to ISSA CES degree requirements is evaluated on the quarter credit worth in addition to standards of educational quality to determine the applicability to ISSA CES degree requirements.

Credits applied towards degree requirements are recognized only for the quarter credit required for that specific degree requirement. No additional credit will be awarded beyond the quarter credits required.

The prospective student must provide the following documentation:

- Official college/university transcripts (must come from conferring institution)
- Course outlines and/or catalog from awarding institution
- Military-earned credit:
 - *Joint Services Transcript (JST)*
 - *Community College of the Air Force (CCAF) transcript*
- Official standardized examination results:
 - *Award of academic credit toward the degree program of enrollment is assessed on the basis of test scores and the appropriate subject area*
 - *ISSA College will award transfer credits for exams that are associated with the current ISSA College curriculum*

Once the Transfer Credit Evaluation is complete, accepted transfer credit is applied to the degree plan and supplied to the applicant. In order to appeal the results of a transfer credit evaluation, students must contact the Office of the Registrar.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at ISSA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending ISSA to determine if your (credits or degree, diploma, or certificate) will transfer.

Academic Support

Each student is assigned to one Program Advisor (PA) who is the personal point of contact for support and service issues. The PA stays in touch with the student from the date of enrollment through graduation. The importance of the PA's efforts toward student retention is second only to the influence of the course instructor and the quality of the course materials.

Through email and phone calls, the Program Advisor provides support by:

- Monitoring participation and motivating the student to stay on track to complete on time
- Answering procedural questions
- Assisting students with proctoring decisions



- Submitting adds, drops, and withdrawals
- Assisting students in course selection
- Answering questions regarding graduation requirements

A student's Program Advisor is the key point of contact during a student's entire degree program. Academic Program Advisors are required to respond to all student inquiries within 48 hours, the equivalent of two business days. The support relationship can include phone calls and emails.

Students who encounter any problems sending assignments through the LMS or other technical issues should contact the Technical Support staff listed in the LMS for assistance. All requests for technical support are responded to within 24 hours, the equivalent of one business day.

Library Resources

The Library and Information Resources Network, Inc., a 501(c)(3) nonprofit corporation founded in 1996, is a consortium of educational institutions which have joined to share access to information resources. LIRN grew out of a project of the Advisory Council of the (Florida) State Board of Independent Colleges and Universities and is now an independent organization. LIRN provides group purchasing and centralized management of electronic information resources for its members, and operates a validation server which is a single login gateway to vendor services.

LIRN is a multi-location, virtual organization, with business offices in Largo, Florida, and officers, trustees, and technical staff at various locations around the U.S. Phone numbers and addresses are available on the Board and Officers page of our website. The LIRN gateway server is housed in the state of the art commercial data center of Peak 10 Data Center Solutions in Tampa, Florida. It features complete articles full text articles, books and photographs. Since these programs will be taught online, students will be given an account with LIRN and will have unlimited access to the system.

Student Right to Privacy

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a U.S. federal law that gives students access to their records and protects the privacy of their education records. ISSA may not disclose personally identifiable information about students or allow inspection of their education records without written permission unless such action is covered by certain exceptions permitted by the act.

Once a student has registered for courses at ISSA, all rights provided by FERPA rest with the student even if the student is younger than 18 years old. This applies regardless of country of residence or citizenship.

FERPA grants five basic rights to you as a student:

- To inspect and review the information maintained in your student record.
- To seek amendment to your records and in certain cases add a statement to the record.
- To consent to disclosure of his/her records (with exceptions).
- To obtain a copy of the institution's policy.



- To file a complaint with the Department of Education if ISSA fails to comply with FERPA Policies.

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW.
Washington, DC 20202-4605

Directory Information

Directory Information may be released without written authorization. FERPA defines Directory Information as being information not generally considered harmful such as name, address, enrollment status, telephone, e-mail, place of birth, degree, and awards, etc.

ISSA considers the following to be directory information:

- Student's name
- Address
- Telephone number
- E-mail address
- Date and place of birth
- Major field of study
- Dates of attendance and graduation
- Degrees, honors, and awards received

If you decide to request that your directory information not be disclosed, please send a request for a Directory Information Block via email to your Program Advisor. The request must come from the email address specified in your student record and must include your student ID for us to process it.

Non-Directory Information

Non-Directory Information may only be released to third parties (including parents, spouses, and siblings) with written authorization. If a third-party tuition assistance agreement requires ISSA to report grades or academic status, only the information required by the agreement will be reported (e.g., Military Tuition Assistance, VA benefits).

Some examples of non-directory information are:

- Race, ethnicity, and citizenship
- Grades, GPA, course schedule
- Documents required for admission
- Billing or Financial Aid Information

Giving Access to a Third-Party

You may sign a FERPA Release Student Authorization Form to allow information to be released to a third party. To request the form, email your Program Advisor. The request must come from the email address in your student record and must include your student ID for us to process it.



Technology Requirements

Students are expected to have access to the technology requirements as ISSA CES is not obligated to supply the needed technologies including software and hardware. If a student does not have word processing software, www.OpenOffice.org offers free, fully functional software for download. The following chart lists the minimum and recommended hardware and software requirements a student will need to successfully access ISSA CES's online courses.

PC	Minimum	Recommended
System	Microsoft Windows Vista	Microsoft Windows 7 or higher
Processor	1 GHz	Intel/Pentium/Celeron family AMD K6/Athlon/Duron family
Memory	512 MB	1024 MB or greater
Display	Super VGA (1024 × 768) resolution video adapter and monitor	SVGA Monitor True color (32 bit) 1280 x 1024 Resolution or higher
Connection	Broadband (Cable / DSL / T1)	Broadband (Cable / DSL / T1)
Browsers	Internet Explorer 9 or Higher or Firefox 18 or higher	Internet Explorer 9 or Higher or Firefox 18 or higher
Software	Windows Media Player 9.0 Adobe Flash Player 9.x OpenOffice (free at openoffice.org) -or-Microsoft Office XP	Windows Media Player 11.0 Adobe Flash Player 10.x OpenOffice (free at openoffice.org) -or-Microsoft Office Suite
Hardware	20 GB Hard Drive CD-ROM Speakers Black & White Printer	40 GB Hard Drive or better CD-ROM Stereo Speakers Color Jet Printer
Macintosh	Minimum	Recommended
System	OSX 10.6	OSX 10.7 or higher
Processor	1 GHz	Core 2 Duo, Core i3, Core i5, Core i7, or Xeon processor
Memory	1 GB	2GB or higher
Display	Super VGA (1024 × 768) resolution video adapter and monitor	SVGA Monitor True color (32 bit) 1280 x 1024 Resolution or higher
Connection	Broadband (Cable / DSL / T1)	Broadband (Cable / DSL / T1)
Browser	Firefox 3.0 or Safari	Firefox 3.5 or Safari 5
Software	Quicktime Adobe Flash Player 9.x OpenOffice (free at openoffice.org) -or-Office version X	Quicktime Adobe Flash Player 10.x OpenOffice (free at openoffice.org) -or-Microsoft Office Student & Teacher
Hardware	20 GB Hard Drive CD-ROM Speakers Black & White Printer	40 GB Hard Drive or better CD-ROM Stereo Speakers Color Jet Printer
Proctoring	Minimum	Recommended
All students	ISSA approved third-party proctor	Webcam (640x480 resolution) Headphones or speakers Microphone Web browser with Adobe Flash 10 High-speed internet Ability to allow VNC connections



TUITION AND FEES

Tuition is set by the Office of the President of the ISSA College of Exercise Science. ISSA CES reserves the right to change its charges and policies at any time.

ISSA CES courses are designed to provide excellence in education and student services. We believe that quality education is an investment in your future and all of our services are designed to support the student throughout the educational process.

\$185/credit includes:

- All instruction and evaluation
- Full student services and support during your program, including unlimited online classroom access, email and telephone support
- Online interaction and support
- Course exams (proctoring not included)

Your tuition includes a wide range of student services including but not limited to:

- Online virtual classrooms offering a rich interactive learning environment with fellow students and faculty
- A virtual library to assist you with research including access to two research database libraries

Estimated Total Annual Expense

Tuition is due on a quarterly basis. Based on the tuition rate of \$185 per credit, quarterly tuition for a full-time student enrolled in 15 credits is \$2775. The estimated total annual expense is \$8,510 (46 quarter credits completed per year). The estimated maximum total expense for tuition in the Associate's Degree in Exercise Science with an Emphasis in Personal Training program is (varies depending on electives chosen) \$17,297.50 based on tuition rate of \$185 per credit hour (93.5 total quarter credits completed).

Course content is evaluated on an ongoing basis, and improved according to student feedback and outcomes analysis. If course improvements result in a change in earned credit, course charges will be adjusted according to credit value. (reg-KS)

Remember, ISSA accepts up to 60 of the 90 required credits as transfer credit.

Qualified transfer credit will reduce your total tuition expenditure and is highly recommended. See "Transfer and Award of Academic Credit" in the Student Affairs section or contact the Registrar for information. 1.800.892.4772 (toll-free), 1.805.745.8111 (international), registrar@issaonline.edu

Course Materials & Textbooks

All students taking undergraduate courses for credit have unrestricted access to an electronic version of the course textbook. The book is embedded in the course as a provision of ISSA Library Services and is available seven days prior to the start of class and throughout the term at no charge. Students who wish to purchase hard-copy textbooks can purchase books from a vendor of their choosing. Textbooks are listed in the course syllabus, which is made available to students seven days prior to the start of class.



Proctored Examinations (one per course)

Students may utilize online proctoring for \$22.50 or obtain another approved third-party proctor at their own expense. Proctoring costs are not included with tuition

Tuition Payment Options

We accept payments by:

- Check, cash, money order, credit/debit card (Visa, MasterCard, American Express, Discover).
- Tuition Assistance (military, VA and employer).
- Financial Aid disbursement for those who qualify.

Third Party Billing Agreements

ISSA CES will bill employers who pay tuition for their employees.

Students who have a third-party billing agreement and scheduled aid but who show an outstanding balance due for three terms will have a financial lock placed on their account until the outstanding balance has been resolved.

Financial Hardship

If you anticipate being late with a payment, please contact us to arrange for an extension. Continued failure to meet your financial obligations may result in suspension of your student status.

Late Payments and Returned Checks

Returned-check fee is \$25.

Failure to meet your financial obligations may result in suspension of your student status and/or transfer of your account to collections. An outstanding balance on account will prevent you from registering for future courses, receiving your certificate/degree, or obtaining academic transcripts.

Financial Aid

ISSA is approved for students to receive funding from:

- Federal Student Aid (for qualifying students enrolled in the AS in Exercise Science degree program)
- Tuition Assistance (military and employer; for qualifying students enrolled in an eligible undergraduate program)
- VA (for qualifying students enrolled in the AS in Exercise Science degree program)
- Workforce Investment Act (WIA) funds (ISSA CES is on the Eligible Training Provider List (ETPL) for California)

In addition, corporations and private organizations offer scholarships and funding for education at an accredited college.



Reporting of grades or student status may be required by third-party tuition assistance agreements (e.g., Military Tuition Assistance, VA benefits).

Comprehensive Consumer Information for federal student aid programs is available online at https://www.issaonline.edu/resources/title-4-consumer-information-disclosure/#!/federal_aid_programs. Students enrolled in eligible federal student aid programs receive annual notification of Consumer Information.

Students who qualify for federal student aid may be restricted from registering for correspondence courses while receiving federal student aid.

A student who obtains a loan to pay for an educational program must repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds. If a student defaults on a loan: (1) the federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan; and (2) the student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

ISSA Refund Policy

Student's Right to Cancel

Refunds, if applicable and requested, will be made within 30 days of request via the original payment method.

Students have the right to cancel their agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, students also have the right to stop school at any time; and they have the right to receive a pro rata refund if they have completed 60 percent or less of the scheduled days in the current payment period in their program through the last day of attendance. After the end of the cancellation period, the institution may retain any non-refundable fees as applicable (e.g. STRF).

REFUND CALCULATION

Undergraduate courses (courses with published start and end dates):

1. The course start date is considered the first class.
2. Cancellation up through 60% of the duration of the term will result in a prorated refund. Rate is computed by dividing the number of term days through the date of cancellation by the total days in the term.
3. Cancellation after 60% of the duration of the term will result in no refund for the term.
4. Students who withdraw as a result of physical incapacity are entitled to a prorated refund through the end of the term. Medical documentation required.



Self-paced certificate courses:

1. The first completed quiz is considered the first class.
2. Cancellation before 60% completion of course quizzes will result in a prorated refund computed on the number of quizzes completed to the total quizzes in the course.
3. Cancellation after completing 60% of the course quizzes will result in no refund.
4. Students who withdraw as a result of physical incapacity are entitled to a prorated refund through the end of the enrollment period. Medical documentation required.
5. Beyond the conclusion of the original 4-month enrollment period, students enrolled in self-paced certificate courses are no longer eligible for refunds in any amount.

Iowa students are entitled to a 100% refund of tuition through the first day of class.

Students who have received federal student aid funds and cancel up through the 60% point are entitled to a refund of moneys not paid from federal student aid program funds, if applicable.

Loan recipients are still responsible for repaying the balance of a received loan.

If a student obtains a loan, the student must repay the full amount of the loan plus interest. If the student is entitled to receive a refund and intends to apply the refund to payment of the disbursed loan, it is the student's responsibility to do so.

ISSA accepts cancellation in any manner. However, California state statutes require that students verify cancellation in writing. Therefore, please supplement any verbal requests with written notice within 30 days. Written notice can be in any form including email (billing@issaonline.edu), fax (1.805.745.8119) or mail (1015 Mark Ave, Carpinteria, CA 93013).

Please return materials and textbooks to 1015 Mark Ave, Carpinteria, CA 93013.

Guided Study upgrades cannot be returned without withdrawing from the corresponding certificate course entirely. Guided Study course refunds are based on the percentage of course completion, detailed under the refund calculation for self-paced certificate courses.

ISSA reserves the right to cancel a student's enrollment for violations of student conduct, including, but not limited to, a student's lack of attendance.

REFUND POLICY EXAMPLES

Undergraduate courses (published start and end dates):

$$\text{Total tuition} \div \frac{\text{Total course length in days}}{\text{Number of days completed in the course}} = \text{Refund amount}$$

Refund Policy Example – Student Paid

\$925 total tuition

Days 31/70 = 44%

\$925* (1-0.44) = \$518 net refundable tuition



Refund Policy Example – Student Responsibility

\$925 total tuition

Days 31/70 = 44%

$\$925 \times (0.44) = \407 net student responsibility

This is an example only. Student finances are individualized and vary from student to student.

Self-paced certificate courses:

$$\text{Course cost} \div \frac{\text{Total number of course quizzes}}{\text{Number of course quizzes completed}} = \text{Refundable tuition}$$

Course cost
– Refund amount
+ \$25 (S&H)
+ \$95 (non-refundable registration fee)
<hr/>
Total amount student is responsible for paying

Refund Policy Example – Student Paid

\$524 total paid - \$25 non-refundable shipping = \$499.00 refundable tuition

Refundable tuition: \$499 (net of discount)

Quizzes 5/18 = 28%

$\$499 \times (1 - 0.28) = \359.28 gross refundable tuition

$\$359.28$ gross refundable tuition - \$95 non-refundable registration fee =
\$264.28 net refundable

Refund Policy Example – Student Responsibility

Total Due \$524 - \$25 (non-refundable shipping) = \$499.00

Tuition: \$499 (net of discount)

Quizzes 5/18 = 28%

$\$499 \times (0.28) = \139.72

$\$139.72 + \25 non-refundable shipping + \$95 non-refundable registration fee =
\$234.72 net student responsibility

This is an example only. Student finances are individualized and vary from student to student.

Dropping or Withdrawing from a Course

Students are asked to discuss dropping a course with their Program Advisor. A student may drop a course without receiving a “W” if they drop by the last day of the first week of class. The final withdrawal deadline is the end of the 3rd week in a 5-week course and the end of the 6th week in a 10-week course. Students who officially withdraw from a course before the final withdrawal deadline will receive a “W.” Beyond the final with-



drawal deadline, grades will be calculated as points earned, divided by the total course points. All deadlines are in the institution's time zone.

The refund procedure and schedule described above shall apply to all drops and withdrawals. For veteran students, the VA Office will be notified of all dropped courses or withdrawals.

Withdrawing from the School

Official Withdrawal: Students can request withdrawal from the school in any manner. California state statutes require that students verify cancellation in writing. Therefore, please supplement any verbal requests with written notice within 30 days. Written notice can be in any form including email (billing@issaonline.edu), fax (1.805.745.8119) or mail (1015 Mark Ave, Carpinteria, CA 93013).

Unofficial Withdrawal: Students who cease attendance and do not provide official notification of their intent to continue in their classes may be considered for administrative withdrawal.

Leave of Absence (LOA)

A student who finds it necessary to leave the institution and who plans to return may submit a written request for a leave of absence (LOA). Students on an approved LOA are not considered withdrawn; however, failure to return from an approved leave of absence may have a serious impact on a student's financial aid. Please review the full Leave of Absence policy in the Policies section of this catalog.

Withdrawal Date and Last Date of Attendance (LDA)

Official Withdrawal: The withdrawal date and last date of attendance (LDA) for students who officially withdraw will be the date of withdrawal request.

Unofficial Withdrawal: The withdrawal date and LDA for students who cease attendance or are dismissed will be the last date of digitally recorded course activity within the LMS.

Failure to Return from a Leave of Absence (LOA): The withdrawal date and LDA for students who fail to return from a leave of absence will be the date of LOA request.

Census Date

The ISSA Financial Aid Office has established the first Sunday of each quarter as the census date for Pell Grant recalculation.

After the passage of the census date, students will have their Pell Grant Award recalculated to reflect their actual credit load as of 11:59 PM Pacific Time on that date. Pell Grant Awards will not be further recalculated later in the quarter due to enrollment status changes (either increases or decreases) unless otherwise required by federal regulations.

Adding courses in Session B after the census date will not increase the amount of Pell Grant awarded for the quarter unless the student's Pell Grant Award for the quarter was not calculated prior to the census date. Students in this exception situation are highly encouraged to consult with a Financial Aid Advisor to determine how to receive a Pell Grant for their full enrollment status.

Students who wish to be awarded a Pell Grant based Session B enrollments must have their schedule finalized and be registered in their Session B courses by the close of the Session A add/drop period.

Students who cease attendance in all courses prior to the census date will be subject to



the Return to Title IV Funds (R2T4) policy. The student may be required to return funds to Federal Student Aid programs or pay ISSA for funds returned on their behalf.

Return of Title IV (R2T4)

Title IV funds are awarded to an ISSA student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, ceases to attend, is dismissed, or fails to return from an approved leave of absence, the institution will determine the amount of aid the student earned. This will determine any Title IV aid that must be returned to the US Department of Education or disbursed to the student as a post-withdrawal disbursement.

The calculation is based on the number of days completed by the Last Date of Attendance (LDA) or official withdrawal notice, divided by the total days the student was scheduled to attend during the quarter at the time the student ceased attendance in all courses.

Up through the 60% point in the student's scheduled enrollment, the earned amount of Title IV funds is prorated through the withdrawal date or LDA. After the 60% point, the student will earn 100% of the Title IV funds disbursed for their scheduled enrollment. Any unearned portion of FSA funds that were disbursed must be returned to their respective programs. ISSA will return any FSA funds used to pay institutional charges as determined by the R2T4 calculation. The student may be required to return unearned grant funds to the Department of Education via direct payments, or Direct Loan funds via the terms of the Master Promissory Note. A student may receive a post-withdrawal disbursement if the student earned more federal financial aid than was disbursed. The institution will return funds or offer to issue post-withdrawal disbursements of Direct Loan funds within 45 days of the date it determined the student withdrew.

The student is responsible for repaying the institution for any balance on their account resulting from the institution returning FSA funds originally used to cover tuition and fees on the student's behalf. After any FSA funds have been returned, the student's balance will be displayed under the Financial tab of the student portal. Failure to pay the balance in full will result in a financial hold being placed on the student's account. Students on financial hold are not permitted to register for classes (or, in some cases, remain registered in class) or receive transcripts until the balance is paid in full.

If the student does not repay grant funds that are owed to the US Department of Education within 45 days of being notified, the account will be turned over to the Department as an overpayment. Students who owe an overpayment of Title IV funds are ineligible for further disbursements of FSA funds at any institution until the overpayment is paid in full or satisfactory payment arrangements have been made with the Department.

Order of Refund

Refunds are allocated in the following order:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Federal Parent (PLUS) Loan
- Federal Pell Grant
- Other federal, state, private, or institutional aid for which a return of funds is required



State of California Student Tuition Recovery Fund

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You *must pay* the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are *not eligible* for protection from the STRF and *you are not required to pay* the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Claims require a social security number or a taxpayer identification number.



ASSOCIATE OF SCIENCE IN EXERCISE SCIENCE WITH AN EMPHASIS IN PERSONAL TRAINING

Length: 90 quarter credits

Program Description

The purpose of an Associate's Degree in Exercise Science with an Emphasis in Personal Training is to prepare students for entry-level positions as personal trainers with the ability to pursue a Bachelor's or Advanced Degree in Exercise Science, Medical Exercise, Sports Medicine, Kinesiology, Physical Education, Athletic Training, Physical Therapy, or Chiropractic.

Our program is designed specifically for students who seek to acquire a comprehensive framework in personal training concepts and skills in order to contribute and create solutions for the widest variety of clients. Many students also find these skills essential to improving their own health.

Upon successful completion of the program requirements, students will acquire the knowledge and skills to apply exercise science, business, management, communication, and psychology to meet the needs of their clients as well as support their own professional and entrepreneurial efforts.

Skills and Knowledge You'll Acquire

- Demonstrate analytical, critical thinking and interpersonal skills applicable to real-world situations.
- Develop the foundation of exercise science knowledge and technical skills to support and facilitate lifelong professional development.
- Demonstrate the ability to meet client needs through the use of critical thinking, creativity, logic, and analytical skills.
- Demonstrate the competence to implement and apply current exercise and nutrition strategies to allow clients to effectively meet their goals.
- Demonstrate the aptitude to apply sound scientific and communication principles to the functions of assessment, program design, motivation, and coaching.
- Develop an academic foundation to go beyond an Associate's Degree into higher education.

Program Objectives

Graduates of this program will be able to:

- Design and implement an exercise program for an individual's specific situations and goals (e.g., obesity, hypertension, muscle gain, sedentary, etc.), based on currently accepted protocols.
- Define and describe the fundamentals of injury prevention.
- Determine and deploy an appropriate response to emergency situations.
- Demonstrate ability to address/manage pre-existing conditions.
- Apply currently accepted industry standards for exercise safety.
- Describe primary functions of muscles and joints during specific exercises in order to create appropriate programming and instruct proper exercise application.



- Describe primary concepts of human physiology at rest and during exercise (e.g., body systems, pathology, etc.).
- Describe basic principles of nutrition and how they relate to health and exercise programs.
- Determine and deploy the appropriate test and test protocol and interpret the results.
- Determine an individual's level of participation in an exercise program based on physician recommendation and/or the presence of risk factors (hypertension, high cholesterol, family history, etc.).
- Determine and establish appropriate health and fitness goals.
- Define and describe program modifications for special populations (e.g., older adults, hypertension, diabetes, asthma, obesity, basic orthopedics, youth, and pregnancy, etc.).
- Utilize appropriate communication skills to motivate and coach individuals in their exercise programs (verbal / non-verbal, open ended vs. close ended questioning, cueing, etc.).
- Differentiate actions within the Trainer Scope of Practice.
- Identify legal issues and their ramifications as they apply to the personal fitness training profession.
- Obtain a fitness-related position in the areas of athletics, academics, health-care, or with private organizations.
- Advance into more senior positions and assume management roles.
- Enter sales and marketing positions and use their training techniques to sell training sessions, supplements and or equipment.
- Interact effectively with other people in a professional and compassionate manner.
- Train people of all ages.
- Work for themselves or begin their own personal training business.

Completion

To earn an Associate's Degree, a student must complete the following:

- Earn a minimum of 90 quarter credits of which 30 credits are general education, 30 credits are core courses, and 30 credits are electives. At least 30 credits must be earned as structured undergraduate ISSA courses.
- Maintain an overall institutional GPA of 2.0
- Maintain a 2.0 GPA specifically in core coursework
- Fulfill the academic requirements as directed by the degree program.

Plan of Study

The course table lists all degree courses offered. New students take one course at-a-time in their first term. Focusing on one course enables new students to gauge the pace and expectations of the program as they balance other responsibilities. Students must earn a 2.0 or higher in their first quarter to in order to increase their course load in subsequent quarters.



Starting in Session A: Students entering with less than 20 transfer credits start with PD102 in Session A, then HIT135 in Session B. Students entering with 20 transfer credits or more start with a certification course.

Starting in Session B: Students entering with less than 20 transfer credits start with HIT135 in Session B. Students entering with 20 transfer credits or more can choose from a General Education course or HIT135 in Session B.

	Course	Course #	Credit Value	
General Education: 30 credits	Anatomy and Physiology	BIO105	5	Can transfer in, subject to Registrar Approval
	English Composition	ENG110	5	
	US History	HIST102	5	
	College Math	MATH102	5	
	General Psychology	PSY102	5	
	Introduction to Sociology	SOC101	5	
Core: 30 credits	Certified Fitness Trainer	PTR251	5	Required
	Specialist in Fitness Nutrition	PTR259	5	
	Specialist in Strength and Conditioning	PTR255	5	Must be completed through ISSA Choose 4. Others count as electives.
	Youth Fitness Trainer	PTR254	5	
	Corrective Exercise Specialist	PTR258	5	
	Specialist in Group Fitness	PTR257	5	
	Specialist in Sports Nutrition	PTR252	5	
	Specialist in Exercise Therapy	PTR253	5	
	Specialist in Senior Fitness	PTR256	5	
	Bodybuilding Specialist	PTR260	5	
Business, Communications, and Career Electives	Introduction to Marketing	BUS115	4	Can transfer in, subject to Registrar Approval
	Motivating for Performance	BUS117	5	
	Business and Management Principles	BUS204	4	
	Entrepreneurship	BUS207	4	
	Business Ethics and Law	BUS210	4	
	Effective Communication	COMM102	5	
	Interpersonal Relations	COMM121	3	
	Business Communications	COMM161	2	
	Customer Service Principles	COMM203	3	
	Medical Terminology	HIT135	3	
	Personal Development	PD102	2	
	Professional and Career Development	PD103	2	

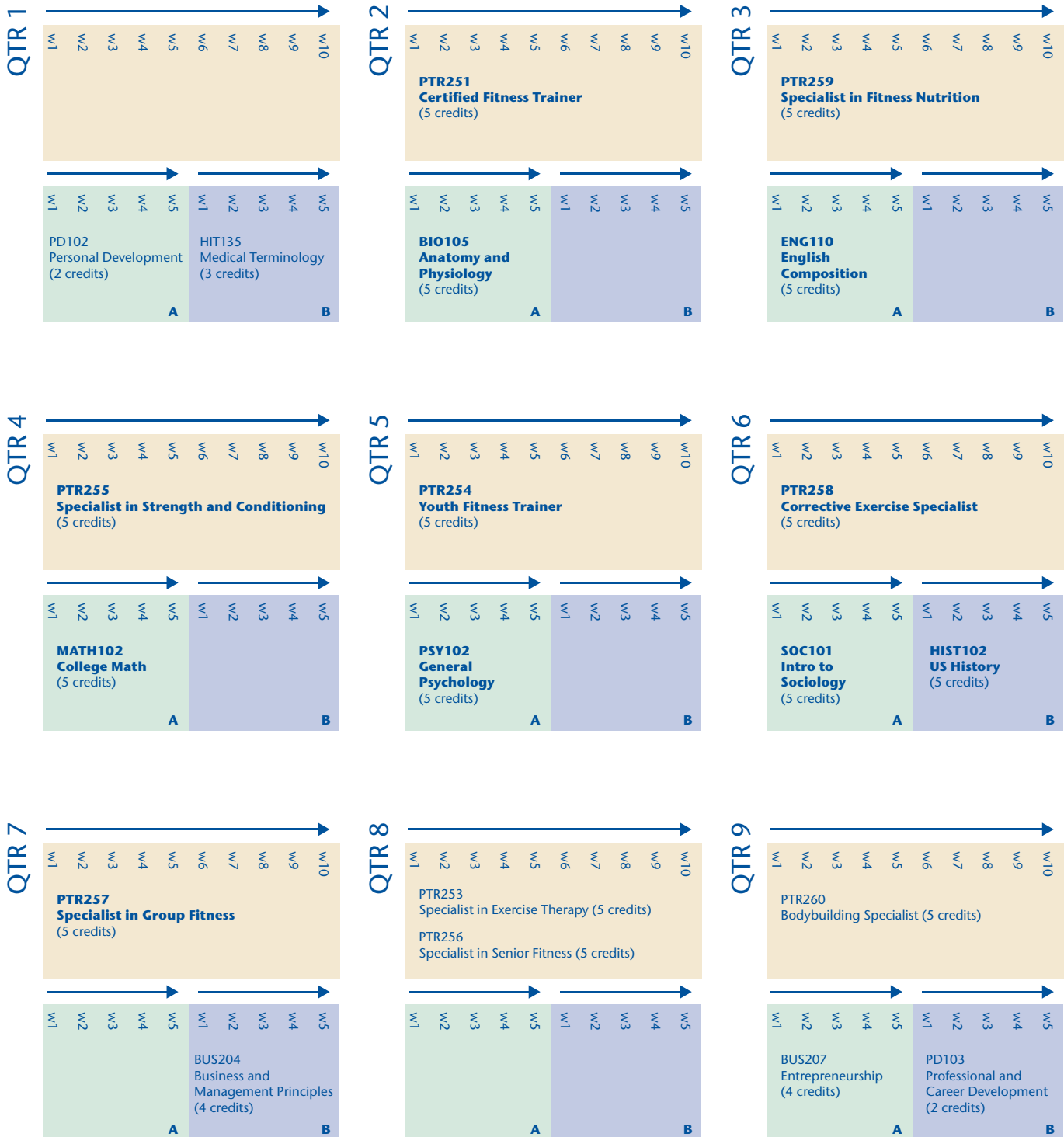
Required Courses: 60 credits

Electives: Choose 30 credits



Associate of Science in Exercise Science with an Emphasis in Personal Training

Sample Degree Plan



Bold-face courses are required for the major. Personal Training courses (PTR) are 10 weeks and start dates only occur during “A” Sessions. All other course offerings are short-session classes (5 weeks). Full-time status is determined by the number of units held in the entire 10-week quarter.

Degree Courses (alphabetical by subject)

Biology

BIO105	Anatomy and Physiology	5 credits
This course provides a basic understanding of the organization of the human body with emphasis on the clinical and pathological conditions of all body systems. Special emphasis will be placed on adding to the vocabulary of medical terminology and the dialogue with the doctor and other medical staff. This course will be organized systematically and approach the subject via organ systems.		
Prerequisite: none		Corequisite: none
Length: 5 weeks		
Week 1: Overview and Sensory Organs Week 2: Bones, Muscles and Nerves Week 3: Endocrine and Immune Systems / Blood and Blood Circulation Week 4: Cardiac and Respiratory Systems Week 5: Digestive, Urinary and Reproductive Systems		
Objectives: <ul style="list-style-type: none"> • Describe the fundamental concepts and terms of anatomy & physiology. • Describe the structural levels of organization within the human body. • Identify the main systems in the human body. • Describe the function and the key elements of the human body's main systems. • Describe the function of metabolism within the human body. 		
Degree Plan Category: General Ed		Offered during Sessions A and B

Business

BUS115	Introduction to Marketing	4 credits
This course introduces key concepts related to marketing functions, the management of these functions, and how each function affects other functions within the marketing domain. The major functions are marketing management, marketing research, product planning, distribution channels, and pricing and promotion. The course will provide an understanding of marketing from the perspective of the manufacturer, marketing company, and consumer.		
Prerequisite: ENG110 or equivalent (grade of C or higher required)		
Corequisite: none		
Length: 5 weeks		
Week 1: Major functions/purpose of marketing, customer value and relationships Week 2: Marketing and business ethics, consumer behavior, the global market Week 3: Conducting market research, new product development, new product success/failure Week 4: Product life cycle, branding, pricing Week 5: Advertising, public relations, creating a marketing program		
Objectives: <ul style="list-style-type: none"> • Describe the key concepts of the marketing function. • Define primary marketing terms, including, B2B, B2C, CPM, market sectors, demographics, and branding. • Reiterate ethical business practices as they relate to marketing and advertising. • Interpret market research data including its implications upon market sectors. • Differentiate between the B2B world versus the B2C world lead generation techniques. • Differentiate between the affiliate versus search marketing concepts. 		
Degree Plan Category: Elective		Offered during Session A



Business, continued

BUS117	Motivating for Performance	5 credits
<p>This course introduces key concepts related to the kinds of behaviors managers need to motivate people to perform. It looks at the ways to set challenging, motivating goals, how to reward good performance and how to determine people's key beliefs and individual needs that affect their motivation. The course also shows managers how to assess people fairly so they stay motivated and the causes and consequences of developing a satisfied workforce.</p>		
<p>Prerequisite: ENG110 or equivalent (grade of C or higher required)</p>		
<p>Corequisite: none</p>		
<p>Length: 5 weeks</p>		
<p>Week 1: Motivation as a Function of Management and Understanding Human Needs Week 2: Action, Energy, Results, Evaluations, and Outcomes Week 3: Plans for Improving Motivation & The Actions to Need Connection Week 4: Results to Evaluations, Evaluation to Outcome, and Outcome to Need Satisfaction Week 5: Improving Motivation and Predicting the Effects of Change</p>		
<p>Objectives:</p> <ul style="list-style-type: none"> • Define the key components of motivation. • Discuss the behaviors that managers can implement to motivate people to perform. • Describe the causes and consequences of developing a satisfied workplace. • Create challenging performance goals. • Define reward system methodologies. 		
<p>Degree Plan Category: Elective</p>		<p>Offered during Session B</p>

BUS204	Business and Management Principles	4 credits
<p>This course introduces American business with an overview of various terms and concepts that provide a framework for understanding business. Topics include: business operational environments; organizational structures; management roles and functions; and the complexities involved with managing marketing, operations, information technology, finance, and human resources.</p>		
<p>Prerequisite: ENG110 or equivalent (grade of C or higher required)</p>		
<p>Corequisite: none</p>		
<p>Length: 5 weeks</p>		
<p>Week 1: Principles of Management Week 2: The Outside Environment Week 3: Organizational Techniques Week 4: Human Resource Management Week 5: Technology Management</p>		
<p>Objectives:</p> <ul style="list-style-type: none"> • Discuss the challenges facing 21st century businesses. • Explain the relationship between internal and external aspects of the business environment. • Describe the relationship between the internal and the external aspects of the business environment. • Recognize the basic tenets of human resource management. • Identify the impacts of technological change within the business environment. 		
<p>Degree Plan Category: Recommended Elective</p>		<p>Offered during Session B</p>



Business, continued

BUS207	Entrepreneurship	4 credits
<p>This course introduces key principles involved in the planning and management of business enterprises, especially at the level of small businesses. Students will develop a business plan, and discover aspects of small business finance, sales and marketing, and infrastructure development. Students will collaborate in the analysis of business plans. Issues related to legalities, record keeping, and governmental assistance will be covered.</p>		
<p>Prerequisite: ENG110 or equivalent (grade of C or higher required)</p>		
<p>Corequisite: none</p>		
<p>Length: 5 weeks</p>		
<p>Week 1: The Dynamic Role of the Small Business Week 2: Planning and Organizing a Business Week 3: Marketing Your Goods or Services Week 4: Managing Your Business Week 5: Operating Your Business, Basic Financial Planning</p>		
<p>Objectives:</p> <ul style="list-style-type: none"> • Describe the key principles that comprise starting and running a successful business, including strategy, product identification, planning, marketing, staffing, purchasing, operations, customer service, and quality control. • Develop a simulated business plan. • Discuss the basic concepts of small business, finance, and marketing. • Locate the U.S. Small Business Administration resources allotted for small businesses. • Discuss the basic federal and state laws as they relate to operating a business. 		
<p>Degree Plan Category: Recommended Elective</p>		<p>Offered during Session A</p>

BUS210	Business Ethics and Law	4 credits
<p>This course provides a study of the American legal system with an emphasis on how business organizations operate within that system, as well as an overview of the ethical issues and considerations that businesses encounter. Students learn about business law and ethics, contracts and sales, consumer protection issues and laws, agency and employment issues and laws, computer privacy issues, real property issues, and other relevant topics.</p>		
<p>Prerequisite: ENG110 or equivalent (grade of C or higher required)</p>		
<p>Corequisite: none</p>		
<p>Length: 5 weeks</p>		
<p>Week 1: The Legal System Week 2: Contracts Commenced Week 3: Contracts Concluded Week 4: Sales, Agency and Consumer Protection Week 5: Real Estate Law</p>		
<p>Objectives:</p> <ul style="list-style-type: none"> • Provide examples of how the application of law affects (a) one's personal or social life, (b) business or business operations, and (c) governments. • Describe the major classifications of law • Describe the structure of our federal and state court systems. • Discuss the nature of a contract. • Explain the enforceability of contracts in terms of valid, void, and voidable. • Discuss sales, warranty, and consumer protection within a legal context. • Identify how title and certificate of title relate to the concept of ownership • Discuss the nature of the principal-agent relationship. • Recognize the four organizational forms for structuring a business. • Discuss the fundamental concepts related to property ownership and transfer of property. 		
<p>Degree Plan Category: Recommended Elective</p>		<p>Offered during Session B</p>



Communications

COMM102	Effective Communication	5 credits
<p>Communication skills are developed through the use of effective listening, speaking, and writing skills. The student will develop the ability to speak clearly and effectively by learning to plan, compose and deliver ideas. Emphasis is on the global, ethical, technological, and customer service aspects of communication.</p>		
<p>Prerequisite: ENG110 or equivalent (grade of C or higher required)</p>		
<p>Corequisite: none</p>		
<p>Length: 5 weeks</p>		
<p>Week 1: What is communication? Week 2: Writing Process Week 3: Speaking in Public Week 4: Writing/Speaking Recap Week 5: Dyadic Communication for Life</p>		
<p>Objectives:</p> <ul style="list-style-type: none"> • Organize a written document • Prepare and deliver a speech • Discuss the basic components of effective listening. • Discuss the role interpersonal communication plays in forming our social relationships. • Develop a written document or speech for an informative, persuasive or entertaining setting • Explain the principles of conduct for working in a professional setting. • Demonstrate knowledge of cover letters, resumes and interview techniques 		
<p>Degree Plan Category: Recommended Elective</p>		<p>Offered during Session A</p>

COMM121	Interpersonal Relations	3 credits
<p>In this course the student will gain the ability to work effectively through and with other people. The student will gain an understanding of how people work together in groups. Topics covered include: human relations skills; communication and miscommunication; groups; team building; transactional analysis; organizational change; creativity; stress; and managing diversity.</p>		
<p>Prerequisite: ENG110 or equivalent (grade of C or higher required)</p>		
<p>Corequisite: none</p>		
<p>Length: 5 weeks</p>		
<p>Week 1: The Nature of Interpersonal Communication Week 2: Different Techniques for Verbal and Nonverbal Communication Week 3: Group Formation and Relationship Communication Week 4: Groups, Intercultural Communication, and Relationship Lifecycles Week 5: Teams, Teamwork, Conflict and Crisis Communication</p>		
<p>Objectives:</p> <ul style="list-style-type: none"> • Describe the multifaceted nature of communication. • Define the fundamental components of communication. • Apply verbal and non-verbal communication techniques to the appropriate situations. • Recognize the group formation and decision-making processes. • Discuss the social influences within group settings. • Identify the group elements within the context of a networked society. 		
<p>Degree Plan Category: Recommended Elective</p>		<p>Offered during Session B</p>



Communications, continued

COMM161	Business Communications	2 credits
<p>This course explores the principles and techniques of effective written business communication. Students will discuss, critique, and practice business writing strategies to produce good-news messages, bad-news messages, persuasive messages, reports, proposals and presentations, while developing critical thinking, researching and interviewing skills. Business communication in a global business environment is also emphasized.</p>		
<p>Prerequisite: ENG110 or equivalent (grade of C or higher required)</p>		
<p>Corequisite: none</p>		
<p>Length: 5 weeks</p>		
<p>Week 1: Introduction of Communication Techniques Week 2: Persuasion Week 3: Negotiation Week 4: Managing Teams Week 5: Overview and Conclusions</p>		
<p>Objectives:</p> <ul style="list-style-type: none"> • Apply the concepts of effective business communication. • Discuss the communication process within a cross-cultural context. • Prepare effective “good-news,” “bad-news,” and “persuasive” business messages. • Describe the research process and the techniques that are used to assemble supporting evidence in a business report. • Identify an audience’s communication needs. • Write and present a business report. 		
<p>Degree Plan Category: Recommended Elective</p>		<p>Offered during Session A</p>

COMM203	Customer Service Principles	3 credits
<p>This course introduces and reinforces basic service principles and helps students develop professional customer handling, telephone, and communication skills. Students practice listening and questioning techniques, call control and empathy. Difficult situations are covered, with an emphasis on problem solving and assertive communication.</p>		
<p>Prerequisite: ENG110 or equivalent (grade of C or higher required)</p>		
<p>Corequisite: none</p>		
<p>Length: 5 weeks</p>		
<p>Week 1: Defining and Understanding Customer Service Week 2: Learning to Listen Week 3: Behavioral Styles and Relationship Building Week 4: Diversity and Technology in Customer Service Week 5: Trust and Loyalty in Customer Relationship Management</p>		
<p>Objectives:</p> <ul style="list-style-type: none"> • Demonstrate knowledge of key customer service concepts. • Recognize the effective listening skills to be used in customer service settings. • Match behavioral styles to customer service interactions. • Recognize techniques for approaching challenging customers. • Identify techniques for approaching customers from diverse cultural backgrounds. • Practice customer service skills using technological advances such as email. • Discuss the importance of customer-centric policies, trust, and loyalty in customer relationship management. • Explain the Use professional techniques to establish business relationships. • List the current trends in customer service methodology. 		
<p>Degree Plan Category: Recommended Elective</p>		<p>Offered during Session A</p>



English

ENG110	English Composition	5 credits
This course is an introduction to the writing process and to the major conventions of standard written English.		
Prerequisite: none		Corequisite: none
Length: 5 weeks		
Week 1: Introduction to the Writing Process: Purpose, Audience, and Topic; Grammar: Basic Concepts Week 2: Thesis Statement and Supporting Evidence; Grammar: Constructing Sentences Week 3: Methods of Essay Development; Grammar: Point of View, Subject-Verb Agreement Week 4: Argument; Essay Organization and Constructing Unified Paragraphs; Grammar: Comma, Semicolon, and Colon Week 5: Research and Documentation (Finding Information, Evaluating Sources, and Citing Sources); Revising, Editing, and Proofreading; Grammar: Dashes, Parallelism, Modifiers, Numbers, and Quotations		
Objectives: <ul style="list-style-type: none"> Analyze a writing assignment to determine its purpose and audience. Practice the steps that make up the writing process. Apply the basic formal conventions of the essay. Apply basic research and documentation techniques. Edit their own writing and that of others. Apply the correct grammar, usage, and style of standard written English. 		
Degree Plan Category: General Ed		Offered during Sessions A and B

History

HIST102	US History I (1607-1877)	5 credits
This course surveys the social, political, cultural, and economic development of North America, the British Colonies, and the United States. The course provides a broad-base history of the United States from before the arrival of Europeans to 1877. Migration, colonial and revolutionary periods, the development of the Republic, and the Civil War are covered.		
Prerequisite: ENG110 or equivalent (grade of C or higher required)		
Corequisite: none		
Length: 5 weeks		
Week 1: Confronting Spanish power, settling North America Week 2: Taxation without representation and the Revolutionary war Week 3: Transforming North America, economics and innovations in the south Week 4: Political parties, forming a nation, expanding continents, Manifest Destiny Week 5: Legislating and slavery, the Civil War, Reconstruction		
Objectives: <ul style="list-style-type: none"> Outline the events that led to the colonization of the United States. Describe the American Revolution and evaluate the outcome of the war. Describe the developments shaping both Northern and Southern states' economic growth and cultural transformations. Describe the motivations of settlers heading West during the westward expansion. Explain the development of the two-party system in the United States. Summarize the major events of the Civil War. 		
Degree Plan Category: General Ed		Offered during Session B



Health Information Technology

HIT135	Medical Terminology	3 credits
<p>A working knowledge of medical terminology is desirable for anyone entering one of the health science fields. This course will provide students with the foundation they need to recognize and interpret medical terms using the four word-part approach (prefixes, word roots, suffixes, and combining vowels). Students will come away from the course with a better understanding and mastery of terminology related to the health care field. Emphasis will be placed on improving written and oral communication skills pertaining to medical terminology. Identification of medical terms by word part is stressed, as are memorization, pronunciation, practical usage, and spelling.</p>		
Prerequisite: none		Corequisite: none
Length: 5 weeks		
Week 1: The Four Part Method Week 2: Anatomical and Physiological Terminology Week 3: Suffixes Week 4: Prefixes Week 5: Medical Specialists		
Objectives: <ul style="list-style-type: none"> • Apply the “four word part” approach to recognize medical terms. • Identify and differentiate between the roots, suffixes, and prefixes used to form medical terms. • Recognize the terms used to describe medical specialists. • List the terminology used to describe the structural levels of the body and the major body cavities. • Change singular medical terms into plural medical terms. 		
Degree Plan Category: Recommended Elective		Offered during Sessions A and B

Mathematics

MATH102	College Math	5 credits
<p>This course is designed to develop mathematical and computational skills needed by college students and aids students in making the transition from computational to application mathematics. The student gains practice in mathematical calculations including percent, ratio, proportion, measurement, evaluation of numerical expressions and using charts, tables and graphs to solve problems. Emphasis is on solving for the unknown to help students become comfortable using variables to represent numbers.</p>		
Prerequisite: none		Corequisite: none
Length: 5 weeks		
Week 1: Problem solving, number systems, notation Week 2: Fractions and algebra Week 3: Graphing, calculating slope, reading graphs Week 4: Metric system and geometry Week 5: Math principles for consumers		
Objectives: <ul style="list-style-type: none"> • Apply the essential rules and procedures associated with whole numbers, fractions, decimals, ratio and proportion, and percents to complete mathematical exercises. • Apply the graphic techniques used to visually represent numerical values. • Recognize the U.S. customary standard units of measurement and their metric equivalents. • Apply the basic concepts of geometry to complete mathematical exercises. • Apply the essential rules and procedures associated with rational numbers to complete mathematical exercises. • Apply the essential rules and procedures associated with algebra to complete mathematical exercises. 		
Degree Plan Category: General Ed		Offered during Session A



Personal Development

PD102	Personal Development	2 credits
<p>This course takes the student through a personal inventory in order to establish educational and life goals. Students will learn how to battle fear of failure, utilize existing marketable strengths, build and maintain positive relationships, and promote self-confidence. An emphasis will be placed on learning to improve listening, reading, and study skills using approaches to time management and prioritization techniques.</p>		
Prerequisite: none		Corequisite: none
Length: 5 weeks		
<p>Week 1: Setting goals, establishing a plan, and learning from mistakes. Week 2: Strategies for implementing daily changes & time management Week 3: Reflecting on development & the basics of careful listening and thinking Week 4: Learning from others & careful reading Week 5: Maintaining work ethic, study skills & plagiarism</p>		
<p>Objectives:</p> <ul style="list-style-type: none"> • Establish personalized educational and life goals. • Recognize the memory processes that adult learners use. • Utilize time management techniques. • Distinguish between personality types. • Implement time management skills. • Practice study skills. • Recognize barriers to success. • Identify solutions that address barriers to a student's personal success or conflict situations. • Create personal mission statements. • Identify personal aptitudes and strengths. 		
Degree Plan Category: Recommended Elective		Offered during Session A

PD103	Professional and Career Development	2 credits
<p>The student will prepare a resume, a cover letter, and a thank-you letter. They will acquire skills necessary to properly prepare typical pre-employment forms. Interviewing techniques are taught and practiced. This class will help to optimize a student's potential for employment by developing skills in communication, business etiquette, problem solving, critical thinking, time management and interpersonal skills.</p>		
Prerequisite: ENG110 or equivalent (grade of C or higher required)		
Corequisite: none		
Length: 5 weeks		
<p>Week 1: Getting Started: What Are You and Your Future Employers Looking For? Week 2: The Resume Process Week 3: The Application and the Cover Letter Week 4: How to Get an Interview Week 5: Acing the Interview and Getting the Job!</p>		
<p>Objectives:</p> <ul style="list-style-type: none"> • Create a professional resume. • Create a cover letter. • Explain the recommended guidelines for succeeding in an interview. • Apply time management and communication skills to facilitate a job search. 		
Degree Plan Category: Recommended Elective		Offered during Session B



Personal Training

PTR251	Certified Fitness Trainer	5 credits
<p>This course covers the principles of general personal training including anatomy, physiology, biomechanics, client assessment, exercise program design, general nutrition principles, motivation, special populations, and injury prevention. Upon successful completion of the course (total course score of 75% or higher) and submission of Basic Adult CPR/AED/First Aid card, students will be awarded an ISSA Certified Fitness Trainer certification by the ISSA Professional Division.*</p>		
Prerequisite: none	Corequisite: Basic Adult CPR/AED/First Aid	
Length: 10 weeks		
<p>Week 1: Metabolism, basic anatomy, and physiology Week 2: Muscle anatomy and physiology Week 3: Kinesiology, biomechanics, musculoskeletal deviations, muscle mechanics Week 4: Strength Week 5: Cardiovascular training, flexibility, body composition, program development Week 6: Assessment, training principles, periodization, training loads Week 7: Nutrition Week 8: Special populations Week 9: Sports medicine, first aid Week 10: Final exam</p>		
<p>Objectives:</p> <ul style="list-style-type: none"> • Explain the fundamental principles of anatomy & physiology. • Describe the musculoskeletal system, body mechanics, and body musculature in relation to exercise and movement. • Describe the primary concepts of human physiology at rest and during exercise. • Administer assessments related to health, fitness, nutrition, and weight management. • Design a program that is customized according to the results of a client's individual health and fitness assessment(s). • Incorporate the correct anatomy, physiology, kinesiology, and body mechanic terminology when communicating with clients. • Instruct clients on the integration of a healthy lifestyle through exercise and proper nutrition. • Monitor client progress toward program goals. • Describe the basic principles of nutrition and how they relate to health and exercise programs. • Apply the accepted industry standards for exercise safety. • Apply the basic principles of human motivation and coaching techniques to encourage clients. • Describe the fundamentals of injury prevention. • Describe health and fitness program modifications for special populations. • Recognize the situations that require professional input outside of trainer scope of practice. • Conduct his or her self according to the Trainer Code of Ethics. 		
Degree Plan Category: Core		
<p>* Please note: The Professional Division requires a total score of 75% or higher in the class to qualify for certification. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee. Obtaining certification through the Professional Division is not a requirement of the educational curriculum, but is recommended for professional goals.</p>		



Personal Training, continued

PTR252	Specialist in Sports Nutrition	5 credits
<p>This course covers dietary and supplement strategies to enhance athletic performance. Students learn to identify the dietary needs of both athletic and general populations based on age, size, activity level, and goal. Topics covered include the structure and function of macronutrients and micronutrients, how anatomy and metabolism determine nutrient needs, and various approaches to fine tuning performance through manipulating nutrient intake.</p>		
<p>Prerequisite: PTR211, PTR231 or PTR251 (grade of C or higher required)</p>		
<p>Corequisite: Basic Adult CPR/AED/First Aid</p>		
<p>Length: 10 weeks</p>		
<p>Week 1: The role of sports nutrition, overview of nutrients Week 2: Macronutrients Week 3: Micronutrients Week 4: Food labels, supplements Week 5: Cell structure and function, digestion and absorption Week 6: Body composition, energy needs and metabolism Week 7: Overview of dietary guidelines 2015-2020; performance nutrition strategies Week 8: Special dietary strategies Week 9: Female athlete triad; athletic performance improvement approach Week 10: Final exam</p>		
<p>Objectives:</p> <ul style="list-style-type: none"> • Explain how proper nutrition improves both physical and mental performance. • Describe the structure, metabolism, and dietary sources of carbohydrates, fats, and proteins. • Identify dietary sources, functions, the effects of deficiency, and the effects of surplus for various micronutrients. • Recognize the different type of nutrient sources available to the athlete and the variables that determine if the nutrient source is beneficial for the athlete. • Explain the components of cell structure, energy transfer, anatomy and physiology of digestion, and metabolism. • Conduct body composition assessments and calculate energy requirements. • Analyze dietary strategies for fat loss and muscle gain. • Construct custom nutrition plans for clients based on his or her sport, age, size and performance objective. 		
<p>Degree Plan Category: Core</p>		
<p>* Please note: The Professional Division requires a total score of 75% or higher in the class to qualify for certification. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee. Obtaining certification through the Professional Division is not a requirement of the educational curriculum, but is recommended for professional goals.</p>		



Personal Training, continued

PTR253	Specialist in Exercise Therapy	5 credits
<p>This course covers the skills necessary to bridge the gap between medical rehabilitation and post rehabilitation for clients with chronic medical conditions. Students learn to work with and develop exercise programs for individuals suffering from arthritis, osteoporosis, stroke, cardiovascular conditions, orthopedic conditions, asthma, diabetes, cancer, and muscular dystrophy. Upon successful completion of the course (total course score of 75% or higher) and submission of Basic Adult CPR/AED/First Aid card, students will be awarded an ISSA Specialist in Exercise Therapy certification by the ISSA Professional Division.*</p>		
<p>Prerequisite: PTR211, PTR231 or PTR251 (grade of C or higher required)</p>		
<p>Corequisite: Basic Adult CPR/AED/First Aid</p>		
<p>Length: 10 weeks</p>		
<p>Week 1: Therapeutic exercise, understanding the disabled, exercise as therapy Week 2: Functional fitness, fundamentals of exercise therapy Week 3: Muscles and movement, contraindicated exercises Week 4: Chronic conditions overview, cardiorespiratory conditions, metabolic conditions Week 5: Neurological conditions Week 6: Orthopedic conditions, sensory impairments, other conditions Week 7: Programming for ambulation and aquatics Week 8: Programming for balance, perceptual motor skills, cardiovascular fitness, flexibility, and range of motion Week 9: Programming for muscular strength, muscular endurance, and posture Week 10: Final exam</p>		
<p>Objectives:</p> <ul style="list-style-type: none"> • Explain the fundamental principles of therapeutic exercise; including, its definition, and use in prevention, treatment, control, rehabilitation, restoration and prevention of reoccurrence in a variety of ailments. • Describe the role and scope of practice for a Specialist in Exercise Therapy, and identify how this role fits into a client's continuum of care. • Discuss the aspects and application of functional fitness. • Define the musculoskeletal system, body mechanics, and body musculature in relation to exercise and movement. • Explain the challenges facing clients with chronic, medical conditions. • Recognize a chronic health condition(s) that may require an individual to use special care while exercising. • Identify the correct exercise(s) to address a client's specific chronic condition (cardiovascular, pulmonary, metabolic, neurological, orthopedic, and / or sensory). • Develop a comprehensive exercise therapy program that utilizes Adaptive Programming principles and techniques to address the fitness constraints of a client. • Identify the locations for additional Exercise Therapy Support materials and resources. 		
<p>Degree Plan Category: Core</p>		
<p>* Please note: The Professional Division requires a total score of 75% or higher in the class to qualify for certification. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee. Obtaining certification through the Professional Division is not a requirement of the educational curriculum, but is recommended for professional goals.</p>		



Personal Training, continued

PTR254	Youth Fitness Trainer	5 credits
<p>Discusses growth and development, metabolism, physiology, body composition, training, endurance, flexibility, strength, plyometrics, program structure, sports psychology, nutrition, and injury as each relates to children and teens. Upon successful completion of the course (total course score of 75% or higher) and submission of Basic Adult CPR/AED/First Aid card, students will be awarded an ISSA Youth Fitness Trainer certification by the ISSA Professional Division.*</p>		
Prerequisite: none	Corequisite: Basic Adult CPR/AED/First Aid	
<p>Length: 10 weeks</p>		
<p>Week 1: Growth, development, and metabolism Week 2: Cardiovascular, pulmonary, and muscular physiology Week 3: Temperature regulation, obesity, and body composition Week 4: Training and adaptation, endurance fitness Week 5: Flexibility, muscle strength Week 6: Plyometrics, power, speed, program structure Week 7: Sports Psychology Week 8: Nutrition Week 9: Injury, assessment Week 10: Final exam</p>		
<p>Objectives:</p> <ul style="list-style-type: none"> • Apply the principles of pediatric and adolescent growth, metabolism, muscle anatomy, bio-mechanics, training, and adaptation principles to create appropriate workout programs for children and teens based on fitness level and goals. • Measure the body composition of a young client and classify the results according to the youth physical development guidelines. • Develop a comprehensive exercise program that utilizes Adaptive Programming principles and techniques to address the fitness requirements of a young client. • Apply the sports psychology principles for young clients. • Incorporate the knowledge of energy and growth needs, nutritional content of food, and the food pyramid to facilitate replacement of unhealthy foods in a client's diet with nutritious foods. • Identify the causes of overtraining and injury and incorporate injury prevention into the training program. • Identify a situation when it is necessary to seek out a doctor's assistance with exercise design and/or injury needs. 		
<p>Degree Plan Category: Core</p>		
<p>* Please note: The Professional Division requires a total score of 75% or higher in the class to qualify for certification. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee. Obtaining certification through the Professional Division is not a requirement of the educational curriculum, but is recommended for professional goals.</p>		



Personal Training, continued

PTR255	Specialist in Strength and Conditioning	5 credits
<p>Covers all topics related to programming and motivation for athletes including anatomy, physiology, assessment, flexibility, strength, programming for specific sports, athletic nutrition, sports psychology, and injury. Upon successful completion of the course (total course score of 75% or higher) and submission of Basic Adult CPR/AED/First Aid card, students will be awarded an ISSA Specialist in Strength and Conditioning certification by the ISSA Professional Division.*</p>		
Prerequisite: none	Corequisite: Basic Adult CPR/AED/First Aid	
Length: 10 weeks		
<p>Week 1: Defining fitness, anatomy Week 2: Metabolism; pulmonary, cardiovascular, and muscle physiology Week 3: Temperature regulation, exercise and the environment, body composition Week 4: Assessment Week 5: Adaptation, endurance, strength, chest, shoulders, and arms Week 6: Abs, back, legs, plyometrics, flexibility, power and speed, program design Week 7: Football, basketball, baseball/softball, swimming, track and field, golf Week 8: Bodybuilding, soccer, weightlifting/powerlifting, nutrition Week 9: Sports psychology, injury Week 10: Final exam</p>		
<p>Objectives:</p> <ul style="list-style-type: none"> • Apply the principles of metabolism, muscle anatomy, biomechanics, training, and adaptation to create a periodized conditioning program for an athlete based on starting fitness level and sport-specific goals. • Describe the components of human tissues including bones, joints, and muscle fibers. • Describe the musculoskeletal system, body mechanics, and body musculature in relation to exercise and movement. • Identify energy systems and which system is activated by particular activities. • Explain how the pulmonary, cardiovascular, and muscular systems respond to exercise. • Measure and classify body composition for athletes. • Properly assess, monitor, and evaluate an athlete's fitness level and progress toward goals. • Describe exercises intended to increase endurance, flexibility, strength, power, and speed. • Design sport-specific exercise programs for athletes. • Identify the sports psychology principles and techniques that assist athletes in achieving the mental preparedness necessary for optimal performance. • Apply the principles of basic nutrition and supplementation as they pertain to athlete's health and fitness goals. • Identify the causes of overtraining and injury and incorporate injury prevention into the training program. • Identify the situation(s) when it is necessary to seek out a doctor's assistance with exercise design and/or injury needs. 		
Degree Plan Category: Core		
<p>* Please note: The Professional Division requires a total score of 75% or higher in the class to qualify for certification. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee. Obtaining certification through the Professional Division is not a requirement of the educational curriculum, but is recommended for professional goals.</p>		



Personal Training, continued

PTR256	Specialist in Senior Fitness	5 credits
<p>Examines exercise programming for senior clients including topics on aging and exercise, chronic conditions for older adults, proper assessment, strength, flexibility, contraindicated exercises, and motivation. Upon successful completion of the course (total course score of 75% or higher) and submission of Basic Adult CPR/AED/First Aid card, students will be awarded an ISSA Specialist in Senior Fitness certification by the ISSA Professional Division.*</p>		
<p>Prerequisite: PTR211, PTR231 or PTR251 (grade of C or higher required)</p>		
<p>Corequisite: Basic Adult CPR/AED/First Aid</p>		
<p>Length: 10 weeks Week 1: Fit for life, biomarkers Week 2: Physiology of aging, healthy aging Week 3: Facts and myths, exercises to avoid Week 4: Effective teaching, motivating the older adult Week 5: Basic assessment, cardiovascular fitness for older adults Week 6: Strength training guidelines, flexibility Week 7: Cardiovascular, pulmonary, neurological, and metabolic conditions Week 8: Orthopedic and sensory conditions Week 9: Marketing Week 10: Final exam</p>		
<p>Objectives:</p> <ul style="list-style-type: none"> • Recognize the health and fitness challenges facing older adults and explain how exercise fits in the continuum of care. • Identify a basic understanding of chronic conditions associated with aging and how to incorporate exercise for these conditions. • Administer the proper health and fitness assessment techniques for older adults. • Discuss the benefits of exercise to the older adult population. • Apply the motivation and teaching techniques that are appropriate for the older adult demographic. • Identify the correct exercise(s) to address an older adult client's specific condition (cardiovascular, pulmonary, metabolic, neurological, orthopedic, and / or sensory). • Design strength, flexibility, and cardiovascular health and fitness programs for older adult clients. • Explain business and marketing principles that support exercise programming for the older adult demographic. • Identify the situation(s) when it is necessary to seek out a doctor's assistance with exercise design and/or injury needs. 		
<p>Degree Plan Category: Core</p>		
<p>* Please note: The Professional Division requires a total score of 75% or higher in the class to qualify for certification. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee. Obtaining certification through the Professional Division is not a requirement of the educational curriculum, but is recommended for professional goals.</p>		



Personal Training, continued

PTR257	Specialist in Group Fitness	5 credits
<p>Specialist in Group Fitness shows you how to use your knowledge and experience as an ISSA certified fitness trainer to design and lead safe and effective group training sessions. The course begins with the scientific foundations for group training design, including training-essential anatomy, physiology, and biomechanics, as well as how training elicits various physical adaptations. Material then advances to the practical application of these concepts as they apply to group training program design and implementation. Advanced concepts include programming, assessment, safety, exercises and equipment, class formats, performance nutrition, and marketing your classes.*</p>		
<p>Prerequisite: PTR251, PTR231, or PTR211 (grade of C or higher required)</p>		
<p>Corequisite: Basic Adult CPR/AED/First Aid</p>		
<p>Length: 10 weeks Week 1: Musculo-Skeletal System; Kinesiology and Biomechanics Week 2: Physiology and the Training Effect; Strength, Endurance, and Cardiovascular Fitness Week 3: Flexibility; Body Composition and Performance Nutrition for Groups Week 4: Periodizing Your Planning Week 5: Considerations in Program Design Week 6: Designing Your Group Workouts Week 7: Equipment and Exercises Week 8: Workout Programming Week 9: Marketing and Managing Your Business Week 10: Final Case Study and Final Examination</p>		
<p>Objectives:</p> <ul style="list-style-type: none"> • Identify the major structures of the body. • Describe joints, their common injuries, and how they function as complete kinetic chains. • Identify how basic principles of biomechanics, balance, kinesthesia, and proprioception relate to muscle and strength balance. • Review the physiology of muscle contraction, muscle fiber types, energy production pathways, mechanisms of fatigue, and training adaptations. • Recognize Newton's Laws of Motion and their relationship to the biomechanics of strength and movement. • Identify strength, muscular endurance, cardiovascular training, and conditioning, as well as training modalities for each. • Evaluate clients, including body composition, flexibility, mobility, and performance nutrition. • Apply exercise adaptations, program periodization, and training cycles within a training period to program design for a given group. • Identify essential considerations for designing a specific group exercise program, including useful information gathering, strategies for flexible programming in less than ideal conditions, approaching nutrition effectively in a group setting, safety and injury prevention, and strategies for coaching, motivating, tracking progress, and building relationships. • Select, scale, modify, and blend exercises, repetition schemes, workout tempos, and group workout formats. • Identify the most effective blend of equipment and exercises to provide a full-body, balanced approach to achieving the desired training effect for the group. • Recognize basic elements of managing and marketing your group exercise business, including professionalism and pricing. 		
<p>Degree Plan Category: Core</p>		
<p>* Please note: The Professional Division requires a total score of 75% or higher in the class to qualify for certification. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee. Obtaining certification through the Professional Division is not a requirement of the educational curriculum, but is recommended for professional goals.</p>		



Personal Training, continued

PTR258	Corrective Exercise Specialist	5 credits
<p>This course covers the skills necessary to use evidence based corrective exercise interventions to restore physical performance, improve physical performance, and reduce injury risk for those with movement dysfunctions. Students learn to identify the complex factors associated with poor movement patterns and correct them with the simplest methods possible. Please note: The information provided in this course is for general educational purposes only. The material is not a substitute for consultation with a healthcare provider regarding particular medical conditions and needs.</p> <p>Upon successful completion of the course (total course score of 75% or higher) and submission of Basic Adult CPR/AED/First Aid card, students will be awarded an ISSA Specialist in Fitness Nutrition certification by the ISSA Professional Division.*</p>		
<p>Prerequisite: PTR251, PTR231, or PTR211 (grade of C or higher required)</p>		
<p>Corequisite: Basic Adult CPR/AED/First Aid</p>		
<p>Length: 10 weeks</p> <p>Week 1: Introduction, skeletal system, muscle and fascia Week 2: Nervous system, joint actions Week 3: Movement and motor learning Week 4: Preparing for your client, understanding client motivation, identifying performance goals Week 5: Create a just right challenge, corrective exercise programming fundamentals Week 6: Perform a single joint movement analysis, perform an upper body multi-joint movement analysis Week 7: Perform a lower body multi-joint movement analysis, restore structural alignment and stability Week 8: Restore mobility through stability Week 9: Soft tissue assessments and correctives Week 10: Final examination</p>		
<p>Objectives:</p> <ul style="list-style-type: none"> • Understand the roles that a personal trainer or health care practitioner are legally and ethically allowed to play when correcting physical dysfunctions • Explain the structure and function of the human skeletal system • Describe the structure and function of the skeletal muscle system • Explain the structure and function of the nervous system • Describe the primary joint actions and the muscles that drive them • Explain how movement is initiated, maintained, and modified • Describe the four necessary steps to prepare for your client • Explain the essential roles of motivation, feedback and exercise capacity • Outline the steps to perform a movement analysis for any exercise • Explain the steps to restore structural alignment and stability from head to toe • Describe the corrective exercises that correspond with the most common movement dysfunctions • Describe soft tissue assessments and correctives for the most common joint restrictions 		
<p>Degree Plan Category: Core</p>		
<p>* Please note: The Professional Division requires a total score of 75% or higher in the class to qualify for certification. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee. Obtaining certification through the Professional Division is not a requirement of the educational curriculum, but is recommended for professional goals.</p>		



Personal Training, continued

PTR259	Specialist in Fitness Nutrition	5 credits
<p>Students learn the science behind proper nutrition and the art of applying the science as a nutrition coach. Topics include the anatomy and physiology of digestion, metabolism, energy transfer and balance, and the structure and function of macronutrients and micronutrients. Practical components include nutritional goal setting, collecting and analyzing client information, structuring an appropriate nutrition plan based on client level and goals, outcome-based nutrition coaching, and practical plans to help clients overcome common challenges. Upon successful completion of the course (total course score of 75% or higher) and submission of Basic Adult CPR/AED/First Aid card, students will be awarded an ISSA Specialist in Fitness Nutrition certification by the ISSA Professional Division.*</p>		
Prerequisite: none	Corequisite: Basic Adult CPR/AED/First Aid	
Length: 10 weeks		
<p>Week 1: Good nutrition, cell structure and function Week 2: Digestion, absorption, and energy transformation Week 3: Energy balance, aerobic and anaerobic metabolism Week 4: Macronutrients, micronutrients Week 5: Water and fluid balance, special populations Week 6: Preparing for your client, collecting and evaluating client information Week 7: Nutrition strategies, supplementation Week 8: Setting goals, monitoring progress, making adjustments Week 9: Providing continuing education and support Week 10: Final exam</p>		
<p>Objectives:</p> <ul style="list-style-type: none"> • Administer the tools that fitness professionals use to provide general nutritional recommendations that support healthy eating behaviors for clients. • Apply the key principles of exercise nutrition, including the components of good nutrition, cell structure, energy transfer, anatomy and physiology of digestion, and metabolism. • Describe the structure, metabolism, and dietary sources of carbohydrates, fats, and proteins. • Identify dietary sources, functions, the effects of deficiency, and the effects of surplus for various micronutrients. • Identify and address the nutritional variations for special populations. • Discuss goal setting and differentiate between outcome versus behavior goals. • Assess a client's participation level through analysis of the client's current nutrition knowledge, lifestyle, and motivation. • Design a nutritional strategy for clients based on his or her health history, participation level, lifestyle, and goals. • Monitor and adjust a client's progress through ongoing body composition and fitness assessment. • Recognize the situation(s) that require additional professional (Doctor, Dietitian, Physical Therapist) input outside of the trainer's scope of practice; seek his or her professional guidance. • Supply clients with practical plans to overcome common challenges. 		
Degree Plan Category: Core		
<p>* Please note: The Professional Division requires a total score of 75% or higher in the class to qualify for certification. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee. Obtaining certification through the Professional Division is not a requirement of the educational curriculum, but is recommended for professional goals.</p>		



Personal Training, continued

PTR260	Bodybuilding Specialist	5 credits
<p>This course covers training, recovery, motivation, and nutritional strategies to prepare the personal trainer to work with bodybuilders. Upon successful completion of the certification examination. Upon successful completion of the course (total course score of 75% or higher) and submission of Basic Adult CPR/AED/First Aid card, students will be awarded an ISSA Bodybuilding Specialist certification by the ISSA Professional Division.*</p>		
<p>Prerequisite: PTR251, PTR231, or PTR211 (grade of C or higher required)</p>		
<p>Corequisite: Basic Adult CPR/AED/First Aid</p>		
<p>Length: 10 weeks</p>		
<p>Week 1: Muscle Anatomy, Biomechanics, Kinesiology Week 2: Foundational Exercises Week 3: Exercise Basics, Bands and Chains Week 4: Aerobic Training, Flexibility Training Week 5: Testing and Evaluation, Periodization Strategies Week 6: Advanced Programming Strategies, Muscle Shaping Week 7: Nutrition and Supplementation, Ergogenic Aids Week 8: Recovery, Injury Prevention Week 9: Bodybuilding Psychology Week 10: Final Examination</p>		
<p>Objectives:</p> <ul style="list-style-type: none"> • Describe how the principles of muscle anatomy, kinesiology, and biomechanics apply to program design • Identify resistance training strategies and modalities that can be used to optimize muscle hypertrophy and strength • Analyze the pros and cons of various aerobic strategies as they relate to an individual bodybuilder's goals • Identify the factors that contribute to muscle hypertrophy • Describe exercises intended to increase strength and hypertrophy • Identify the causes of overtraining and injury • Apply the principles of basic nutrition and supplementation as they pertain to athletes' health and fitness goals • Identify how ergogenic aids can be used to improve performance and the health risks that they present • Identify the sports psychology strategies and techniques that assist athletes in achieving the mental preparedness necessary for optimal performance in bodybuilding 		
<p>Degree Plan Category: Core</p>		
<p>* Please note: The Professional Division requires a total score of 75% or higher in the class to qualify for certification. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee. Obtaining certification through the Professional Division is not a requirement of the educational curriculum, but is recommended for professional goals.</p>		



Psychology

PSY102	General Psychology	5 credits
This course is an introduction to the field of psychology as the scientific study of the behavior of man. Through a blend of application and theory, students develop a basic understanding of psychological principles. These principles are then applied these principles in a variety of situations.		
Prerequisite: ENG110 or equivalent (grade of C or higher required)		
Corequisite: none		
Length: 5 weeks		
Week 1: Psychology as a Science and Profession Week 2: Developmental Psychology and Sensation Week 3: Perception, Learning, Consciousness, and Intelligence Week 4: Stress and Personality Week 5: Abnormal and Social Psychology		
Objectives: <ul style="list-style-type: none"> • Explain how psychology functions as both a science and a profession. • Define the basic principles of psychology. • Identify patterns and milestones in the course of human development • Recognize the relationship between physiological sensation and psychological perception. • Apply cognitive and social psychology to aid in everyday tasks and decisions • Recognize the effects of stress on health and well-being. • Recognize that psychological disorders are treatable. 		
Degree Plan Category: General Ed		Offered during Sessions A and B

Sociology

SOC101	Introduction to Sociology	5 credits
This course provides a broad overview of sociology and how it applies to everyday life. Major theoretical perspectives and concepts are presented, including sociological imagination, culture, inequality, and social change. Students also explore the influence of social class and the family as a social structure.		
Prerequisite: ENG110 or equivalent (grade of C or higher required)		
Corequisite: none		
Length: 5 weeks		
Week 1: The Sociological Perspective and Development of Sociology Week 2: Sociological Research and Culture and Society Week 3: Socialization and Social Structure Week 4: Social Institutions and Social Stratification Week 5: Social Inequality and Social Change		
Objectives: <ul style="list-style-type: none"> • Assess human behavior from a sociological perspective. • Discover personal sociological imagination, and apply it to a variety of social problems and situations. • Discuss the development of sociology as a science and differentiate it from the other social sciences. • List at least five sociologists and their major contributions to the field. • Describe the three major sociological perspectives—Functionalist, Conflict, and Interactionist—and analyze human behavior applying these perspectives appropriately. • Explain the elements of a culture and how culture is different from society. • Explain the seven steps of the scientific research process and recognize appropriate research procedures in an experiment or an article describing research. • Explain the relationships between social structure, social stratification, and the consequences of social status. • Describe how inequality and other social factors contribute to social change. • Summarize the relationship between socialization and the family. 		
Degree Plan Category: General Ed		Offered during Session A



ISSA Certificate Programs

Master Trainer Certificate

30 Quarter Credits Required

Occupational Objective

ISSA's Master Trainer™ program is designed to fully equip graduates with a comprehensive foundation of both the science and practice of personal training, fitness nutrition, and fitness programming for special populations. The curriculum prepares graduates to properly assess, train, and motivate the general population, clients needing fitness nutrition coaching, and special populations.

Outline - Required

General Personal Training: foundational exercise science, assessment, programming, nutrition, and sports medicine

Fitness Nutrition: scope of practice, foundational nutrition science; preparing for and evaluating clients that seek fitness nutrition counseling; generating fitness nutrition strategies; supplementation; monitoring nutritional progress; continuing nutrition education and support

Outline - Choose Four

Corrective Exercise: movement and motor learning, understanding client motivation, corrective exercise programming fundamentals, single joint and multi-joint movement analysis, restoring structural alignment and stability, restore mobility, soft tissue assessments and correctives

Exercise Therapy: therapeutic exercise, understanding the disabled, functional fitness, exercise therapy, biomechanics, contraindicated exercises, chronic conditions, and exercise programming

Senior Fitness: biomarkers, physiology of aging, chronic conditions, sensory disorders, fitness programming for older adults, geriatric motivation and teaching strategies

Strength and Conditioning: foundational exercise science for strength and conditioning, training and adaptation, endurance training, strength development, sport-specific training, athletic nutrition, sports psychology, sports injury

Youth Fitness: exercise physiology for children and teens, pediatric and adolescent fitness program design, psychology for the young athlete, sports nutrition, children and athletic injury, assessment

Group Fitness: group-related strength, endurance, flexibility, body composition and nutrition; group programming and workout design; equipment and exercises; marketing and managing your business

Bodybuilding: muscle anatomy, biomechanics, kinesiology, foundational exercises, aerobic and flexibility training, testing and evaluation, periodization strategies, advanced programming strategies, muscle shaping, nutrition and supplementation, recovery, injury prevention, psychology

Sports Nutrition: macronutrients, micronutrients, food labels, supplements, cell structure and function, digestion and absorption, energy needs and metabolism, dietary guidelines, special dietary strategies, athletic performance improvement

Methods of Study

- **Degree Track:** Requirements are completed as professor-led undergraduate distance education courses through the ISSA College of Exercise Science. Courses are structured for optimal transferability with set start and end dates, weekly assignments, instructor interaction, and online classroom discussion. Courses fulfill the core requirements of ISSA's AS in Exercise Science and also contribute to the 30-credit undergraduate minimum* needed for associate's degree conferment.
- **Guided Study:** Requirements are completed as guided correspondence courses through the ISSA Vocational Division. A maximum of two courses can be applied toward an ISSA associate's degree with competency exam, but as correspondence courses, they do not contribute to the 30-credit undergraduate minimum* needed for associate's degree conferment.
- **Self-Paced Study:** Requirements are completed as independent correspondence study through the ISSA Vocational Division. A maximum of two courses can be applied toward an ISSA associate's degree with competency exam, but as correspondence courses, they do not contribute to the 30-credit undergraduate minimum* needed for associate's degree conferment.

Program Requirements (30)

Required

Certified Fitness Trainer (5): PTR251, PTR231, or PTR211

Specialist in Fitness Nutrition (5): PTR259, PTR239, or PTR219

Choose Four

Corrective Exercise Specialist (5): PTR258, PTR238, PTR218

Specialist in Exercise Therapy (5): PTR253, PTR233, or PTR213

Specialist in Senior Fitness (5): PTR256, PTR236, or PTR216

Specialist in Strength and Conditioning (5): PTR255, PTR235, or PTR215

Youth Fitness Trainer (5): PTR254, PTR234, or PTR214

Group Fitness Trainer (5): PTR257, PTR237, or PTR217

Bodybuilding Specialist (5): PTR260, PTR240, or PTR220

Specialist in Sports Nutrition (5): PTR252, PTR232, or PTR212

ISSA Professional Division - ISSA Master Trainer™ Certification

In order to obtain the ISSA Master Trainer™ Certification through the ISSA Professional Division, candidates must earn a minimum of 75% in all courses.† If enrollment is not continuous, the ISSA Professional Division may require completion of subject competency exam(s). ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee. Obtaining certification through the Professional Division is not a requirement of the educational curriculum, but is recommended for professional goals.

†Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

Occupational Objective

ISSA's Elite Trainer™ program is designed to fully equip graduates with a comprehensive foundation of both the science and practice of personal training, fitness nutrition, and fitness programming for special populations. The curriculum prepares graduates to properly assess, train, and motivate the general population, clients needing fitness nutrition coaching, and special populations.

Outline - Required

General Personal Training: foundational exercise science, assessment, programming, nutrition, and sports medicine

Fitness Nutrition: scope of practice, foundational nutrition science; preparing for and evaluating clients that seek fitness nutrition counseling; generating fitness nutrition strategies; supplementation; monitoring nutritional progress; continuing nutrition education and support

Outline - Choose One

Corrective Exercise: movement and motor learning, understanding client motivation, corrective exercise programming fundamentals, single joint and multi-joint movement analysis, restoring structural alignment and stability, restore mobility, soft tissue assessments and correctives

Exercise Therapy: therapeutic exercise, understanding the disabled, functional fitness, exercise therapy, biomechanics, contraindicated exercises, chronic conditions, and exercise programming

Senior Fitness: biomarkers, physiology of aging, chronic conditions, sensory disorders, fitness programming for older adults, geriatric motivation and teaching strategies

Strength and Conditioning: foundational exercise science for strength and conditioning, training and adaptation, endurance training, strength development, sport-specific training, athletic nutrition, sports psychology, sports injury

Youth Fitness: exercise physiology for children and teens, pediatric and adolescent fitness program design, psychology for the young athlete, sports nutrition, children and athletic injury, assessment

Group Fitness: group-related strength, endurance, flexibility, body composition and nutrition; group programming and workout design; equipment and exercises; marketing and managing your business

Bodybuilding: muscle anatomy, biomechanics, kinesiology, foundational exercises, aerobic and flexibility training, testing and evaluation, periodization strategies, advanced programming strategies, muscle shaping, nutrition and supplementation, recovery, injury prevention, psychology

Sports Nutrition: macronutrients, micronutrients, food labels, supplements, cell structure and function, digestion and absorption, energy needs and metabolism, dietary guidelines, special dietary strategies, athletic performance improvement

Methods of Study

- **Degree Track:** Requirements are completed as professor-led undergraduate distance education courses through the ISSA College of Exercise Science. Courses are structured for optimal transferability with set start and end dates, weekly assignments, instructor interaction, and online classroom discussion. Courses fulfill the core requirements of ISSA's AS in Exercise Science and also contribute to the 30-credit undergraduate minimum* needed for associate's degree conferment.
- **Guided Study:** Requirements are completed as guided correspondence courses through the ISSA Vocational Division. A maximum of two courses can be applied toward an ISSA associate's degree with competency exam, but as correspondence courses, they do not contribute to the 30-credit undergraduate minimum* needed for associate's degree conferment.
- **Self-Paced Study:** Requirements are completed as independent correspondence study through the ISSA Vocational Division. A maximum of two courses can be applied toward an ISSA associate's degree with competency exam, but as correspondence courses, they do not contribute to the 30-credit undergraduate minimum* needed for associate's degree conferment

Program Requirements (15)**Required**

Certified Fitness Trainer (5): PTR251, PTR231, or PTR211

Specialist in Fitness Nutrition (5): PTR259, PTR239, or PTR219

Choose One

Corrective Exercise Specialist (5): PTR258, PTR238, PTR218

Specialist in Exercise Therapy (5): PTR253, PTR233, or PTR213

Specialist in Senior Fitness (5): PTR256, PTR236, or PTR216

Specialist in Strength and Conditioning (5): PTR255, PTR235, or PTR215

Youth Fitness Trainer (5): PTR254, PTR234, or PTR214

Group Fitness Trainer (5): PTR257, PTR237, or PTR217

Bodybuilding Specialist (5): PTR260, PTR240, or PTR220

Specialist in Sports Nutrition (5): PTR252, PTR232, or PTR212

ISSA Professional Division - ISSA Elite Trainer™ Certification

In order to obtain the ISSA Elite Trainer™ Certification through the ISSA Professional Division, candidates must earn a minimum of 75% in all courses.† If enrollment is not continuous, the ISSA Professional Division may require completion of subject competency exam(s). ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee. Obtaining certification through the Professional Division is not a requirement of the educational curriculum, but is recommended for professional goals.

†Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

Bodybuilding Specialist Certificate

Bodybuilding Specialist Certificate

5 Quarter Credits Required

Occupational Objective

The Bodybuilding Specialist program provides graduates with the knowledge necessary to work with bodybuilders, figure competitors, and other individuals looking to achieve maximal muscle hypertrophy while minimizing body fat. Graduates develop the skill set to implement training, recovery, motivational, and nutritional strategies to elicit maximal muscle growth and optimize physical appearance.

Outline

Muscle Anatomy, Biomechanics, Kinesiology
 Foundational Exercises
 Exercise Basics, Bands and Chains
 Aerobic Training, Flexibility Training
 Testing and Evaluation, Periodization Strategies
 Advanced Programming Strategies, Muscle Shaping
 Nutrition and Supplementation, Ergogenic Aids
 Recovery, Injury Prevention
 Bodybuilding Psychology

ISSA Professional Division - ISSA Certified Fitness Trainer Certification

Upon successful completion of the course† and submission of Basic Adult CPR/AED/First Aid card, students will earn an ISSA Certified Fitness Trainer certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee.

† Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

Core Requirements: Bodybuilding Specialist course (5)

This course covers training, recovery, motivation, and nutritional strategies to prepare the personal trainer to work with bodybuilders. Upon successful completion of the certification examination (included in the course), students will earn an ISSA Bodybuilding Specialist certification through the ISSA Professional Division.

Choose ONE of the following methods of study:

Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR260	Bodybuilding Specialist - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
Undergraduate distance education course structure with set start/end dates. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR240	Bodybuilding Specialist - Guided Study	150 Clock	4 Months	\$180	\$900	\$25	\$925
Correspondence course with guided completion. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR220	Bodybuilding Specialist - Self-Paced	150 Clock	4 Months	\$119.80	\$599	\$25	\$624
Fully self-paced. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							

* A maximum of 2 self-paced or guided study courses can be transferred into the degree program.

** The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do not wish to pursue an Associate's Degree do not need to meet this requirement.

Certified Fitness Trainer Certificate

Certified Fitness Trainer Certificate

5 Quarter Credits Required

Occupational Objective

The Certified Fitness Trainer program is designed to equip graduates with the practical day-to-day skills necessary, as well as the theoretical knowledge needed to excel as a personal trainer serving the general public. Along with the necessary exercise science foundation, the program covers client assessment, program design, basic nutrition, and sports medicine along with business and marketing skills.

Outline

Outline
 Anatomy and Physiology
 Kinesiology and Biomechanics
 Strength Training
 Cardiovascular Training
 Flexibility
 Body Composition
 Program Development
 Basic Nutrition
 Injury and Disease

ISSA Professional Division - ISSA Certified Fitness Trainer Certification

Upon successful completion of the course† and submission of Basic Adult CPR/AED/First Aid card, students will earn an ISSA Certified Fitness Trainer certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee.

† Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

Core Requirements: Certified Fitness Trainer course (5)

This course covers the principles of general personal training including anatomy, physiology, biomechanics, client assessment, exercise program design, general nutrition principles, motivation, special populations, and injury prevention. Upon successful completion of the certification examination (included in the course), students will earn an ISSA Certified Fitness Trainer certification through the ISSA Professional Division.

Choose ONE of the following methods of study:

Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR251	Certified Fitness Trainer - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
Undergraduate distance education course structure with set start/end dates. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR231	Certified Fitness Trainer - Guided Study	150 Clock	4 Months	\$180	\$900	\$25	\$925
Correspondence course with guided completion. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR211	Certified Fitness Trainer - Self-Paced	150 Clock	4 Months	\$119.80	\$599	\$25	\$624
Fully self-paced. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							

* A maximum of 2 self-paced or guided study courses can be transferred into the degree program.

** The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do not wish to pursue an Associate's Degree do not need to meet this requirement.

Corrective Exercise Specialist Certificate

Corrective Exercise Specialist Certificate	5 Quarter Credits Required
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Occupational Objective

This program provides graduates with the knowledge necessary to work with individuals who have acute and chronic movement dysfunctions. Graduates develop the skill set to identify the complex factors associated with poor movement patterns that lead to injury and suboptimal human performance; and in turn correct them with the latest evidence based interventions to restore performance, improve performance, and reduce injury risk.

- Outline**
- Nervous system
 - Joint actions
 - Movement and motor learning
 - Preparing for your client
 - Understanding client motivation
 - Identifying performance goals
 - Corrective exercise programming fundamentals
 - Single joint and multi-joint movement analysis
 - Restore structural alignment and stability
 - Restore mobility
 - Soft tissue assessments and correctives

ISSA Professional Division - ISSA Corrective Exercise Specialist Certification

Upon successful completion of the course† and submission of Basic Adult CPR/AED/First Aid card, students will earn an ISSA Corrective Exercise Specialist certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee.

† Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

Core Requirements: Corrective Exercise Specialist course (5)

This course covers the skills necessary to use evidence based corrective exercise interventions to restore physical performance, improve physical performance, and reduce injury risk for those with movement dysfunctions. Students learn to identify the complex factors associated with poor movement patterns and correct them with the simplest methods possible.

Choose ONE of the following methods of study:

Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR258	Corrective Exercise Specialist - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
Undergraduate distance education course structure with set start/end dates. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR238	Corrective Exercise Specialist - Guided Study	150 Clock	4 Months	\$180	\$900	\$25	\$925
Correspondence course with guided completion. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR218	Corrective Exercise Specialist - Self-Paced	150 Clock	4 Months	\$119.80	\$599	\$25	\$624
Fully self-paced. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							

* A maximum of 2 self-paced or guided study courses can be transferred into the degree program.

** The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do not wish to pursue an Associate's Degree do not need to meet this requirement.

Specialist in Exercise Therapy Certificate

Specialist in Exercise Therapy Certificate

5 Quarter Credits Required

Occupational Objective

This program provides graduates with the knowledge necessary to work with clients that need supervised exercise therapy programs specifically designed around chronic conditions. Graduates develop skills necessary to design exercise programs for individuals suffering from arthritis, osteoporosis, stroke, cardiovascular conditions, orthopedic conditions, asthma, diabetes, cancer, and muscular dystrophy.

Outline

Therapeutic Exercise
 Understanding the Disabled
 Functional Fitness
 Exercise Therapy
 Muscles and Movement
 Contraindicated Exercises
 Chronic Conditions
 Programming for Ambulation, Aquatics, Balance, Perceptual Motor Skills, Cardiovascular Fitness, Flexibility, Range of Motion, Muscular Strength, Muscular Endurance, and Posture

ISSA Professional Division - ISSA Specialist in Exercise Therapy Certification

Upon successful completion of the course† and submission of Basic Adult CPR/AED/First Aid card, students will earn an ISSA Specialist in Exercise Therapy certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee.

† Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

Core Requirements: Specialist in Exercise Therapy course (5)

This course covers the skills necessary to bridge the gap between medical rehabilitation and post rehabilitation for clients with chronic medical conditions. Students learn to work with and develop exercise programs for individuals suffering from arthritis, osteoporosis, stroke, cardiovascular conditions, orthopedic conditions, asthma, diabetes, cancer, and muscular dystrophy. Upon successful completion of the certification examination (included in the course), students will earn an ISSA Specialist in Exercise Therapy certification through the ISSA Professional Division.

Choose ONE of the following methods of study:

Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR253	Specialist in Exercise Therapy - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
Undergraduate distance education course structure with set start/end dates. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR233	Specialist in Exercise Therapy - Guided Study	150 Clock	4 Months	\$180	\$900	\$25	\$925
Correspondence course with guided completion. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR213	Specialist in Exercise Therapy - Self-Paced	150 Clock	4 Months	\$119.80	\$599	\$25	\$624
Fully self-paced. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							

* A maximum of 2 self-paced or guided study courses can be transferred into the degree program.

** The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do not wish to pursue an Associate's Degree do not need to meet this requirement.

Specialist in Fitness Nutrition Certificate

Specialist in Fitness Nutrition Certificate	5 Quarter Credits Required
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Occupational Objective

ISSA's Specialist in Fitness Nutrition program blends nutritional science and practice in order to allow program graduates to successfully guide clients toward a better body through proper nutrition. In addition to the fundamentals of nutritional science, the curriculum includes a comprehensive approach to establishing a nutritional practice that includes how to prepare, collect and evaluate preliminary information, offer nutrition and supplement suggestions, set goals, monitor outcomes, make adjustments, and provide continuing ongoing support, all within the professional's defined scope of practice.

Outline

Scope of Practice
 Good Nutrition
 Cell Structure and Function
 Digestion and Absorption
 Energy Transformation and Balance
 Aerobic and Anaerobic Metabolism
 Macronutrients and Micronutrients
 Water and Fluid Balance
 Special Populations
 Preparing for Your Client
 Collecting and Evaluating Client Information
 Nutrition Strategies
 Supplementation
 Outcome-Based Nutrition Coaching
 Providing Continuing Education and Support

ISSA Professional Division - ISSA Specialist in Fitness Nutrition Certification

Upon successful completion of the course† and submission of Basic Adult CPR/AED/First Aid card, students will earn an ISSA Specialist in Fitness Nutrition certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee.

† Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

Core Requirements: Specialist in Fitness Nutrition course (5)

Students learn the science behind proper nutrition and the art of applying the science as a nutrition coach. Topics include the anatomy and physiology of digestion, metabolism, energy transfer and balance, and the structure and function of macronutrients and micronutrients. Practical components include nutritional goal setting, collecting and analyzing client information, structuring an appropriate nutrition plan based on client level and goals, outcome-based nutrition coaching, and practical plans to help clients overcome common challenges. Upon successful completion of the certification examination (included in the course), students will earn an ISSA Specialist in Fitness Nutrition certification through the ISSA Professional Division.

Choose ONE of the following methods of study:

Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR259	Specialist in Fitness Nutrition - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
Undergraduate distance education course structure with set start/end dates. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR239	Specialist in Fitness Nutrition - Guided Study	150 Clock	4 Months	\$180	\$900	\$25	\$925
Correspondence course with guided completion. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR219	Specialist in Fitness Nutrition - Self-Paced	150 Clock	4 Months	\$119.80	\$599	\$25	\$624
Fully self-paced. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							

* A maximum of 2 self-paced or guided study courses can be transferred into the degree program.

** The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do not wish to pursue an Associate's Degree do not need to meet this requirement.

Specialist in Group Fitness Certificate

Specialist in Group Fitness Certificate	5 Quarter Credits Required
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Occupational Objective

This program provides graduates with the knowledge necessary to design and implement strength training classes for groups. Graduates develop skills necessary to design strength training classes for multiple participants and acquire knowledge surrounding programming, assessment, safety, exercises and equipment, class formats, performance nutrition, and marketing for groups classes.

Outline

- Musculo-Skeletal System
- Kinesiology and Biomechanics
- Physiology and the Training Effect
- Strength, Endurance, and Cardiovascular Fitness
- Flexibility
- Body Composition and Performance Nutrition for Groups
- Periodizing Your Planning
- Considerations in Program Design
- Designing Your Group Workouts
- Equipment and Exercises
- Workout Programming
- Marketing and Managing Your Business

ISSA Professional Division - ISSA Specialist in Group Fitness Certification

Upon successful completion of the course† and submission of Basic Adult CPR/AED/First Aid card, students will earn an ISSA Specialist in Group Fitness certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee.

† Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

Core Requirements: Specialist in Group Fitness course (5)

Specialist in Group Fitness shows you how to use your knowledge and experience as an ISSA certified fitness trainer to design and lead safe and effective group training sessions. The course begins with the scientific foundations for group training design, including training-essential anatomy, physiology, and biomechanics, as well as how training elicits various physical adaptations. Material then advances to the practical application of these concepts as they apply to group training program design and implementation. Advanced concepts include programming, assessment, safety, exercises and equipment, class formats, performance nutrition, and marketing your classes.

Choose ONE of the following methods of study:

Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR257	Specialist in Group Fitness - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
Undergraduate distance education course structure with set start/end dates. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR237	Specialist in Group Fitness - Guided Study	150 Clock	4 Months	\$180	\$900	\$25	\$925
Correspondence course with guided completion. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR217	Specialist in Group Fitness - Self-Paced	150 Clock	4 Months	\$119.80	\$599	\$25	\$624
Fully self-paced. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							

* A maximum of 2 self-paced or guided study courses can be transferred into the degree program.

** The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do not wish to pursue an Associate's Degree do not need to meet this requirement.

Specialist in Senior Fitness Certificate

Specialist in Senior Fitness Certificate	5 Quarter Credits Required
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Occupational Objective

Graduates of the Specialist in Senior Fitness program gain the skills and knowledge necessary to plan and implement fitness programs for seniors. Graduates acquire knowledge surrounding aging and exercise, exercise programming for older adults, strength and flexibility, motivation, and exercise considerations for chronic conditions common to the geriatric population.

Outline

Biomarkers of Aging
 Physiology of Aging
 Chronic Conditions
 Sensory Disorders
 Program Design for Older Adults
 Motivating and Teaching

ISSA Professional Division - ISSA Specialist in Senior Fitness Certification

Upon successful completion of the course† and submission of Basic Adult CPR/AED/First Aid card, students will earn an ISSA Specialist in Senior Fitness certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee.

† Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

Core Requirements: Specialist in Senior Fitness course (5)

Examines exercise programming for senior clients including topics on aging and exercise, chronic conditions for older adults, proper assessment, strength, flexibility, contraindicated exercises, and motivation. Upon successful completion of the certification examination (included in the course), students will earn an ISSA Specialist in Senior Fitness certification through the ISSA Professional Division.

Choose ONE of the following methods of study:

Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR256	Specialist in Senior Fitness - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
Undergraduate distance education course structure with set start/end dates. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR236	Specialist in Senior Fitness - Guided Study	150 Clock	4 Months	\$180	\$900	\$25	\$925
Correspondence course with guided completion. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR216	Specialist in Senior Fitness - Self-Paced	150 Clock	4 Months	\$119.80	\$599	\$25	\$624
Fully self-paced. Pre-requisite (grade of C or higher required): PTR251, PTR231, or PTR211. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							

* A maximum of 2 self-paced or guided study courses can be transferred into the degree program.

** The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do not wish to pursue an Associate's Degree do not need to meet this requirement.

Specialist in Strength and Conditioning Certificate

Specialist in Strength and Conditioning Certificate	5 Quarter Credits Required
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Occupational Objective

This program is designed to prepare graduates to develop training programs that allow athletes to expand the capacity of their bodies to perform the most difficult athletic feats while remaining strong and free from injury. Along with the scientific foundations of strength conditioning, graduates learn the principles of athletic assessment, programming for specific sports, seasonal periodization, athletic nutrition, and sports psychology.

Outline

Anatomy
 Physiology
 Assessment
 Principles of Training and Adaptation
 Endurance Training
 Strength Development
 Sport Specific Training
 Nutrition
 Psychology
 Injury

ISSA Professional Division - ISSA Specialist in Strength and Conditioning Certification

Upon successful completion of the course† and submission of Basic Adult CPR/AED/First Aid card, students will earn an ISSA Specialist in Strength and Conditioning certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee.

† Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

Core Requirements: Specialist in Strength and Conditioning course (5)

Covers all topics related to programming and motivation for athletes including anatomy, physiology, assessment, flexibility, strength, programming for specific sports, athletic nutrition, sports psychology, and injury. Upon successful completion of the certification examination (included in the course), students will earn an ISSA Specialist in Strength and Conditioning certification through the ISSA Professional Division.

Choose ONE of the following methods of study:

Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR255	Specialist in Strength and Conditioning - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
Undergraduate distance education course structure with set start/end dates. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR235	Specialist in Strength and Conditioning - Guided Study	150 Clock	4 Months	\$180	\$900	\$25	\$925
Correspondence course with guided completion. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR215	Specialist in Strength and Conditioning - Self-Paced	150 Clock	4 Months	\$119.80	\$599	\$25	\$624

Fully self-paced. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.

* A maximum of 2 self-paced or guided study courses can be transferred into the degree program.

** The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do not wish to pursue an Associate's Degree do not need to meet this requirement.

Specialist in Sports Nutrition Certificate

Specialist in Sports Nutrition Certificate	5 Quarter Credits Required
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Occupational Objective

ISSA's Specialist in Sports Nutrition (SSN) program prepares personal trainers to expand their practices into the specialized area of sports nutrition. Trainers learn how to optimize client performance by combining well-designed training programs with performance nutrition.

Outline

Nutrients
 Metabolite and Botanical Ergogenic Supplements
 Food and Sports Supplements
 Cells, Tissues, and Systems
 Digestion and Absorption
 Body Composition and Metabolism
 Fitness and Performance
 Nutrition Approaches
 Athlete's Guide to Fat Loss and Muscle Gain
 Enhancing Performance with Carbohydrate Loading
 Special Concerns of Athletic Females
 Performance Lifestyle
 The Athletic Performance Improvement Formula

ISSA Professional Division - ISSA Specialist in Sports Nutrition Certification

Upon successful completion of the course† and submission of Basic Adult CPR/AED/First Aid card, students will earn an ISSA Specialist in Sports Nutrition certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee.

† Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

Core Requirements: Specialist in Sports Nutrition course (5)

Discusses macronutrients, micronutrients, food labels, supplements, cell structure and function, digestion and absorption, energy needs and metabolism, dietary guidelines, special dietary strategies, athletic performance improvement. Upon successful completion of the certification examination (included in the course), students will earn an ISSA Specialist in Sports Nutrition certification through the ISSA Professional Division.

Choose ONE of the following methods of study:

Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR252	Specialist in Sports Nutrition - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
Undergraduate distance education course structure with set start/end dates. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR232	Specialist in Sports Nutrition - Guided Study	150 Clock	4 Months	\$180	\$900	\$25	\$925
Correspondence course with guided completion. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR212	Specialist in Sports Nutrition - Self-Paced	150 Clock	4 Months	\$119.80	\$599	\$25	\$624
Fully self-paced. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							

* A maximum of 2 self-paced or guided study courses can be transferred into the degree program.

** The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do not wish to pursue an Associate's Degree do not need to meet this requirement.

Youth Fitness Trainer Certificate

Youth Fitness Trainer Certificate

5 Quarter Credits Required

Occupational Objective

This program provides graduates with the knowledge and skills needed to work with youth in a training capacity. Along with basic pediatric and adolescent exercise science, graduates learn the specific training principles and restrictions appropriate for kids and teens, as well as how to design safe and comprehensive fitness programs for young people.

Outline

Exercise Physiology for Children and Teens
 Designing Training Programs for Children
 The Psychology of the Young Athlete
 Sports Nutrition
 Children and Athletic Injuries
 Fitness Assessments

ISSA Professional Division - ISSA Youth Fitness Trainer Certification

Upon successful completion of the course† and submission of Basic Adult CPR/AED/First Aid card, students will earn an ISSA Youth Fitness Trainer certification through the ISSA Professional Division. ISSA professional certification is valid for two years and is renewable by completing 20 approved continuing education contact hours, and submitting an updated CPR/AED/First Aid card and renewal fee.

† Minimum total course score of 75% required for undergraduate courses; Minimum of 75% required on each section of the final exam for independent study courses.

Core Requirements: Youth Fitness Trainer course (5)

Discusses growth and development, metabolism, physiology, body composition, training, endurance, flexibility, strength, plyometrics, program structure, sports psychology, nutrition, and injury as each relates to children and teens. Upon successful completion of the certification examination (included in the course), students will earn an ISSA Youth Fitness Trainer certification through the ISSA Professional Division.

Choose ONE of the following methods of study:

Course #	Course Title	Hours	Length	Cost/Credit	Tuition	Other Cost	Total
PTR254	Youth Fitness Trainer - Degree Track	5 Quarter	10 Weeks	\$185	\$925	\$0	\$925
Undergraduate distance education course structure with set start/end dates. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree and contributes to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR234	Youth Fitness Trainer - Guided Study	150 Clock	4 Months	\$180	\$900	\$25	\$925
Correspondence course with guided completion. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							
PTR214	Youth Fitness Trainer - Self-Paced	150 Clock	4 Months	\$119.80	\$599	\$25	\$624
Fully self-paced. Co-requisite: Basic Adult CPR/AED/First Aid. Satisfies 5 credits toward an ISSA associate's degree with competency exam*. Does not contribute to the 30-credit undergraduate minimum** required for associate's degree completion.							

* A maximum of 2 self-paced or guided study courses can be transferred into the degree program.

** The 30-credit undergraduate minimum is a graduation requirement of the Associate's Degree program. This requirement can be fulfilled by taking undergraduate general education, core, or elective courses through the ISSA College of Exercise Science. Students who do not wish to pursue an Associate's Degree do not need to meet this requirement.



Course Selection and Enrollment Agreement

ISSA is 100% online distance education

Applying is easy! Simply **log on to issaonline.edu/ces to apply** to the College of Exercise Science.

Once you have been accepted, you can use the form below to choose your courses, or simply call ISSA at 1.800.892.4772 (1.804.745.8111 international) to register.

If you wish to choose your courses using this form, fax all four pages to 1.805.745.8119 or mail to ISSA | Attn: CES Course Selection | 1015 Mark Ave | Carpinteria, CA 93013

1. Step One: Complete your student record information

Last Name		First Name		Middle Name	
Date of Birth		Name as you would like it to appear on your diploma			
Street Address (Please note: because we ship via FedEx, we cannot ship to a PO Box)					
City			State		ZIP
Phone (day)		Phone (eve)		Email address	
High School (or equivalent) Graduation Year and Location			Gender	How did you hear about ISSA?	

2. Step Two: Choose your program of study

Program Title _____

List the courses that you wish to take in the coming term. Use the information provided in the program listings to complete the boxes below.

Course#	Course Title	Hours	Length	Cost/Credit	Tuition	S&H**	Total

3. Step Three: Select your method of payment

Tuition _____	<input type="checkbox"/> Money Order	<input type="checkbox"/> Check # _____	<input type="checkbox"/> Credit/Debit
Shipping & Handling _____	Card Number _____		CW _____
Registration Fee: \$0.00 (non-refundable)	Name on Card _____		Expiration _____
Student Tuition Recovery Fund Fee: \$0.00 (non-refundable)	I authorize ISSA to charge my credit card for the total amount.		Signature _____
Total _____*			

* Total includes \$95 non-refundable deposit on tuition if student cancels more than 7 days after start date.

4. Step Four: Review, initial, sign

Review the School Performance Fact Sheet and Enrollment Agreement on the following pages. You will need to initial each page; initial, date, and sign the indicated areas on the Fact Sheet, and sign the Enrollment Agreement. All pages must be returned to ISSA to complete your enrollment.

Enrollment Agreement

Prerequisites: Enrolling students affirm that they are at least 18 years of age and have a high school diploma or equivalent.

Students enrolling for professional or academic reasons must supply documentation of high school (or equivalent) prior to completion of the first course.

Limited English Speakers: If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.

All instruction is 100% online distance education and takes place at: International Sports Sciences Association, 1015 Mark Ave, Carpinteria, CA 93013.

Service: ISSA agrees to provide current, accredited, distance education content and instruction, as well as reasonable educational and student services including, but not limited to: course registration, assessment, maintenance of student records, and transcripts. Instruction is provided online through www.issatrainer.com.

Students who have a grievance may contact ISSA Management by phone at 1.800.892.4772 (1.805.745.8111) or by mail to ISSA Management, 1015 Mark Ave, Carpinteria, CA 93013.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95814, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet website www.bppe.ca.gov.

A student or any member of the public may file a complaint about this institution with the BPPE by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet website www.bppe.ca.gov.

Tuition: Your program tuition includes online learning system access, course content, and instructional support.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, pre-paid tuition, paid the STRF assessment, and suffered

an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Undergraduate Courses — Proctored Final Examination:

Each undergraduate course ends with a closed-book, one-hour, proctored examination. Students can opt for online proctoring through ProctorU at a cost of \$22.50 or they may find an approved third-party proctor at their own expense. These costs are separate from tuition and are not collected by ISSA.

Course Materials and Textbooks:

Self-paced certificate courses: Hard-copy course materials for students enrolled in self-paced certificate courses are included in tuition. Shipping and handling (S&H) costs for self-paced courses are separate from tuition costs. S&H to the contiguous US totals \$25 per course. Students assume increased S&H costs incurred for special shipping arrangements, if requested. Students outside the contiguous US assume payment of applicable custom duties, difference in exchange rates, and increased S&H costs. Beyond 7 days following enrollment, S&H is non-refundable.

Undergraduate courses: All students taking undergraduate courses for credit have unrestricted access to an electronic version of the course textbook. The book is embedded in the course as a provision of ISSA Library Services and is available seven days prior to the start of class and throughout the term at no charge. Students who wish to purchase hardcopy textbooks can purchase books from a vendor of their choosing. Textbooks are listed in the course syllabus, which is made available to students seven days prior to the start of class.

Course Access: Self-paced online course access is available upon enrollment and hard copy materials are sent from the institution within one business day. Undergraduate online course access and textbooks are available seven days prior to the course start date.

Enrollment Period:

Associate's Degree Program: Students enrolled in the Associate's Degree Program must maintain continuous enrollment. A student will be considered enrolled if registered for a course, currently active in a course, completing a previously "Incomplete" course, or on an approved Leave of Absence. Enrollment in the institution will continue for 90 days beyond the end of a course, or the close of a quarter. Any student who goes beyond the 90-day period and fails to register in new coursework will be considered inactive. Inactive students who wish to resume study will be subject to all terms and conditions of enrollment at the time of resumed study. If the cohort is full at the time the student wishes to resume, the student must wait until an open position becomes available. Active students have priority over inactive students for registration, aid processing, and other administrative action.

Self-paced Certificate Programs: You are allowed up to 4 months from the date of enrollment to complete your program. If you fail to complete the program requirements within 4 months, you may request a 2-month extension, free of charge. If you fail to complete the requirements during your first extension period, you may request a final 2-month extension for a non-refundable fee of \$99. Completion of the program beyond the final extension period requires re-enrollment.

Course Completion:

Undergraduate courses: Students are expected to complete assignments by posted due dates and courses by the published course end date. If circumstances prevent students from completing work within the prescribed time-frame, students may request an extension and the course will remain open for at least two weeks following the close of a 5-week course and five weeks following the close of a 10-week course. Extended courses are recorded on the transcript as "incomplete" (I) until work has been graded or the extension expires, whichever comes first. Extension requests must be made after the published final withdrawal date and prior to the end of the session. Factors such as reason for extension and course performance will be evaluated for approval.

Self-paced certificate courses: Students must submit all course quizzes, score 75% or better on all sections of either a seminar, home study or online examination, as well as submit a copy of a CPR/AED/First Aid card within the defined enrollment period.

Self-paced certificate retesting: There is no limit to the number of times you can retake self-paced course quizzes. Retaking quizzes online is free of charge. If you request additional answer sheets to submit repeated quiz answers by mail, you will be required to pay a non-refundable \$10 administration fee plus shipping and handling costs.

Home Study/Online Examinations: If you fail any portion of your Self-paced Home Study/Online Examination, you will be offered the opportunity to resubmit that portion of the examination, free of charge. (This is known as your second attempt at the examination.) Each retest beyond the second attempt (e.g., third attempt, fourth attempt, etc.) will incur a non-refundable \$50 administrative fee.

Self-paced Seminar Examinations: If you fail your Self-paced Seminar Examination, you may submit the Self-paced Home Study or Online examination one time free of charge. If you wish to retest at a seminar, you may reenroll in another seminar for \$149. Each retest beyond the second attempt (e.g., third attempt, fourth attempt, etc.) will incur a non-refundable \$50 administrative fee. This administrative fee is in addition to seminar fees, if applicable (i.e., if you choose to retest for the third, fourth, fifth time, etc. at another seminar, you will be subject to both the \$50 administrative fee and the \$149 seminar fee).

STUDENT'S RIGHT TO CANCEL

Refunds, if applicable and requested, will be made within 30 days of request via the original payment method.

Students have the right to cancel their agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, students also have the right to stop school at any time; and they have the right to receive a pro rata refund if they have completed 60 percent or less of the scheduled days in the current payment period in their program through the last day of attendance. After the end of the cancellation period, the institution may retain any non-refundable fees as applicable (e.g. STRF).

Cancellation of this agreement can occur up to 7 days after start date: _____

Enrollment Agreement cont.

Refund Calculation

Undergraduate courses (courses with published start and end dates):

1. The course start date is considered the first class.
2. Cancellation up through 60% of the duration of the term will result in a prorated refund. Rate is computed by dividing the number of term days through the date of cancellation by the total days in the term.
3. Cancellation after 60% of the duration of the term will result in no refund for the term.
4. Students who withdraw as a result of physical incapacity are entitled to a prorated refund through the end of the term. Medical documentation required.

Self-paced certificate courses:

1. The first completed quiz is considered the first class.
2. Cancellation before 60% completion of course quizzes will result in a prorated refund computed on the number of quizzes completed to the total quizzes in the course.
3. Cancellation after completing 60% of the course quizzes will result in no refund.
4. Students who withdraw as a result of physical incapacity are entitled to a prorated refund through the end of the enrollment period. Medical documentation required.
5. Beyond the conclusion of the original 4-month enrollment period, students enrolled in self-paced certificate courses are no longer eligible for refunds in any amount.

Iowa students are entitled to a 100% refund of tuition through the first day of class.

Students who have received federal student aid funds and cancel up through the 60% point are entitled to a refund of moneys not paid from federal student aid program funds, if applicable.

Loan recipients are still responsible for repaying the balance of a received loan.

If a student obtains a loan, the student must repay the full amount of the loan plus interest. If the student is entitled to receive a refund and intends to apply the refund to payment of the loan, it is the student's responsibility to do so.

ISSA accepts cancellation in any manner. However, California state statutes require that students verify cancellation in writing. Therefore, please supplement any verbal requests with written notice within 30 days. Written notice can be in any form including email (billing@issaonline.edu), fax (1.805.745.8119) or mail (1015 Mark Ave, Carpinteria, CA 93013).

Please return materials and textbooks to 1015 Mark Ave, Carpinteria, CA 93013.

Guided Study upgrades cannot be returned without withdrawing from the corresponding certificate course entirely. Guided Study course refunds are based on the percentage of course completion, detailed under the refund calculation for self-paced certificate courses.

ISSA reserves the right to cancel a student's enrollment for violations of student conduct, including, but not limited to, a student's lack of attendance.

Refund Policy Examples

Undergraduate courses (published start and end dates):

$\text{Total tuition} \div \frac{\text{Total course length in days}}{\text{Number of days completed in the course}} = \text{Refund amount}$

Refund Policy Example – Student Paid

\$925 total tuition
 # Days 31/70 = 44%
 \$925* (1-0.44) = \$518 net refundable tuition

Refund Policy Example – Student Responsibility

\$925 total tuition
 # Days 31/70 = 44%
 \$925* (0.44) = \$407 net student responsibility

This is an example only. Student finances are individualized and vary from student to student.

Self-paced certificate courses:

$\text{Course cost} \div \frac{\text{Total number of course quizzes}}{\text{Number of course quizzes completed}} = \text{Refundable tuition}$

Course cost – Refund amount + \$25 (S&H) + \$95 (non-refundable registration fee)
Total amount student is responsible for paying

Refund Policy Example – Student Paid

\$524 total paid
 – \$25 non-refundable shipping
 = \$499.00 refundable tuition

Refundable tuition: \$499 (net of discount)
 # Quizzes 5/18 = 28%
 \$499* (1-0.28) = \$359.28 gross refundable tuition
 \$359.28 gross refundable tuition
 – \$95 non-refundable registration fee
 = \$264.28 net refundable

Refund Policy Example – Student Responsibility

Total Due \$524 - \$25 (non-refundable shipping) = \$499.00

Tuition: \$499 (net of discount)

Quizzes 5/18 = 28%
 \$499* (0.28) = \$139.72
 \$139.72
 + \$25 non-refundable shipping
 + \$95 non-refundable registration fee
 = \$234.72 net student responsibility

This is an example only. Student finances are individualized and vary from student to student.

Undergraduate Drop/Add: Students may drop and add undergraduate courses during the first week of a session. Students joining a course after the official start date will still be expected to complete assignments by the published due date. If the course dropped is of a greater credit value than the course added, the student may request a refund for the difference. The terms outlined in the Cancellation Policy (Student's Right to Cancel) shall apply.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at ISSA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending ISSA to determine if your (credits or degree, diploma, or certificate) will transfer.

Graduation: Associate's Degree: To earn an Associate's Degree, students must earn 90 quarter credits in accepted coursework. Students must earn a minimum of 30 credits through structured undergraduate ISSA courses. (Self-paced ISSA courses can satisfy core curriculum, but are not counted toward the 30-credit undergraduate minimum.) Transferred coursework is evaluated based on quality, comparability, and appropriateness, and must be approved by the Registrar. A minimum 2.0 institutional grade point average (GPA) and a minimum 2.0 core GPA are required. All fees must be paid in full. Upon successful completion of program requirements, sub-

mission of the Graduation Application and non-refundable \$100 Graduation Fee, and fulfillment of all financial obligations, you will be awarded a diploma.

Self-paced certificate courses: Students must submit all course quizzes, score 75% or better on all sections of either a seminar, home study or online examination, and submit proof of high school completion (or equivalent) and current adult CPR/AED/First Aid. All fees must be paid in full. Upon successful completion of your program and financial obligation, the ISSA Professional Division will issue certification. Students who successfully complete the program before reaching 18 years of age will not receive certification until they turn 18. ISSA certification is valid for 2 years and is renewable by completing 20 approved Continuing Education Units (CEUs), and submitting a \$99 processing fee and updated CPR/AED/First Aid documentation.

ISSA cannot, in any way, guarantee employment after the student has successfully completed the program of study.

Professional Conduct: ISSA reserves the right to cancel professional membership and revoke certification for violations of professional conduct.

Transcripts: Transcripts for ISSA coursework can be requested at any time during enrollment. Outstanding financial obligations must be paid before transcripts are released. A \$10 processing fee shall apply to transcript requests.

Privacy: ISSA protects the privacy of student education records by complying with the Family Educational Rights and Privacy Act (FERPA). With discretion, we do make student directory information available to other organizations whose products and services we think may be of interest to you. If you wish not to be contacted by these organizations, please send us a note with your name and address to ISSA, 1015 Mark Ave, Carpinteria, CA 93013.

Payment: Any payment that is dishonored (NSF returned checks or check drafts, etc.) will be assessed a non-refundable \$20 fee. If a payment option is established between an ISSA enrollment representative and the student, subsequent monthly payment(s) will be due in 30-day increments after the initial payment has been processed and deducted electronically from the checking/credit card account of record unless other payment arrangements have been made. Payment Plan payments cannot be made by money order. A payment is considered late if not made by the designated due date(s). A non-refundable \$20 late fee will be assessed for a payment not received or processed within 15 days after the scheduled due date. If a payment is not received by the 90th day after the scheduled payment due date, the student account will be placed on Default Status and assessed a non-refundable \$30 default fee. Accounts placed on Default Status may incur the following actions: 1) Denied access to the ISSA Members Website, 2) Denied access to the Learning Management System, 3) Withheld ISSA grades until account is paid in full.

Loans: Students who obtain loans to pay for an educational program must repay the full amount of the loan plus interest, less the amount of any refund. If a student defaults on a loan (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

Financial Student Assistance Title IV Disclosures: For disclosures, please visit our website: <https://www.issaonline.edu/resources/title-4-consumer-information-disclosure/>

Enrollment Agreement cont.

Self-Paced Certificate Course Discounts: Non-discounted tuition for a self-paced certificate course is \$599. ISSA offers a self-paced certificate course discount (\$100) for the following groups: returning students (who have purchased a self-paced certificate course in the past); individuals with disabilities [as defined in Section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)]; low-income (according to the latest available data from the Department of Commerce); single parent (unmarried or legally separated from spouse, and has a minor child or children for whom the parent has either custody or joint custody, or is pregnant); active-duty military, veterans, civil servants, police, firefighters, and emergency first responders. Refunds are calculated based on discounted costs.

Collections: ISSA adheres to the Fair Debt Collection Protection Act (FDCPA), as well as the California Fair Debt Collections Protection Act (CFDPCA). ISSA is not a collection agency, nor does ISSA use a collection agency in any capacity.

NOTICE

You may assert against the holder of the promissory note you signed in order to finance the cost of the educational program all of the claims and defenses that you could assert against this institution, up to the amount you have already paid under the promissory note.

Copyright: Course enrollees agree that all Information within ISSA courses, course texts, accompanying workbooks, and websites, etc. are protected by intellectual property rights, including copyrights, trademarks and other proprietary rights, which rights are valid and protected in all media existing now or later developed, and contractually agree not to create derivative works based on the Information and not to use the Information for the purpose of enhancing competing works. Course enrollees are granted a limited license to use, search,

display, or print the Information contained on ISSA websites for their own personal non-commercial use only, provided the Information is not modified and a copy of this agreement is attached to any copies that are made. Any other use of the Information is strictly prohibited. None of the Information may be otherwise reproduced, republished or re-disseminated in any manner or form without the prior written consent of the ISSA. All rights, including copyright, in any information which are linked to but not hosted on the Site continue to be owned by their respective owners. Note that by using ISSAtrainer.com and ISSAclass.com, you signify your agreement to this and future Copyright Notices. Your continued use of ISSAtrainer.com and ISSAclass.com subsequent to changes to this Copyright Notice will mean that you accept the changes.

All costs and fees described in this agreement are in US dollars.

Distance Education Programs Only: The student shall have the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750 of the Regulations. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

- If you are enrolled in an online distance education program, the course session will be held online using www.issatrainee.com system. Please go to www.issatrainee.com for more information.
- An institution offering a distance educational program where the instruction is not offered in real time shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.

The institution shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent. If the institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and materials are transmitted.

Period covered by the enrollment agreement: _____

Program start date: _____

Scheduled completion date: _____

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

Initial _____
Date _____

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Initial _____
Date _____

ESTIMATED DUE FOR THE ENTIRE PROGRAM:
\$ _____

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE: \$ _____

CHARGES DUE UPON ENROLLMENT: \$ _____

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me. Contract becomes valid and legally binding when signed by the student and accepted by the institution.

Signature		Last 4 of SSN (four digits only)		Date
Print Name		Date of Birth (MM/DD/YYYY)		Primary Phone Number
Address for Books (PO Boxes not accepted)	City	State	ZIP	Country

Guarantor Agreement (for the enrollment of students under 18 years of age): For good and valuable consideration, I hereby unconditionally guarantee to ISSA the prompt payment when due of all student tuition, fees, and other payments as described in this Enrollment Agreement. I hereby confirm that the student is of mandatory school age and I have established with school authorities that this program will not interfere with any requirements of his or her ability to complete his or her regular schoolwork. I have received, read, understood, and agree to be bound by the terms and conditions on both sides of this agreement.

Print Name	Signature	Date
Authorized Employee of the Institution	Signature	Date



ISSA College of Exercise Science

International Sports Sciences Association

Since 1988, ISSA has educated and provided personal training certification to over 180,000 people with the desire to help others feel better, look better, and improve the quality of their lives.

As a distance education institution and certifying agency, ISSA is unconditionally committed to providing the highest quality personal trainer certification programs available, advancing our industry as a whole, and developing greater access to career opportunities for those who share our vision of creating a stronger, healthier world.



1015 Mark Avenue
Carpinteria, CA 93013
1.800.892.4772 toll-free
1.805.745.8111 international
www.ISSAonline.edu/ces