

# Academic Catalog



ADVANCED  
COLLEGE



*"Let us be part of your journey of learning."*

Amin Vohra, CEO

Effective: January 1, 2019 - December 31, 2019

ACADEMIC EXCELLENCE

COMMUNITY ENGAGEMENT



## A Message for Our Students

*Dear Student,*

*Welcome to Advanced College! On behalf of all the faculty, staff, and administrators, we would like to thank you for considering Advanced College. Our programs are designed to give you the knowledge and skills you need to be successful in your chosen profession. By choosing Advanced College, students are setting themselves one step ahead of achieving their educational goals.*

*Advanced College is committed to creating an inspiring, engaging, and collaborative learning environment for a diverse population of students. We strongly encourage you to fully engage in your education and become involved in the opportunities available to you. Advanced College is a unique institution which offers many educational opportunities for its students.*

*What makes Advanced College the right choice for you? Whether you are a recent high school graduate or looking to start a new career path, Advanced College can guide you in the right direction. If you are an international student looking for an opportunity to experience education in the United States, apply for an F-1 or M-1 visa. Why not take advantage of either finishing the last year of your education in the U.S. or take the entire program at any of our three campuses. Let Advanced College help you fulfill this dream.*

*Our hope for you is to meet and exceed your professional goals and academic pursuits. We look forward to partnering with you on your educational journey and thank you for letting us be part of your journey of learning.*

*Amin Vohra,  
Chief Executive Officer*

# CAMPUSES



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*Advanced College is in the heart of the Los Angeles metropolitan area in the city of South Gate, California, one of the fastest growing areas in the nation. Since Advanced College first opened in 1999, the faculty and administration have combined efforts to develop high quality academic programs so that the needs of both the students and the local community would be met. Through these combined efforts, Advanced College has expanded its borders to Northern California where it opened its second campus in Stockton, California in 2017 and its third campus in Salida, California in 2018.*

**[www.advancedcollege.edu](http://www.advancedcollege.edu)**

*Every person  
has been made  
for some  
particular  
work, and  
their desire for  
that work has  
been put in  
every heart.*

## Table of Contents

<b>GENERAL INFORMATION</b> .....	9
Mission, Goals, and Objectives .....	9
Approval Disclosure Statement .....	9
Students Rights and Responsibilities .....	10
Catalog Rights.....	10
Program Offerings .....	10
<b>ADMISSION TO THE COLLEGE</b> .....	<b>11</b>
Admissions.....	11
Mandatory Orientation.....	11
Admission Requirements for all Programs .....	11
Admission Requirements and Procedures for Vocational Nursing Program.....	12
Selection Process Point System for Vocational Nursing Program .....	13
Application Instruction for International Students.....	13
Additional Requirements for International Students .....	13
Evaluation of Foreign Transcripts .....	14
Transfer Credit.....	14
Advanced Standing Credit Granting for Vocational Nursing Program .....	15
Policy for Re-entry of Withdrawn Students.....	15
Programs Schedule .....	15
Notice Concerning Transferability of Credits and Credentials Earned at Other Institution .....	15
Vocational Rehabilitation, Veterans’ Administration and Workforce Investment Act Applicants .....	16

<b>STUDENT INFORMATION</b> .....	<b>17</b>
Professional Conduct of Students .....	17
Professional Appearance .....	17
Suspensions and Dismissals.....	17
Honor System .....	18
Personal Property .....	18
Family Educational Rights and Privacy Acts (FERPA) Disclosure of Educational Records .....	18
Record Retention .....	21
Copyright .....	21
Title IX Nondiscrimination and Non-Harassment Policy .....	21
Sexual Misconduct Policy.....	21
Crime Awareness and Campus Security.....	22
Procedure for Reporting as Identified in the Crime Report .....	23
No Retaliation.....	23
Students Seeking Reasonable Accommodations .....	23
Student Compliant/Grievance Procedure.....	23
<b>TUITION, FEES, and REFUND CHARGE POLICIES</b> .....	<b>25</b>
Tuition and Fees.....	25
Refundable Policy (Buyer’s Right to Cancel).....	26
Refund Policy (State).....	26
Tuition Refund Model .....	26
Student Tuition Recovery Fund (STRF).....	27
Federal Return of Title IV Funds Policy.....	27
<b>GENERAL ACADEMIC MATTERS</b> .....	<b>27</b>
Method of Instruction .....	29
Office Hours .....	29
Program Hours.....	29

*Let silence  
take you to  
the core of  
life.*

Credits to Clock Hour Conversion.....	29
Grading Policy .....	29
Repeated Courses.....	30
Vocational Nursing Program Grading Scale.....	31
Transfer of Students Between Programs & From Other Institutions .....	31
Veteran’s Credit for Previous Education or Training .....	32
Satisfactory Academic Progress (SAP) .....	32
Academic Dismissal .....	33
Academic Integrity Policy .....	33
Leave of Absence.....	34
Attendance Policy .....	34
Student Attendance Monitoring .....	34
14 Days of Absence .....	34
Documenting Attendance in Distance Education Courses .....	35
Change of Program .....	35
Requirements for Graduation.....	35
<b>STUDENT SERVICES .....</b>	<b>38</b>
Academic and Retention Advising .....	38
Tutoring .....	38
Job Placement Assistance .....	38
Student Health Services .....	38
Student Housing.....	38
Transcript Request .....	39
Resume Development .....	39
Student Responsibilities.....	39
Student Conduct Policy .....	40
Student Interaction .....	41

*Yesterday  
I was  
clever, so I  
wanted to  
change the  
world.  
Today I  
am wise,  
so I am  
changing  
myself.*

Intellectual Property Protection and Ownership .....	41
Copyright Protection.....	41
Use of College Information Technology Resources .....	41
Ownership of Student and Third-Party Intellection.....	42
<b>OVERVIEW OF FINANCIAL AID .....</b>	<b>43</b>
Federal Pell Grant .....	43
California Student Aid Grant (CAL Grant) .....	43
Federal Work – Study (FWS) Jobs .....	44
Federal Supplemental Educational Opportunity Grant.....	44
Federal Direct Stafford Loan Programs .....	44
Federal Direct Parent Loans to Undergraduate Students (PLUS).....	44
How to Apply for Financial Aid .....	44
How Awards are Determined.....	45
Other Financial Aid Information .....	45
Refund Distribution Policy .....	45
Timeframe for Return of Title IV Funds .....	46
Credit Balances .....	46
Drug-Free Schools and Campus Act Policy .....	46
<b>EMERGENCY AND LIFE SAFETY PROCEDURES .....</b>	<b>47</b>
Campus Security and Access to Campus Facility.....	47
Emergency Response Procedures .....	47
Student Emergency Information .....	48
Employee Emergency Information .....	48
Availability of Employee for Dissemination Purposes .....	48
Cancelled Classes or Clinical Experiences .....	48
<b>DESCRIPTION OF PROGRAMS AND COURSES .....</b>	<b>49</b>

*I have been  
a seeker and  
I still am,  
but I  
stopped  
asking the  
books and  
the stars. I  
started  
listening to  
the teaching  
of my Soul.*

Vocational Nursing .....	50
Computerized Accounting .....	55
Medical Assistant.....	58
Phlebotomy .....	61
Associate of Science in Surgical Technology.....	62
Associate of Applied Science in Business Administration.....	66
Associate of Applied Science in Healthcare Management .....	70
<b>ACADEMIC HOLIDAYS 2019 .....</b>	<b>74</b>

*It is your  
road and  
yours  
alone.  
Others  
may walk  
it with you,  
but no one  
can walk it  
for you.*

The original author of quotes mentioned in this catalog are from Jalal al-Din Rumi



**MISSION:** The mission of Advanced College (AC) is to provide access to quality associate degree and certificate programs, workforce preparation, and opportunities for personal development and enrichment. Based upon its commitment to excellence, the college programs foster and support the intellectual, cultural, economic and development of its diverse community population.

## **GOALS AND OBJECTIVES:**

- To provide a quality education that challenges its students to accept intellectual, personal, ethical, and social responsibilities, which will guide them to a successful career.
- To offer quality education with a balance of general education and specialized coursework to help students gain the knowledge and skills needed to meet current and future challenges of a global economy.
- To assist students in acquiring new, marketable and computational skills in an evolving environment.
- To assist students in their search for employment through effective placement preparation and assistance programs, which will facilitate students' successful transition to their careers.
- To offer a variety of day and evening programs to accommodate the distinctive needs of students.
- To assist in meeting the employment needs of businesses, industries, and local, state, and federal government agencies.
- To keep in constant communication with the Occupational Advisory Committees which serves as a link between the school and the workforce industry.
- To offer programs in career education that lead to a career by providing academic and support services to serve the needs of the students with sufficient facilities, and current resources.
- To provide integrated general education courses to build awareness, abilities, and interests and to empower students to become knowledgeable citizens.
- To provide the opportunity for students to transition from simple to complex situations such as theory to hands-on application in their studies. In the Associate degree programs, students will take part in critical thinking curriculum that reinforces the process of gathering information, processing it and arriving at a supportable conclusion.
- To encourage students, faculty, and staff to share in the responsibility of participation and involvement in the college community and in society, increasing the ability to apply their knowledge and skills in the areas of their life's activities; and enhancing their capacity and motivation for lifelong inquiry and learning.

## **APPROVAL DISCLOSURE STATEMENT**

Advanced College is authorized under Federal law to enroll nonimmigrant students under the Department of Homeland Security (AC issues I-20s). AC has affiliations with the following organizations and agencies to train eligible participants; Workforce Investment and Opportunity Act (WIOA), Veteran's Educational Assistance (VA), Board of Vocational Nursing and Psychiatric Technicians, State Department of Rehabilitation and Private Vocational Rehabilitation Agencies and is nationally accredited by Council on Occupational Education (COE). Advanced College is approved to operate by the Bureau for Private and Postsecondary Education (BPPE).

*Let silence  
be the art  
you  
practice.*

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

The policies and procedures of AC outline the students' rights and responsibilities as a student of AC. Students are responsible for the knowledge of and compliance with these policies. Current copies of the catalog are available in the Admissions Department on campus. Students must regularly review the online catalog for updates and modification that will impact their education. Significant updates and modifications will be made available to the public on the AC website.

## **CATALOG RIGHTS**

Students enrolling at AC will be subject to the program requirements of the catalog in effect at the time of initial or subsequent enrollment. Students who withdraw or are withdrawn from the college and return at a later date will be subject to the program requirements of the current catalog at the time of re-enrollment, which could result in the need to complete additional courses. Students who maintain continuous enrollment will not be subject to changes in program requirements from subsequent catalogs unless required by programmatic in institutional accrediting agencies.

## **PROGRAM OFFERINGS**

- Vocational Nursing (Certificate)
- Phlebotomy (Certificate)
- Computerized Accounting (Certificate)
- Medical Assistant (Certificate)
- Associate of Science in Surgical Technology (Degree)
- Associate of Applied Science in Healthcare Management (Degree)
- Associate of Applied Science in Business Administration (Degree)

AC invites its students to take advantage of the exceptional opportunities provided to them. Our programs offer the framework for a life-changing experience. This life changing experience could lead to a new career, and a job that will reflect the education received at Advanced College.

*The very  
center of  
your heart  
is where  
life begins.  
The most  
beautiful  
place on  
earth.*

## ADMISSIONS

AC will admit students regardless of race, age, sex, religious creed, ancestry, color, national origin, disability, medical condition, marital status, sexual orientation. Students should demonstrate maturity and motivation toward undertaking an intensive course of study. Additionally, students must demonstrate an ability to benefit from the program as determined by the successful completion of an aptitude test.

### ***Mandatory Orientation***

Students who are enrolled are required to attend the mandatory orientation which is held on or before the first day of class. The orientation helps students to be better acquainted with the administrative staff, instructors, as well as to know and understand the policies and procedures of Advanced College. 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.

### ***Admission Requirements for All Programs:***

AC applicant requirements are as follows:

1. The applicant must be a high school graduate or its equivalent (High School Diploma, General Education Development Certificate (GED), or state proficiency certificate, college transcript or college diploma
2. At the start of the program, applicant must be 18 years of age
3. Pass an entrance exam\* and pay a non-refundable Registration Fee of \$100.00
4. Tour the campus in the company of an Admissions Representative
5. Sign an Enrollment Agreement and all other admissions documents
6. Provide employment information after completion of the program
7. A student who is a non-English speaker must take the proficiency test in the bilingual language of the student.

\*Home school study credentials are accepted for enrollment so long as the home school program of study is equivalent to a high school diploma and is recognized in the students' home state where the education was provided. All home school study credentials will be evaluated by the Campus Director prior to final acceptance to the College. High school seniors are eligible to complete enrollment paperwork but cannot start class until submitting acceptable proof of high school graduation. Applicants who hold a certificate of attendance or any other award issued in lieu of a diploma are ineligible for admission.

Advanced College informs applicants of their status (acceptance/denial) after the enrollment agreement and the above items are completed. If the school does not accept an applicant, school refunds all fees paid by the applicant except registration fee.

\*Applicant has 1 year to enroll into Advanced College before their entrance exam score expires

- If a student has withdrawn from a program and re-enrolls, an entrance exam retake is not required.
- If a student fails the exam, they can retake the exam 2 days later. If the student fails the second exam, it is up to the Program Director to allow for a third retake.
- Wonderlic Scholastic Level Exam (SLE) score requirements for each program:

<b>Program</b>	<b>Minimum Score</b>
Phlebotomy	16
Computerized Accounting	16
Medical Assistant	18
Vocational Nursing	25
Associate of Applied Science in Business Administration	21
Associate of Applied Science in Healthcare Management	21
Associate of Science in Surgical Technology	21

***Admission Requirements and Procedures for Vocational Nursing Program:***

1. At the start of the program, applicant must be 18 years of age.
2. Prospective Vocational Nursing students shall submit to the Director of Nursing, official documentation of educational courses completed prior to the personal interview. Foreign transcripts must be translated into English and officially evaluated by an authorized agency to determine validity and level of foreign education received abroad, prior to admission.
3. Prior education, related work experience, Wonderlic SLE score, the personal interview and admission requirements shall be considered in the selection of candidates.
4. Each applicant is required to participate in a panel interview with the Director of Nursing, Campus Director, and/or Chief Academic Officer to evaluate if the Vocational Nursing program and its rigors can be successfully achievable with careful consideration of the students' current life and support system.
5. History and physical (with immunization record) completed by physician or designee, indicating no restrictions in performing nursing duties required in the program. (The immunization record needs to be completed by week 4 of Term 1.)
6. The interview, Wonderlic SLE (minimum score of 25), HESI A2 (40 or higher), and the student prior academic record will be factored into the overall selection of the students granted acceptance into the Vocational Nursing Program.
7. Must pass criminal background check and drug screening prior to admission.

*I want to  
sing like  
the birds  
sing, not  
worrying  
about who  
hears or  
what they  
think.*

***Selection Process Point System for Vocational Nursing Program:***

Candidates will be awarded a total of 100 possible points during the selection process. Candidates with the highest score will be accepted into the Vocational Nursing Program.

<b>CRITERIA</b>	<b>POINTS FOR CRITERIA</b>
<b>Past Medical Experience</b>	<b>10</b>
<b>Panel Interview</b>	<b>20</b>
<b>500 Word Essay</b>	<b>10</b>
<b>Wonderlic (25 or higher)</b>	<b>20</b>
<b>HESI A2 (40 or higher)</b>	<b>40</b>
<b>Total Points</b>	<b>100</b>

*The whole universe is contained within a single human being – you.*

***Application Instructions for International Students:*** To apply for a program at Advanced College, the student must mail the following items to the school:

1. A completed International Application form.
2. US \$100 Non-Refundable Registration Fee (payable to Advanced College).
3. Official copies (in English) of all transcripts from all secondary schools, colleges, or universities that you have attended. Each copy must bear the original stamp or seal of the school and signature of a school official attesting that it is a true copy of the original document. Faxes or unofficial photocopies of academic records will not be accepted. Transcripts from Canadian or American school must be mailed directly to Advanced College. All submitted transcripts become the property of Advanced College.
4. \$5000 tuition deposit (refundable only if visa is rejected by US Consulate. If student no longer wishes to enroll in the College, deposit is not refundable. If visa is approved by the US Consulate, the deposit is applied to the total tuition amount).
5. Proof of financial responsibility.
6. There are no other charges for issuing I-20 or any services for international student.

***Additional Requirements for International Students:***

1. Adequate proof of knowledge evidenced by documentation of credentials, test scores, and verification of skill competencies is required.
2. Completion and signature of an enrollment agreement, as well as other required admissions forms.

3. Student shall not enroll in any program unless the student passes a test indicating that he/she has attained adequate proficiency in oral and written English to comprehend instruction in English.  
Student is not eligible in participating in any hybrid and/or distance education methods of instructional delivery. International students must attend school full time.

### ***Evaluation of Foreign Transcripts***

Transcripts from foreign schools must be reviewed and evaluated by an accredited member of the National Association of Credentialing Services (NACES), visit [www.naces.org/members.htm](http://www.naces.org/members.htm) for a list of approved agencies. The official transcript evaluation must be submitted directly to the Office of the Admission by the accredited member.

### ***Transfer Credit***

A student who has previous relevant education or experience may apply for advanced standing in a course of study. It is the student's responsibility to provide a transcript from another institution to the Academic Department for evaluation. Students will receive credit for courses completed that meet or exceed the course requirements for the courses at Advanced College. Students who have completed similar training courses at other institutions may apply for transfer of credit according to the following policies and procedures:

- Complete and submit a Transfer of Credit Application to the Campus Director/CAO.
- Provide an official transcript and catalog with course descriptions of the prior postsecondary training. Official transcripts are required to post transfer credits. Unofficial transcripts can be used to evaluate credit. Photocopies will not be accepted.
- Courses from accredited post-secondary training programs that correspond directly in content, scope and length to Advanced College courses will be considered for credit.
- Technical coursework completed within the last three (3) years and general education coursework within the last seven (7) years is eligible for transfer credit review provided all other policy requirements are met.
- Only training courses with a grade of C or 2.0 or above will be considered for credit.
- To be awarded proficiency credit, a student must demonstrate proficiency in the content area by passing exams in the content area at 90% or higher. The exam can be taken one time for experiential academic credit.
- A maximum of 25% of the total program academic credit may be awarded.
- All decisions made by the Campus Director/CAO regarding Transfer of Credit are based wholly on the criteria as stated in these policies and procedures.
- Advanced College does not charge any fee for evaluating or accepting transfer credits. The approval of transfer credits will reduce one's tuition charge and may affect financial aid eligibility and the length of one's program.
- All Transfer of Credit must be requested, reviewed, and approved prior to the start of a student's program using an unofficial or official transcript. Credit will only be awarded after official transcripts have been received.

Students who do not agree with the evaluation of transfer credit awarded by the school may file an appeal within three (3) calendar days after receiving the completed Transfer of Credit Application.

### ***Veteran's Credit for Previous Education or Training:***

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

A maximum of one course may be challenged by examination in a program. For students who wish to obtain advanced standing, the following criteria must be met prior to starting classes at AC.

*The spirit is  
so near that  
you can't  
see it! But  
reach for  
it... don't be  
a jar, full of  
water,  
whose rim  
is always  
dry. Don't  
be the rider  
who gallops  
all night  
and never  
sees the  
horse that  
is beneath  
him.*

1. A personal interview with the Chief Academic Officer
2. A student applying for advanced standing must take, prior to the beginning the program, a comprehensive examination covering appropriate course material and pass with a score of 70% or higher. Any transferred courses from other schools must be the same as those offered at AC and must be approved by the Chief Academic Officer. All course transfer processes and approvals must be completed prior to starting classes at AC.

### ***Advanced Standing Credit Granting for Vocational Nursing Program***

Transfer credit shall be given for related previous education from an accredited institution completed within the last five (5) years, upon the approval of the Director of Nursing. This includes the following courses:

1. Successful completion of vocational/practical nursing courses.
2. Successful completion of registered nursing courses.
3. Successful completion of armed services nursing courses.
4. Successful completion of certified nurse assistant courses.
5. Successful completion of other courses that is equivalent to courses in the program as determined by the director of the nursing program.

### ***Policy for Re-entry of Withdrawn Students***

To re-enter Advanced College, the student must contact the College and petition the Re-Entry Committee. The petition may be initiated by a phone call or visit to the College. Upon receipt of the petition, the student's enrollment status will be reviewed to determine his/her eligibility to re-enter based upon the College's standards of academic progress and in accordance with the College's behavioral and financial good standing policies. The Financial Aid Office must verify that the student is in good standing and that the student is not in default or collection. Failure to withdraw properly may be grounds for denial of re-entry.

Students will be allowed to re-enter once with approval of the Admissions Officer. To re-enter a second time, the members of the Re-Entry Committee will review the student's petition to determine if the student qualifies academically and financially to re-enter. Students will be allowed to re-enter a third time with the Chief Academic Officer's or Campus Director's approval. Student will only be allowed to re-enter three times after withdrawal prior to graduation from a program.

### ***Programs Schedule***

Class start dates are based periodically throughout the year, and AC, at its own discretion, may revise those dates. All admissions requirements must be completed within a minimum of two weeks before a program begins.

### ***Notice Concerning Transferability of Credits and Credentials Earned at Other Institution***

Units earned in our programs in most cases will probably not be transferable. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college of university at some time in the future even though you earned units here at our school. In addition, if you earn a degree, diploma, or certificate in our program, in most cases it will probably not serve as a basis for obtaining a higher-level degree at another college or university.

The transferability of credits you earn at Advanced College is at the complete discretion of an institution to which you may seek to transfer. In addition, if you receive a certificate at Advanced College on approval of Chief Academic Officer can be transferable to our Associate of Science Degree programs but acceptance of the (degree, diploma or certificate) you earn in Advanced College 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 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 Advanced

*There is a  
voice that  
doesn't use  
words,  
listen.*

College to determine if your (credits, or degree, diploma or certificate) will transfer.

***Vocational Rehabilitation, Veterans' Administration and Workforce Investment and Opportunity Act Applicants***

Students seeking vocational funding through the Veteran's Administration, Workforce Investment and Opportunity Act, Trade Readjustment Act, or through other state or private agencies should contact the appropriate agency. For more information and forms, please contact the Financial Aid Department.



*Stop acting  
so small.  
You are the  
universe in  
ecstatic  
motion.*



## STUDENT INFORMATION

### *Professional Conduct of Students*

At AC, the student is assumed to have a high degree of loyalty and responsibility to the College, as well as to himself or herself in personal, social, and intellectual pursuits. Students are expected to conduct themselves in a professional manner always. Each student is expected to be an example of proper conduct. This includes the student attitude, actions, appearance and attire. The school's administration has the authority to take appropriate action through the administrative disciplinary measures if this code of conduct is not adhered to. The student may be dismissed for the following types of misconduct:

1. Any type of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the school, alteration or use of college identification documents with the intent to defraud.
2. The use, possession, or distribution of alcoholic beverages, controlled substances, firearms, weapons, explosives and/or dangerous chemicals on college premises.
3. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other college activities.
4. Failure to comply with directions of school officials acting in the performance of their duties.
5. Physical or verbal abuse of any person on school premises or at college-sponsored or supervised functions.
6. Blatant disrespect directed toward staff, instructors, or other students.
7. Theft of AC property or damage to college premises or to the property of a member of the school community on the college premises.
8. Copying college software or placing any personal software onto school computers or bringing their hardware without staff permission.
9. Any violation of Federal, State, or local law on AC premises or at AC sponsored functions.
10. The college is not responsible for the loss of personal property belonging to students in any building or on any grounds owned by the college.
11. Students not in compliance with the Professional Dress Standards will be sent home and recorded absent.

AC reserves the right to make the administrative and educational decisions as to whether the “Honor System” or code of conduct has been violated. All cases are reviewed on an individual basis. The college’s decision is final.

### *Professional Appearance*

AC’s Professional Dress Standards have been established to enable our students to become comfortable with the kind of dress expected by most employers. Students are encouraged to pursue the development of these attitudes and behaviors because they will serve in their best interest when it comes time to seek employment.

### *Suspensions and Dismissals*

AC reserves the right to dismiss any student whose attendance, conduct, or academic standing does not meet the college’s standards. Students who have been suspended or dismissed may be reinstated only upon the approval of the Campus Director at the College. Students who are suspended will receive a grade of “0” for all assignments, labs, quizzes, exams, etc. for the suspended day(s). All dismissals and suspensions are determined on an individual basis.

### ***Honor System***

Students are expected to do their own work and receive no unauthorized assistance during examinations or in completing assigned projects. If students have learning difficulties, they should seek assistance from their instructor. Violations of the Honor System are grounds for dismissal.

### ***Personal Property***

The College assumes no responsibility for loss or damage to a student's personal property or vehicle.

### ***Family Educational Rights and Privacy Act (FERPA)***

#### **Disclosure of Educational Records**

Advanced College endorses and seeks to comply with all provisions of the "Family Educational Rights and Privacy Acts of 1974," (FERPA) as amended, and all pertinent regulations. The purpose of this legislation was and is to afford students certain rights with regard to their respective education records. In essence, these rights are: (1) the right to inspect and review education records, (2) the opportunity to challenge the contents of education records, and (3) the right to exercise some control over the disclosure of information from education records.

**The Family Educational Rights and Privacy Acts (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age). These rights include:**

1. The right to inspect and review the student's education record within 45 days after the day Advanced College receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If Advanced College decides not to amend the records as requested, Advanced College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Advanced College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Advanced College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by Advanced College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health

*Do you  
pay  
regular  
visits to  
yourself?  
Start now.*

staff); a person serving on the board of trustees; or a student serving on an official committee, such as disciplinary or grievance committee. A school official may also include a volunteer or contractor outside of Advanced College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has legitimate educational interests if the school official needs to review an education record in order to fulfill his or her professional responsibilities for Advanced College.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

The Family of Educational Rights and Privacy Act (FERPA), a federal law, requires that Advanced College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Advanced College may disclose appropriately designated “directory information” without written consent, unless you have advised the school to the contrary. The primary purpose of directory information is to allow Advanced College to include information from your education records in certain school publications. Examples include:

- Honor roll or other recognition lists;
- Graduation programs;

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. If you do not want Advanced College to disclose any or all of the types of information designated below as directory information from your education records without your prior written consent, you must notify Advanced College in writing. Advanced College has designated the following information as directory information:

- Student’s name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance

*In silence  
there is  
eloquence.  
Stop  
weaving  
and see  
how the  
pattern  
improves.*

- Grade level
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factor that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student.

- To other school officials, including teachers, within [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's state-supported education programs. Disclosures under this provision may be made subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal – or – State supported educational programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit evaluation, or enforcement or compliance activity on their behalf. (§ 99.31 (a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31 (a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31 (a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31 (a)(8))
- To comply with a judicial order or lawfully issued subpoena (§ 99.31 (a)(9))
- To appropriate officials in connection with health or safety emergency, subject to § 99.36. (§ 99.31 (a)(10))

*We carry  
inside us  
the  
wonders  
we seek  
outside us.*

- Information the school has designated as “directory information” under § 99.37. (§ 99.31 (a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding § 99.31 (a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31 (a)(14)).
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§ 99.31 (a)(15))

### ***Record Retention***

All student records are stored on computer disks and kept in a locked fireproof safe organized alphabetically by the student's last name, address, telephone numbers, and other relevant data. Access to student records is restricted to management and instructors on a "need-to-know" basis. However, the records are maintained on computer disks for five years and academic transcripts are maintained indefinitely.

### ***Copyright***

Advanced College prohibits the reproduction or transmittal in any form or by any means now known or to be invented, electronic or mechanical, including photocopying, recording, or by any information storage or retrieval system of any copyright materials without written permission from the publisher.

### ***Title IX Nondiscrimination & Non-harassment Policy***

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It provides, in part: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” Sex discrimination includes sexual harassment, sexual assault, relationship violence, and stalking. While compliance with the law is everyone’s responsibility at AC, listed below is the staff member who has primary responsibility for Title IX Compliance. Note: While this individual has specific areas of responsibilities, anyone should feel comfortable reporting all allegations to any employee of the College, who will follow the College’s procedures concerning Title IX.

**Title IX Coordinator: Rumaana Khan, MPA-HCA**  
**Title IX and ADA Coordinator**  
**rkhan@advancedcollege.edu**

### ***Sexual Misconduct Policy***

**IMPORTANT INFORMATION FOR FACULTY, STAFF, AND STUDENTS:** if you or someone you know is a victim of sexual assault or any other type of sexual misconduct prohibited under this policy, you are strongly encouraged to seek immediate assistance from the Title IX Coordinator who will direct you to nearest resource agency.

AC encourages diversity and welcomes applications from all minority groups. The College does not discriminate on the basis of race, color, religion,

*Your  
heart  
knows the  
way. Run  
in that  
direction.*

ancestry, national origin, age, non-disqualifying, disability, gender, sexual orientation, marital status, or veteran status in the recruitment of students, or in the implementation of its policies, procedures, and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy. It is the College's policy to maintain an environment in which all individuals are treated with respect and dignity. Everyone has the right to learn in an atmosphere free from discriminatory practices, including sexual harassment and harassment based on race, religion, gender, color, sex, age, national origin, disability, marital status, sexual orientation, gender identity, veteran status, or any other legally protected status. Discrimination of any kind is unacceptable and will not be tolerated at the College. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of his or her protected status, or that of persons with whom the individual associates. For example, racial harassment includes harassment based on an immutable characteristic associated with race (e.g., skin color or facial features).

The institution prohibits sexual harassment including, but not limited to:

- Coerced sexual acts;
- Touching or assaulting an individual's body, or staring, in a sexual manner;
- Graphic, verbal commentary about an individual's body or sexuality;
- Unwelcome or offensive sexual jokes, sexual language, sexual epithets, sexual gossip, sexual comments, or sexual inquiries;
- Unwelcome flirtations, advances, or propositions;
- Continuing to ask an individual for a date after the individual has indicated that he or she is not interested;
- Sexually suggestive or obscene comments or gestures;
- The display of graphic and sexually suggestive objects, pictures, or graffiti or any computer-generated sexually explicit pictures or graffiti;
- Negative statements or disparaging remarks targeted at one's gender (either men or women), even if the content of the verbal abuse is not sexual in nature; or,
- Any form of retaliation against an individual for complaining about the type of behavior described above or supporting the complaint of the alleged victim.

AC encourages individuals who believe they are being harassed or discriminated against to firmly and promptly notify the alleged offender that his or her behavior is unwelcome. However, whether the individual chooses to discuss the incident with the alleged offender, anyone who either experiences or observes harassment or discrimination should report the incident immediately by speaking with the Title IX Coordinator or Campus Director. The College will take any necessary action to promptly investigate the complaint to resolution. The College cannot address allegations unless it is made aware of the complaint.

### **Filing a Complaint**

Anyone wishing to file a complaint of discrimination or sexual misconduct by an AC community member should contact the Title IX Coordinator. Only incidents involving current employees or students may be investigated by the College. Any staff or faculty member with knowledge about an incident of sexual misconduct occurring on campus or away from campus during an AC program or activity, or where the misconduct may have a continuing effect on on-campus or off campus program or activities, must report the incident to the Title IX Coordinators. No employee is authorized to investigate or resolve complaints without the involvement of a Title IX Coordinator. Allegations of sexual misconduct should be reported to a Title IX Coordinator. Such allegations will be reviewed, investigated and resolved by the Title IX Coordinator. Allegations involving a supervisor of the Coordinator will be investigated by an independent investigator appointed by the CEO.

### ***Crime Awareness and Campus Security***

In keeping with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the college distributes annually to all current students and employees a disclosure regarding the availability. All prospective students and employees will receive a notice

*What you  
seek is  
seeking  
you.*

regarding the availability of the report, a description of the contents, and instructions for requesting a copy.

**Procedure for Reporting as Identified in the Crime Report (Clery Act):**

The College also complies with Title IX of the Education Amendments of 1972 which provides that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.” The Title IX discrimination under any educational program or activity receiving federal financial assistance.” Complaints filed under the Title IX shall be kept confidential to the maximum extent possible and the student shall not be retaliated against for bringing forth a complaint. The process for filing complaints for claims related to sexual discrimination or harassment under Title IX as follows:

Step One: The student/employee must submit a complaint in writing to the Title IX Coordinator within 30 calendar days of the misconduct, which is the subject of the complaint, last occurred. The Title IX Coordinator will investigate the claims, conduct, and investigation and reply to the student/employee in writing. The Title IX Coordinator shall generally respond with a resolution to the complaint in writing within ten (10) days of receipt of the written complaint; if the complaint will take longer to resolve, the Title IX Coordinator will notify the student or employee of the reason for the delay and how much longer it may take.

Step Two: If the matter is not resolved at this stage and an appeal is desired, the student/employee must submit his/her appeal within 15 days of the decision having been provided to the student/employee in Step One of the process. Alternatively, in the event the Title IX Coordinator is the source of the complaint, the student/employee must then submit his/her complain in writing, within 30 days of the misconduct, which is the subject of the complaint, last occurred. An appeal or complaint at this step in the process shall be submitted to the college’s Title IX Coordinator, 5258 Pirrone Ct., Salida, CA. 95368, or email to rkhan@advancedcollege.edu. The Title IX Coordinator will generally respond with a resolution to the student/employee’s complaint within ten (10) days, specifying what action, if any, the College will undertake; if the complaint will take longer to resolve, the Title IX Coordinator will notify the student/employee of the reason for the delay and how much longer it may take.

**No Retaliation**

The College will not retaliate against any individual who makes a report of perceived harassment or discrimination, nor will it permit such behavior by any person at the college. Retaliation is a serious violation of the college’s policy and those who feel they have been subjected to any acts of retaliation should immediately report such conduct to the Campus Director, or follow the General Student Complaint Procedure/Grievance Policy in the course catalog.

**Students Seeking Reasonable Accommodations**

Advanced College is committed to providing educational opportunity and full participation for students and prospective students with disabilities. Pursuant to the Americans with Disabilities Act (ADA) Section 504 of the Rehabilitation Act, Advanced College provides equal opportunity for qualified persons with disabilities. As appropriate, Advanced College will make reasonable accommodations to offer persons with disabilities the opportunity to participate fully in its programs, activities, and services.

It is the responsibility of the student to inform the school of any disability, whether physical or mental, that might in any way affect the student’s academic progress or for which the students seeks accommodation. Students seeking reasonable accommodations should submit an accommodation request in person to the Campus Director.

***Student Complaint/Grievance Procedure***

AC has created a formal system to facilitate the resolution of any concern or issue with AC, including the process of recruitment and enrollment, the

*Let the  
beauty we  
love be  
what we  
do.*

educational process, financial matters, and placement assistance. At the time of enrollment, each student signs a form, which provides a detailed description of this system. The first place to start if you have a concern or issue is to raise it informally with your instructor or, if it is not an instructional issue, with the appropriate AC staff member. If that approach does not resolve your concern, you begin the formal dispute resolution process by presenting a written description of your complaint to your instructor, or in the case of a non-instructional issue, to the appropriate AC staff member. The written complaint, which should be on the AC Complaint Form, should include as much information as possible to assist in addressing your concern, and must include a statement of what you would like done to resolve the matter. That form must be signed and dated, and it must include your address and telephone number. Copies of the AC Complaint Form are available in the office of the Campus Director. In the event you do not obtain a resolution to your satisfaction at this level, you must request that your complaint be considered by the Campus Director. You may at any time contact the state agency at the following address. AC appreciates the opportunity to address student complaints before this agency is contacted.

“Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

**Bureau for Private Postsecondary Education (BPPE)**

2535 Capitol Oaks Drive, Suite 400, Sacramento CA 95833 , [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897” or “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](http://www.bppe.ca.gov).”

**Board of Vocational Nursing and Psychiatric Technicians (BVNPT)**

2535 Capitol Oaks Drive, Suite 205, Sacramento, California 95833 at (916) 263-7800

**Council on Occupational Education (COE)**

7840 Roswell Road Building 300, Suite 325, Atlanta, GA 30350 at (770)396-3898

*Very little  
grows on  
jagged  
rock. Be  
ground. Be  
crumbled,  
so wild  
flowers will  
come up  
where you  
are.*



## TUITION, FEES AND REFUND CHARGE POLICES

*Tuition and Fees (subject to change and can be found in the Addendum)*

Tuition and fees are due on the first day of starting each program unless advance arrangements are made. Debts that are not paid in full within 60 days after the students' last date of attendance are considered late and will be subject to late charges of 18% per year (1.5% monthly) on the unpaid balance. If the tuition is not paid after 90 days from the due date, the account will be turned over to a collection agency. Advanced College has the right to refuse service to any student with an outstanding balance or one who has left matriculation with financial obligations unclear. The College has the right to withhold transcripts for nonpayment of tuition. All tuition and fees breakdown can be found on the college addendum.

CERTIFICATE PROGRAMS	PROGRAM LENGTH (HOURS)/Credit Hours/Weeks	COST OF PROGRAMS								
		Tuition	Registration	STRF	Uniform Fee	Certification Exam	Supplies	Technology Fee	Books	Total Cost
Computerized Accounting	720/49/36	\$11,940.00	\$100.00	\$0.00	N/A	N/A	\$10.00	\$300.00	\$650.00	\$13,000.00
Medical Assistant	840/54/36	\$15,792.00	\$100.00	\$0.00	\$108.00 (2 sets)	\$270.00 (National Examination)	\$1,280.00	\$300.00	\$650.00	\$18,500.00
Vocational Nursing	1558/94/56	\$31,425.00	\$100.00	\$0.00	\$215.00 (4 sets)	\$400.00 (State Examination)	\$730.00	N/A	\$2,130.00	\$35,000.00
Phlebotomy	(40 hrs. Full, (20+ hrs. Basic, 20+ hrs. Advanced didactic), 20 hrs. lab and 40 hrs. externship programs) /12	\$2,056.00	\$100.00	\$0.00	\$54.00 (1 set)	\$90.00 (State Examination)	\$110.00	N/A	\$90.00	\$2,500.00
DEGREE PROGRAMS	PROGRAM LENGTH (HOURS)/Credit Hours/Weeks	COST OF PROGRAMS								
		Tuition	Registration	STRF	Uniform Fee	Certification Exam	Supplies	Technology Fee	Books	Total Cost
Associate of Science in Surgical Technology	1605/94/72	\$30,492.00	\$100.00	\$0.00	\$108.00 (2 sets)	\$155.00	\$1,385.00	\$300.00	\$1,460.00	\$34,000.00
Associate of Applied Science in Business Administration	990/99/72	\$24,157.00	\$100.00	\$0.00	N/A	N/A	\$10.00	\$500.00	\$2,223.00	\$27,000.00
Associate of Applied Science in Healthcare Management	990/99/72	\$24,477.00	\$100.00	\$0.00	N/A	N/A	\$10.00	\$500.00	\$1,913.00	\$27,000.00

**Refundable Policy (Buyer's Right to Cancel)**

You have the right to cancel this Agreement for any course of instruction, including any equipment such as books materials, and supplies, or any other goods related to the instruction offered in this Agreement. Student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from the federal student financial aid program funds. Cancellation shall occur when you give written notice of cancellation at the selected address of the institution shown below on this Agreement. You can do this by mail or hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid to the campus in which the student enrolled.

**Refund Policy (State)**

The institution shall provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance. Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed one hundred dollars (\$100), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Divide this figure by the number of scheduled hours in the program. The quotient is the hourly charge for the program. The amount owed by the student for purpose of calculating a refund is derived by multiplying the hours by the hourly charge for instruction, plus the registration fee less the amount received for tuition. It is the policy of the institution to pay the refund in the disclosed distribution policy found in the school catalog.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWED FOR THE TIME YOU ATTENDED, THEN A FULL REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL DATE. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN PAYMENT ARRANGEMENTS MUST BE MADE.

**Tuition Refund Model:**

Assume that a student, upon enrollment in a 600-hour program, pays \$5,770.00 (\$5,670 for tuition, \$100.00 registration fee). Student decides to withdraw after only 150 Clock Hours of instruction. He/she would receive a refund of \$4,252.50. This is calculated by dividing the amount of clock hours left in the course for which he had paid (450 Clock Hours), by the amount of instruction he paid for, (600 Clock Hours) and multiplying that fraction times the amount of money paid for tuition (\$5,670). This computes out to .75 times \$5,670 for a refund of \$4,252.50.

All refunds due will be paid by this institution within 45 days of the withdrawal date. A student may terminate enrollment by written notification such as CERTIFIED MAIL, or by filling out and delivering to the school the Notice of Cancellation form provided to all students. The effective date of cancellation is the last day the student was in physical attendance. For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs: a) You notify the school of your withdrawal or the actual date of withdrawal; b) The institution terminates your enrollment; c) You fail to attend classes for (14-consecutive days). In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

The College refund policy is as follows:

Amount paid in advance	\$5,770.00
Registration Fee	\$100.00
Clock hours paid but not used	(600-150)
Refund of tuition	\$4,252.50
Actual refund	\$4,252.50

*If all you  
can do is  
crawl,  
start  
crawling.*

### ***Student Tuition Recovery Fund (STRF)***

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 program attending certain schools regulated by the Bureau for Private Postsecondary Education. You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all 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 a 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 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 may have no separate agreement to repay the third party."

The STRF rate is subject to change pursuant to statute. Effective January 1, 2015, the BPPE requires that institutions collect from each newly enrolled student a fee" in the amount of \$0.00 per thousand dollars of institutional charges paid, regardless of the portion that is prepaid.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss because 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 the 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." Questions regarding STRF can be directed to the **Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.**

### ***Federal Return of Title IV Funds Policy***

In addition to having institutional charges adjusted based on the institution's Tuition Refund Policy, for a student who receives federal financial assistance under the Title IV student financial aid programs, the institution must determine the amount of Title IV funds a student has earned at the time of withdrawal using the Return of Title IV Funds Policy. This amount of Title IV assistance earned is based upon the amount of time the student attended and has no relationship to the institutional charges that the student has incurred. Up through the 60% point of the payment period, a pro-rate schedule is used to determine the amount of Title IV funds the student has earned at the time of his or her withdrawal. After the 60% point, the student has earned 100% of the Title IV funds for the payment period.

For Vocational Nursing the method used to determine the percentage of the period completed is determined according to the following formula:  
Number of hours completed in the Pay-Period /Total Number of hours in the Pay-Period =Percentage Completed

*Let  
yourself  
be  
silently  
drawn by  
the  
stronger  
pull of  
what you  
really  
love.*

Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in the period (denominator) and the number of calendar days completed in the period (numerator). The calendar days on an approved leave of absence are also excluded from both the numerator and denominator in the calculation formula. Percentages are rounded to the third decimal place.

If a credit balance is due to the student and the student withdraws from the institution, Advanced College will first complete the R2T4 calculation if the student received Title IV aid. Advanced College will then complete the institutional, state and accrediting agency refund calculations to determine what is owed to the institution. Credit balances will be used first to pay the balance owed to Advanced College as determined by the appropriate refund policy.

*Raise your  
words, not  
voice. It is  
rain that  
grows  
flowers,  
not  
thunder.*

## GENERAL ACADEMIC MATTERS

### *Method of Instruction*

Instructional strategies may include lecture, board work, demonstration, lab activity, classroom exercises, discussion, practice questions, examination, reading assignments for homework, field trip, guest lectures, group projects, oral presentations, and appropriate clinical experiences in approved clinical facilities. All students will be required to demonstrate proper use and application of the materials in the Learning Resource Center throughout the module. Class sizes vary; however, students are provided with the highest quality of education during their study at our school.

### *Office Hours*

The school's office hours are from 8:00 a.m. to 6:00 p.m. on Monday through Friday, excluding holidays.

### *Program Hours*

Hours of programs differ per program. Please see a designated school official for program hours.

### *Credits to Clock Hour Conversion*

Advanced College adopts the quarter unit system for all its credits, the breakdown as follows:

10 Hours of Classroom/Lecture

20 Hours of Laboratory Instruction

30 Hours of Work-Based Activities

### *Grading Policy*

The following grades are authorized for recording on the student's official academic record maintained in the office of the Campus Director. Grades to be reported as letters from A through F, W, and I with honor points assigned as follows:

### *Non-Nursing Programs Grading Scale:*

GRADE	GRADE POINTS	SCORE	EXPLANATION
A	4.0	90 - 100%	Excellent
B	3.0	80 - 89%	Above Average
C	2.0	70 - 79%	Average
F	0.0	Below 69%	Failure
R*	0.0	N/A	Repeat Course
I	0.0	N/A	Incomplete
W	0.0	N/A	Withdrawal
P	0.0	N/A	Passing
TC	0.00	N/A	Transfer Credit
PC	0.00	N/A	Proficiency Credit

A student earning a grade of C or above is considered to have passed the course and is eligible to pursue further studies. A failed course must be repeated and passed to meet AC graduation requirements.

The grade of "P" has no effect on grade point average. In the event a course is repeated, the original grade is replaced with the most current grade earned. The original grade is not included in calculating the cumulative GPA and is noted on the permanent transcript. The "I" grade is counted as credits attempted but not earned and will not count towards the count of students' CGPA. A grade of "incomplete" will be given in classes attempted which are not completed and for which a withdrawal was not granted. No credit is granted for an incomplete, until it is made up for. Students earning a grade of Incomplete will have a period of time not to exceed six weeks in which to complete the requirements of the course and receive a letter grade. If the class is not successfully completed within the prescribed time, then the grade of "F" will replace the incomplete. Students receive a "W" if they withdraw from a course after the add/drop period listed in the campus catalog. This grade counts as credits attempted but not earned and will not count toward the count of students' CGPA.

### **Repeated Courses**

Students will only be allowed to repeat courses as required by the college due to academic problems or attendance violations, and only as scheduling permits. Student must obtain a passing grade for failed courses before graduation. Class assignments and retaking of failed courses must occur within the maximum time frame as established for each program, which is 1.5 times the length of the program.

Students are permitted to repeat courses under the following conditions, so long as the student still can comply with the Satisfactory Academic Progress requirements:

- Students who previously passed a course may only repeat that course one additional time (two total attempts)
- Students who have attempted but not passed a course may repeat the course two additional times (three total attempts)
- Nursing students are allowed to repeat no more than two courses in the Nursing program.
- Any student who earns less than a C (77%) for any course in the Nursing program will be considered to have not passed the course and will have one opportunity to repeat and pass the course. If the student fails the course on the second attempt, the student will be dismissed from the Nursing program.
- The grade received on the last course repeat becomes the final grade and supersedes all other grades for that course. It will replace all other grades for that course in the CGPA calculations.
- All final grades are reflected on the official transcript; repeated courses are designated by "R" grade.
- Students who do not successfully pass a required course after three attempts will be dismissed from the program. Students dismissed from a program for failing a required course three times cannot be readmitted into the same program or into another program that requires the same course.
- All program-specific grading requirements and restrictions on course repeats stipulated by state regulatory and accrediting bodies or the campus catalog must be followed.
- Course repeats are charged at the current course price per the course re-take up to a maximum of \$1500.00

Students seeking to be readmitted into a program in which they are dismissed for attempting without successfully completing a require course three times (two times for Nursing) must successfully complete said course at another accredited postsecondary institution. In order for the course to be accepted for readmission, the course must meet the criteria for previous education and training.

*When  
you do  
things  
from  
your soul,  
you feel a  
river  
moving  
in you, a  
joy.*

### ***Vocational Nursing Program Grading Scale***

The Vocational Nursing Program students are graded according to achievement of the objectives in theory and in the clinical setting. Students shall receive grades for textbook homework, other assignments, quizzes, final examinations, and attendance participation. Grading is as follows:

<b>SCORE</b>	<b>GRADE</b>
91-100%	A
82-90%	B
77-81%	C
<77%	F
Satisfactory	S
Needs Improvement	NI
Unsatisfactory	U

#### ***Clinical:***

Students shall be evaluated on achievement of clinical objectives by a Satisfactory, Needs improvement, or Unsatisfactory grade.

*\*Please refer to VN Student Handbook for further grading information*

#### ***Transfer of Students between Programs & From Other Institutions***

Students who have completed similar training courses at other institutions may apply for transfer of credit according to the following policies and procedures:

- Complete and submit a Transfer of Credit Application to the Campus Director.
- Provide an official transcript and catalog with course descriptions of the prior postsecondary training. Official transcripts are required to post transfer credits. Unofficial transcripts can be used to evaluate credit.
- Courses from accredited post-secondary training programs that correspond directly in content, scope and length Advanced College courses will be considered for credit.
- Technical coursework completed within the last three (3) years and general education coursework within the last seven (7) years is eligible for transfer credit review provided all other policy requirements are met. Five (5) years is eligible for transfer credit review for Vocational Nursing Programs.
- Only training courses with a grade of C or 2.0 or above will be considered for credit.
- To be awarded proficiency credit a student must demonstrate proficiency in the content area by passing exams in the content area at 90% or higher. The exam can be taken one time for proficient academic credit.
- A maximum of 25% of the total program academic credit may be awarded.
- All decisions made by the Campus Director regarding Transfer of Credit are based wholly on the criteria as stated in these policies and procedures.

*Life is  
balance of  
holding on  
and  
letting go.*

- Advanced College does not charge any fee for evaluating or accepting transfer credits. The approval of transfer credits will reduce one's tuition charge and may affect financial aid eligibility and the length of one's program.
- All Transfer of Credit must be requested, reviewed, and approved prior to the start of a student's program/course using an unofficial or official transcript. Credit will only be awarded after official transcripts have been received.

Students who do not agree with the evaluation of transfer credit awarded by the school may file an appeal within three (3) calendar days after receiving the completed Transfer of Credit Application.

**Veteran's Credit for Previous Education or Training:**

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student are notified.

***Satisfactory Academic Progress (SAP)***

Satisfactory Academic Progress (SAP) standards apply to all students at Advanced College.

**Academic Advisement:**

Students in modular programs are provided with their progress report at the end of each module. If students fail a module, they are placed on academic advisement. Academic advisement should clearly outline the consequences of failing a module and potential risks of not meeting Satisfactory Academic Progress. The formal advisement should also outline a specific action plan to improve a student's academic progress including, but not limited to, additional coaching and tutoring.

**Maximum Time Frame:**

All students must complete their program of study in a period not exceeding 1.5 times (150%) the normal duration of the program as measured in credit hours attempted. For example, if a program requires successful completion of 36 credit hours, the student may not attempt more than 54 credit hours (1.5 × 36) in the completion of his or her program. In order to graduate, a student must successfully complete 100% of the required courses and attain a minimum cumulative grade point average (CGPA) of 2.0 within the maximum time frame.

**Required Evaluation Schedule – Financial Aid Satisfactory Academic Progress:**

The evaluation period for determining satisfactory academic progress for all students will be each payment period (each academic term/module). The evaluation will occur at the end of each payment period (each academic term/module) and be based on all credit hours attempted and earned. Proficiency Credit (PC), Transfer Credit (TC), Repeated courses (\*\*), including previously passed courses, and Withdrawals (W) grades count as credits attempted but not earned, and count towards maximum timeframe and pace of completion, but do not count towards CGPA. The final grade received on the last repeat of a course is used in the CGPA calculation. Incomplete grades (I) will count as credits attempted but not earned, and will not count towards the CGPA until the final grade has been posted.

**Required SAP minimums are outlined in the table below:**

Percent of Program Attended	Minimum GPA	Minimum Pace of Completion
0-24.9%	1.00	50%
25-49.9%	1.50	60%
50-150%	2.00	67%

*Patience  
is the key  
to joy.*



If a student fails to maintain satisfactory progress, then the student will be warned of any unsatisfactory progress. If unsatisfactory progress continues then a student may be placed on probation. If unsatisfactory progress continues during probation then a student may be dismissed from the program. Students not meeting these benchmarks are not making Satisfactory Academic Progress. The first time a student is not making SAP, the student is placed on academic warning. If the student receives financial aid, the student may be placed on financial aid warning. Students on academic warning/financial aid warning will be notified via the Financial Aid Advisor/CAO or Campus Director. At the next evaluation point if a student on financial aid warning meets or exceeds the benchmark, the student is taken off financial aid warning. If, however, a student does not make SAP, the student is placed on financial aid probation. Students on financial aid probation will be notified by the Campus Director. *Students placed on financial aid probation must appeal to continue receiving financial aid.*

#### **Appealing Financial Aid/Academic Probation:**

To appeal financial aid probation a student must write a letter to the CAO/Campus Director stating what circumstances lead to poor academic performance. Acceptable circumstances are generally outside of the student's control and are unavoidable. Examples include: Death of a family member, an illness or injury suffered by the student, documented medical condition or serious illness, documented learning disability, domestic violence, involuntary call to active military duty, documented change in conditions or employment or special circumstances of an unusual nature which are not likely to recur. Documentation to support the appeal must be submitted with the appeal letter. In addition, the appeal letter must state what steps have been taken to correct the situation. The student should submit the appeal letter to the CAO/Campus Director.

#### ***Academic Dismissal***

Students may be dismissed for academic reasons:

In these situations, a committee will be formed, and the student will be interviewed, and on suspension. This is the time the student may discuss if the school should take actions in dismissal or not. AC will notify the student in writing of suspension or dismissal. Students who are dismissed are required to return all materials loaned to them by the school. Serious infractions such as intoxicated behavior, cheating, threatening or violent behavior may be cause for dismissal without prior suspension status. Students desiring to re-enter after a voluntary withdrawal must submit a written request to the Campus Director. The Academic Committee must approve a second re-entry request from the same student.

#### ***Academic Integrity Policy***

Fundamental to the academic work a student completes at AC is an expectation that he/she will make choices that reflect integrity and responsible behavior. It is the instructor's responsibility to report academic dishonesty to the appropriate Program Director. Violations of the Academic Integrity Policy include but are not limited to:

- Copying work, ideas, or projects from any other person or media, copying answers on a quiz or test, or communicating with another person during a quiz or test.
- Allowing another person to copy or borrow original work in any form
- Claiming ownership of the work of a team member
- Committing plagiarism in any form, including failing to properly cite the source of thoughts, words, ideas, or work from any other person, printed material, or website
- Committing "self-plagiarism" by submitting work previously submitted in another course unless it is properly cited

When a violation of this policy occurs, disciplinary action will be taken. Based on the severity of the violation, academic dishonesty may result in an "F" grade for an assignment, project, assessment, or the course itself. Multiple violations may result in dismissal from the college.

*You are  
not a  
drop in  
the  
ocean.  
You are  
the entire  
ocean, in  
a drop.*

### ***Leave of Absence***

If an emergency arises, such as a family tragedy, medical condition, or military obligation, making it necessary for a student to interrupt his/her training, the school, at its discretion, may permit a student to request a Leave of Absence (LOA). Due to the scheduling of the Vocational Nursing program and Phlebotomy course, students are not allowed to take a Leave of Absence.

The following criteria are required:

1. The student must request the leave in writing (prior to the expected LOA) and must sign and date a request which states a reason.
2. The applicable School Official must approve and sign the LOA request prior to the start date of the LOA.
3. The reason for the request must provide reasonable assurance that the student will return at the end of the LOA.
4. The school may ask for documentation confirming the reason for the LOA.
5. Acceptable reasons for LOAs include but are not limited to: Medical treatment, death in the immediate family and military obligations. An LOA may not be granted for reasons associated with a student's academic performance.
6. An LOA will not be granted during the first didactic module unless the student requests a reasonable accommodation under the American's with Disabilities Act (ADA).
7. Students must return on the start date of a module/term apart from externship (students may return from an LOA anytime to begin or complete externship; students do not need to wait for a module/term start date to return from an LOA when returning to an externship.)
8. Students may request an extension of an LOA, but the total LOA time must not exceed 180 calendar days within a 12-month period.
9. Students who fail to return on their scheduled LOA return date and/or fail to get an approved extension in advance will be dropped from the program.
10. Upon approval of and during an LOA, the school does not assess the student any additional institutional charges, the student's need may not increase, and the student is not eligible for any additional Federal Student Aid.
11. Any student on an approved Leave of Absence is considered an enrolled student.

### ***Attendance Policy***

The Institution emphasizes the need for all students to attend classes on a regular and consistent basis in order to develop the skills and attitudes necessary to compete in the highly competitive labor market. Because much of each program is conducted in a hands-on environment, attendance is critical to proper skill building. Tardiness disrupts the learning environment and is discouraged. Students who arrive late or leave class early will have those minutes deducted from their attendance.

### ***Student Attendance Monitoring***

Students will be informed, on a regular and timely basis, of their progress in meeting the standards of attendance. Student attendance will be monitored daily, and students must be informed of their attendance on a weekly basis. Students must be advised within the first opportunity after a missed class to discuss and implement actions and options to remedy absenteeism. Student attendance will also be monitored each month. At the end of a student's month, a progress report will be automatically generated by the registrar office and reviewed with the student. The progress report will include the student's current cumulative attendance rate. Advisements must clearly outline consequences of failing to meet minimum cumulative attendance requirements, including making up hours and/or delaying graduation. All advisements will include an action plan and timeline for attendance remediation.

### ***14 Days of Absences***

If a student is absent from school for fourteen (14) consecutive calendar days, including any weekends, the student will be withdrawn from school. The 14 consecutive calendar days will not include school-scheduled breaks and any school-scheduled holidays published in the academic calendar in the catalog.

*Sell your  
cleverness  
and buy  
bewilderment.  
Cleverness is  
mere opinion.  
Bewilderment  
brings  
intuitive  
knowledge.*

**\*Please refer to programmatic student handbook for program specific policies regarding attendance**

### ***Documenting Attendance in Distance Education Courses***

Changes to Federal financial aid regulations in recent years have highlighted the importance of accurate reporting on student attendance and participation in all courses, including distance education courses (online and hybrid/blended courses).

#### **To quote from the Federal Student Aid Handbook:**

In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student.

A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

FSA Handbook 2013-2014, Volume 5, 5-60.

#### **In order to comply with this federal financial aid regulation, Advanced College is providing the following procedural guidance when filling out your nonparticipation rosters.**

A student attends an online course (or the online portion of a hybrid/blended course) by participating in class or otherwise engaging in an academically related activity. Examples of such activity include but are not limited to: contributing to an online discussion or text chat session; submitting an assignment or working draft; working through exercises; taking a quiz or exam; viewing and/or completing a tutorial; initiating contact with a faculty member to ask a course-related question.

Such academically related activities are readily tracked and documented through the College's learning management system, email system, and in some cases publisher websites.

Documenting that a student has logged into an online class or website is not sufficient, by itself, to demonstrate academic attendance by the student. For example, if a student simply logs into an online course on September 15 and logs out, without any further activity, the student did not attend the online class on that day.

### ***Change of Program***

Students who wish to change programs must have written permission from the Campus Director and/or Chief Academic Officer and must complete the current course. Only the grades for the same courses that exist in the new program will count towards the credits required for graduation. Additional charges may also apply.

### ***Requirements for Graduation***

To graduate, students must:

- Earned the required total number of credit hours for the program and pass all required courses with minimum grades as prescribed in the catalog.
- Complete all required coursework within the maximum time frame permitted and obtain a minimum CGPA of 2.0 (some courses require a minimum percentage for successful completion).
- Return all property belonging to the college.
- Fulfill all financial obligations to the college prior to graduation unless previous satisfactory arrangements have been made.
- Attend a Financial Aid Exit Interview.

*As you  
start to  
walk on  
the way,  
the way  
appears.*

Students, who have successfully completed the Vocational Nursing program and have not taken their state exam within 2 years of completing the program, are required to participate in an NCLEX preparation course and seek the approval from the Director of Nursing upon successful completion of the course, to sit for their NCLEX-PN Exam.

For the Director of Nursing or designee to complete the Board paperwork for the NCLEX-PN Exam after initial application, the following items need to be completed:

- NCLEX preparation course
- Successfully complete exit comprehensive exam with a score of 75% or higher
- Personalized Remediation Plan by analyzing individual exam results.



*Only from  
the heart  
can you  
touch the  
sky.*

# ASSISTANCE



*The  
beauty  
you see in  
me is a  
reflection  
of you.*

- Academic Advising
- Job Placement Assistance
- Transcript Request
- Resume Development
  - Housing
  - Financial Aid
- Campus Safety/Emergency Procedures

Student services are provided through programs offered to stimulate student development, personal, and social growth. These procedures at AC contribute to the career development goals of the students attending school. AC provides a variety of services to the students, including:

### ***Academic and Retention Advising***

Advising is provided for each AC student. Advising services are available at no cost to the student. Advanced College strongly encourages all students to seek advising for any matter that they may deem important to the completion of their program of study. AC also provides financial aid advisement to students. All advising sessions are kept strictly confidential.

### ***Tutoring***

Students who need extra assistance because of academic difficulties may arrange for tutoring through their instructor, Program Director, Chief Academic Officer or the Campus Director.

### ***Career Development Services***

Advanced College offers career development services to all eligible graduates. An eligible graduate is any student who has successfully completed all graduation requirements as stated in the Graduation Requirements section of this catalog. Many students desire to obtain employment on their own. The college supports and encourages this efforts and will provide techniques on seeking and securing employment. Students are responsible for informing the college of their employment information.

The college's Career Development Department will assist students in their job search. Career development services include assistance with resume writing, interviewing, identifying job openings, and other job search activities. It should be understood that career development services offered by the college are not an obligation or guarantee of employment. If a student repeatedly fails to attend Career Development coaching sessions and/or repeatedly fails to attend job interviews arranged by the Career Development Department, the service may no longer be available to that student.

Although average wage information based on data received from employers and graduates may be available to prospective students, no employee of the college can guarantee that a graduate will earn any specific amount. Each student's program of study, academic performance, employer needs and location, current economic conditions, and other factors may affect wage levels and career prospects.

Continuous career development services are available to all eligible graduates. Graduates who require additional assistance after their initial employment should contact the college to provide updated resume information and are encouraged to use the resources available in the Career Development Department.

\*The College will make the best effort to help and assist students in job placement, but no guarantee of employment can be made based upon state law.

### ***Part-time Jobs***

Many students work on a part-time basis during their training to help with their education costs. If students require assistance in securing part-time employment while attending classes, the Career Development Department will make a reasonable effort to assist them in their search.

### ***Student Health Services***

The College does not provide health services for students. In the event of a student medical emergency, an alerted staff member will dial 9-1-1 for medical services. Students requiring nonemergency medical care will be given information about medical services or agencies they may contact. Any costs incurred for medical services will be the student's responsibility.

### ***Student Housing***

The College does not have dormitory facilities. Although it is the student's responsibility to find living accommodations, the college will help locate

lodging for any student needing assistance. Available lodging may include rooms in private rooms, apartments, and rental houses.

### ***Transcript Request***

For students, employees, and others to be furnished with transcripts the student must give written consent, authorizing the school to release his/her educational records. Proof of authorization is established once the student fills out a “Request for Transcript” form. Upon receipt of the request the school issues an official transcript to the student or a third-party. If the student does not hold any financial balance with the school, then an official transcript will be issued.

### ***Resume Development***

Towards the end of each program, AC provides workshops free of charge to prepare students for resume writing, interviewing techniques, writing cover letters and follow-up letters. Additionally, students can participate in mock interviews if so desired.

### ***Student Responsibilities***

Students accepted into an academic program of study at the college have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is access to an environment free from interferences in the learning process.

1. Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
2. Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
3. Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure all students subjected to the disciplinary process are adequately notified.
4. When confronted with perceived injustices, students may seek redress through grievance procedures outlined in the Grievance Policy. Such procedures will be available to those students who make their grievances known in a timely manner.
5. Students may take reasoned exception to the data or views offered in any course of study and may form their own judgement, but they are responsible for learning the academic content of any course in which they are enrolled.
6. Students will be given full disclosure and an explanation by the college of all fees and financial obligations
7. Students have the right and responsibility to participate in course and instructor evaluations and to give constructive criticism of the services provided by the college.
8. Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities, to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
9. Students have the responsibility to conduct themselves in a professional manner within the institutional, externship/practicum, clinical, and lab settings, and to abide by the policies of the college.
10. Students are expected to conduct all relationships with their peers, college staff and faculty, and anyone with whom they come into contact at externship/practicum/clinical/fieldwork sites, with honesty and respect.
11. Students are to comply with directions by college faculty and staff members who are acting within the scope of their employment, subject to their rights and responsibilities.
12. Students have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
13. Students are encouraged to apply creativity in their own learning processes while striving for academic excellence, and to share their knowledge and

*Respond  
to every  
call that  
excites  
your  
spirit.*

learning experiences with fellow students in the interest greater learning and better practice of the profession.

### ***Student Conduct Policy***

The College is proud of its academic standards and code of student conduct. In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students will be held accountable for, or should report, the following violations while on the College's or externship/practicum, clinical, or fieldwork property:

1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of the College's documents. Examples of dishonesty and/or plagiarism include, but are not limited to, copying work or written text from any source, including the internet, without properly crediting the source of information; cheating during an examination and/or coursework in any form; and completing and submitting an assignment partially or wholly originated by another person.
2. Theft, deliberate destruction, damage, misuse, or abuse of college property or the private property of individuals associated with the college.
3. Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other college activities.
4. Being under the influence of alcoholic beverages or controlled substances on college or externship/practicum, clinical, or fieldwork property, including the purchase, consumption, possession, or sale of such items.
5. The use of any tobacco products including electronic devices in the college's buildings and eating or drinking in the classrooms, or any location other than the designated areas.
6. Failure to comply with college officials acting within the scope of their employment responsibilities.
7. Bringing animals on to college or externship/practicum, clinical, or fieldwork property. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as classroom subjects.
8. Bringing children into the college's academic areas. The college does not provide childcare services and cannot assume responsibility for children's health and safety.
9. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations.
10. Failure to comply with any regulation not contained in official college publications but announced as an administrative policy by a college official or other person authorized by the Campus Director/CEO of the college.
11. Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto the college's property or externship/practicum, clinical, or fieldwork property.
12. Violence or threats of violence toward persons or property of students, faculty, staff, or the college.
13. Improper use of e-mail and internet access. Please see the Intellectual Property Protection and Ownership section for additional information.
14. Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs.
15. Inappropriate use of cell phones, or other electronic devices. All electronic devices must be in the "off" position while in the classroom.
16. Audio or video recording of any class or lecture offered at the college or its externship/practicum, clinical, or fieldwork sites is not permitted, unless otherwise allowed on an individual basis due to an accommodation under the Americans with Disabilities Act.
17. Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, or any conduct that threatens or endangers the physical or psychological health/safety of another person.
18. Rape, including acquaintance rape and/or sexual assault, in any form.
19. Unauthorized presence in, or forcible entry into a college facility or college-related premises.
20. All forms of gambling.
21. Being in the presence of or aiding/abetting any of the conduct violations.

A student found responsible for involvement in any of the violations listed above may be sanctioned accordingly. Sanctions range from a written letter of reprimand up to immediate dismissal from the college. For nursing students, the conduct process is outlined in detail in the Student Handbook. Students

*Wherever  
you stand,  
be the soul  
of that  
place.*



dismissed for conduct violations may not be readmitted.

### ***Student Interaction***

Student interaction is an important component of the academic experience at the college. Both the faculty and class organizations are designed to encourage opportunities for student communication. Class assignments include group work and cooperative learning activities. Students are encouraged to contact their instructors if they wish to join study or special interest groups.

### ***Intellectual Property Protection and Ownership***

The college respects intellectual property rights and ownership. These policies ensure against unauthorized use of copyrighted material and information technology systems and provide clear guidance as to ownership of intellectual property.

### ***Copyright Protection***

The institution requires its students to respect the rights of others, including intellectual property rights. The federal Copyright Act (Title 17 of the United States Code) prohibits the unauthorized making and distribution of copyrighted material. Violations of the Copyright Act, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. These liabilities include, but are not limited to, actions by a copyright owner to recover actual damages, profits, or statutory damages, as well as reasonable attorney's fees and costs, and federal criminal charges that may result in fines and imprisonment.

### ***Use of College Information Technology Resources***

The college provides its students with access to computer equipment, facsimile equipment, copier machines, and the internet, exclusively for educational activities. The college students are prohibited from using any of the foregoing, or any of the other college's information technology systems, for the unauthorized copying or distribution of copyrighted materials, including but not limited to unauthorized peer-to-peer file sharing of copyrighted materials. Downloading, viewing, distributing, or sending pornographic or obscene materials are also prohibited. This prohibited conduct includes bookmarking any pornographic or obscene websites or websites intended or used for the distribution of unauthorized copies of the copyrighted materials, or knowingly opening or forwarding any e-mail, fax, or voicemail messages containing unauthorized copies of copyrighted materials, or any pornographic or obscene materials. Any violation of these policies may result in disciplinary action, up to, and including dismissal from the college.

Any communications by students via e-mail, instant messenger, voicemail, or fax that may constitute slander or defamation or may be considered abusive, offensive, harassing, vulgar, obscene, or threatening are prohibited. This content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments that would offend someone on the basis of age, race, sex, color, religion, national origin, ancestry, physical challenge, sexual orientation, or veteran status. Any individual with a complaint about such communications should refer to the policy of nondiscrimination.

Students should not expect computer files, e-mail, voicemail, or internet bookmarks to be either confidential or private. The college employs a number of technology-based and other means to detect and deter unauthorized copying and distribution of copyrighted materials. Students should have no expectation of privacy whatsoever related to their use of the college's systems. Even when a message or file is erased, it is still possible to recover the message or file, and therefore privacy of messages and computer files cannot be ensured to anyone. Any computer-generated correspondence, the contents of all computer hard drives on the college's premises, and saved voicemail messages are the sole property of the college, may be considered business records, and could be used in administrative, judicial, or other proceedings. The college licenses software to support its educational processes. Students are not permitted to copy, remove, or install software. By using the computer equipment, software, and communications devices, all students knowingly and voluntarily consent to being monitored and acknowledge the college's right to conduct such monitoring. The equipment is intended for educational purposes only, and any other use by students, including but not limited to any of the prohibited conduct described herein, will be treated under the Conduct section of this catalog and may result in disciplinary action up to and including permanent dismissal from the college.

*Look at  
the moon  
in the  
sky, not  
the one in  
the lake.*

Audio or video recording of any class or lecture offered at the college or at its externship/practicum, clinical, or fieldwork sites is not permitted, unless otherwise allowed on an individual basis due to an accommodation under the Americans with Disabilities Act.

### **Ownership of Student and Third-Party Intellectual Property**

The College recognizes an author/inventor's ownership in his or her creative intellectual property. The college also encourages scholarship and research opportunities, many of which may result in the creation of intellectual property in the form of research papers, publications, or supplemental course materials such as lecture notes, bibliographies, additional assignments, and other non-institutional course content.

All full-time and part-time students at the college own the exclusive rights to the intellectual property they create, except under any of the following circumstances:

1. The intellectual property is created as a result of material support from the college, which for this purpose is defined as significant financial support directly or indirectly from the college, use of the college facilities beyond the normal curricula, or any other significant expenditure of resources by the college beyond what is customary among higher education institutions; or
2. The student and the college enter into an agreement regarding ownership of the intellectual property; or
3. The student creates the intellectual property in conjunction with a faculty member or other employee of the college.

The college will own any and all rights to intellectual property created by third parties for use by the college; any other allocation of rights between the college and the third party must be defined in a written agreement between the parties.

*What is  
planted  
in each  
person's  
soul will  
sprout.*

## OVERVIEW OF FINANCIAL AID

AC participates in several Federal Financial Assistance programs and School Financial Assistance:

- Federal Pell Grant
- California Student Aid Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Work Study
- Federal Direct Stafford Loan Programs
- Federal Direct Parent Loans for Undergraduate Students (PLUS)

### ***Federal Pell Grant***

The Federal Pell Grant is funded by the federal government to qualified students for their education which students do not need to repay. Federal Pell Grants are awards available to undergraduate students who have not obtained a Bachelor's Degree. The Federal Pell Grant Program was designed as a "foundation" of the student financial aid package. To qualify for a Federal Pell Grant, students must demonstrate financial need based on a need analysis developed by the federal government.

### ***California Student Aid Grant (Cal Grant)***

Advanced College has been approved by the California Student Aid Commission for Cal Grant B and C.

#### **Cal Grant Eligibility Criteria:**

- The recipient should be a US citizen or an eligible non-citizen.
- The recipient has met U.S. Selective Service requirements.
- The recipient has a valid Social Security number.
- The recipient is not in default on any Title IV educational loan or does not owe a refund on any Title IV grant or any State grant program administered by the Commission,
- The recipient is not incarcerated.
- The recipient is a legal California state resident for at least one year as of the residence determination date.
- The recipient is enrolled in an eligible program or course of study.
- The recipient does not have a bachelor's or professional degree before receiving a Cal Grant (except for post baccalaureate students enrolled in teaching credential programs).
- The designated recipient's participation in an eligible post-graduate teaching credential or mandatory 5<sup>th</sup> year program is approved by the Commission.
- The enrollment status for each recipient on the grant roster is at least part-time.
- The recipient demonstrates financial need at the institution according to federal financial need methodology.
- The recipient with a new award has family income and assets at/below the published Cal Grant ceilings.
- The recipient is complying with the Institution's satisfactory academic progress policies.
- Disbursement of Cal Grant Funds should not be more than that which the recipient is eligible to receive per academic term. In case of a refund (if recipient withdraws, drops out or is expelled for a term for which as payment has been made), calculation is based upon the refund policy and determine the portion to be returned to the Commission based on behalf of the State.

### ***Federal Work-Study (FWS) Jobs***

Federal Work-Study (FWS) provides part-time jobs for undergraduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient's course of study.

### ***Federal Supplemental Educational Opportunity Grant***

Federal Supplemental Educational Opportunity Grants (FSEOG) is for undergraduates with exceptional financial need. Pell Grant recipients with the lowest EFCs will be the first to get FSEOGs. Just like Pell Grants, FSEOGs do not have to be paid back.

### ***Federal Direct Stafford Loan Programs***

A student may borrow Federal Direct Stafford Loan (Subsidized and Unsubsidized). Repayment is optional, not required, while the student remains in school on at least a half-time basis. If the student chooses not to begin repayment during his/her enrollment period, repayment will then begin six months after the student's last day of attendance either by graduating, withdrawing or being withdrawn. The six-month period is known as the student's grace period. Interest for the Federal Direct Stafford loans, unsubsidized, starts to accrue when the loans are disbursed (approximately thirty-one days after the student starts class). The federal government has elected to pay the interest for the subsidized portion of the student's loan during the time the student is in school as well as during the six-month grace period. The six-month grace period starts when the student completes the program or is no longer enrolled in the program. The student then becomes responsible for the interest on the subsidized portion of his/her loan upon completion of the six-month grace period. The federal government, however, does not pay any interest for the unsubsidized portion of a student's Stafford loan. Any interest, which does accrue on a student's unsubsidized portion of his/her Stafford loan, will be capitalized (added) to the student's loan balance upon the expiration of the student's six-month grace period unless the student elects to pay the interest while in school.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to 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 money not paid from federal student financial aid program funds.

### ***Federal Direct Parent Loans to Undergraduate Students (PLUS)***

For dependent students, a parent may borrow up to the cost of attendance, to include direct and indirect costs, annually on behalf of the student. The parent may choose to only borrow the remaining cost of the student's education minus any other financial aid the student may have already received, or the parent may choose to borrow the full amount of the student's education not including any other financial aid. Unlike the Federal Direct Stafford loans, the Federal Direct PLUS loan is credit based. The parent applying for the Federal Direct PLUS loan will be required to complete a simple pre-approval application. A response to the application will be received within one to two days. Repayment on this loan begins within 60 days after the loan has been fully disbursed.

### ***HOW TO APPLY FOR FINANCIAL AID***

Students are required to fill out the Free Application for Federal Student Aid (FAFSA) as the primary application to determine student's financial aid eligibility. The process for applying is as follows:

1. The student completes their FAFSA online.
2. The student carefully completes the FAFSA along with any other supporting documentation requested by the Financial Aid Officer. If the student estimates any of his/her income information, the student may be required to verify his/her actual income prior to any disbursements of federal funds.
3. The student returns the requested documentation to the Financial Aid Office.
4. Based on the information received, the Financial Aid Officer will give students preliminary estimates.
5. The student will receive a Preliminary Award with his/her estimated financial aid listed.

*The source  
of now is  
here.*

6. Any further documents are completed.
7. The student then receives an Award Letter confirming his/her financial aid

### **HOW AWARDS ARE DETERMINED**

Except for the Federal Direct Unsubsidized Stafford and Federal Direct PLUS loans, most federal student aid is awarded based on a student's need. A student's need is determined by subtracting the student's Expected Family Contribution (EFC) from the student's Cost of Attendance (COA).

$$\text{Cost of Attendance} - \text{Expected Family Contribution} = \text{Financial Need}$$

The EFC is the amount the federal government determines the student is expected to contribute towards his/her education. The information the student reports on the FAFSA is used to calculate the student's EFC. The student's COA is the actual tuition and fees for which a student is charged combined with standard room and board, personal expenses, and transportation expenses multiplied by the number of months in the funded year. AC uses the annual budgets provided by the California Student Aid Commission in the calculation of each student's COA. Any loan fees assessed will also be calculated into the students COA.

### **OTHER FINANCIAL AID INFORMATION**

The Financial Aid Office provides additional financial aid brochures and information on the above-mentioned student aid programs which contain more specific information on students' rights and responsibilities, eligibility, need and detailed descriptions of the financial aid programs available.

### **Refund Distribution Policy**

**Title IV refunds will be made in the following order:**

1. Unsubsidized Direct Stafford Loans (other than PLUS loan)
2. Subsidized Direct Stafford Loans
3. Perkins Loans
4. Direct Plus Loans
5. Federal Pell Grants for which a return of funds is required
6. Academic Competitiveness grants for which a return of funds is required.
7. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a Return of funds is required
8. Other assistance under this Title for which a Return of funds is required (e.g., LEAP)

The student (or parent for a PLUS loan) must return unearned aid for which the student is responsible by repaying funds to the following sources in the following order. Amounts to be returned to grants are reduced by 50%.

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Direct PLUS Loan
4. Federal Pell Grant (50%)
5. Federal SEOG (50%)

*Anyone  
who  
genuinely  
and  
consistently  
with both  
hands looks  
for  
something,  
will find it.*

### ***Timeframe for the Return of Title IV funds***

The school must return unearned funds for which it is responsible as soon as possible but no later than 45 days from the determination of a student's withdrawal. The school may return funds in any of the following manners:

- Deposits or transfers the funds into the school's federal funds bank account;
- Initiates an electronic funds transfer (EFT) to an account belonging to the student;
- Initiates an electronic transaction that informs the FFEL or ED, in the case of a Direct Loan, to adjust the borrower's loan account for the amount returned; or
- Issues a check

### ***Credit Balances***

Credit balances occur when the school credits financial aid to the student's account and the total amount of financial aid fund exceeds the student's allowable charges. If the financial aid creates a credit balance, the school pays the credit balance directly to the student or parent as soon as possible but no later than 14 days after the date when the credit balance occurred. Any excess PLUS loan must be returned to the parent unless the parent authorizes in writing to transfer the proceeds to a student directly.

### ***Drug-Free Schools and Campus Act Policy***

AC is a state approved private postsecondary institution that is required to have all students follow the standards of conduct required by the state of California regarding the Drug-Free Schools and Campuses Act. The use, possession or distribution of alcoholic beverages, illicit drugs and/or controlled substances is strictly prohibited by all employees and students on school property or any site associated with instruction of AC students. Advanced College supports a drug-free environment and students/staff must comply with this policy. A violation will result in taking appropriate action up to and including termination as outlined below. As a result, random drug/alcohol screenings or search may be conducted of the students/staff in our commitment to provide a safe drug-free environment. Training is conducted during Orientation for students and new employee. If a student is convicted of a drug-related offense after admission, he or she must notify the Campus Director within five (5) days of the conviction.

A violation of this policy is considered a major offense, which may result in requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the school. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy. Violations of applicable local, state and federal laws may subject a student or employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment, and seizure of property, loss of eligibility for federal benefits, including federal Financial Aid, suspension, revocation, or denial of driver's license and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.

For more information about specific circumstances, students/staff should consult applicable local, state and federal law and/or seek legal counsel. A federal or state drug conviction may disqualify a student from using federal student aid. A local or municipal conviction may not disqualify. Convictions which occur during the time student was receiving federal financial aid are counted against students for aid eligibility.

Advanced College does not provide drug counseling, treatment, or rehabilitation programs as part of our student services, but we will give students a referral to counseling treatment or rehabilitation programs available to all students. If a student has a problem with any association with drugs and alcohol, they will be tested by a certified testing agency. If the tests results in a positive determination by the certified testing agency, the student will be referred to counseling. Students who are terminated from the program because of testing positive for drug use can only be re-admitted after they have successfully completed a certified rehabilitation program.

*In each moment the fire rages, it will burn away a hundred veils. And carry you a thousand steps toward your goal.*

## EMERGENCY AND SAFETY PROCEDURES

### *Campus Security and Access to Campus Facility*

Students are informed about security and safety/emergency procedures during orientation. Faculty and staff are informed during New Employee Orientation in Emergency and Evacuation policy/procedures, campus security procedures and life safety. Fire and disaster drills are held annually, and students and staff are informed that it is the responsibility of each person to adhere to all safety and security practices. All students/faculty/staff should only be on campus during scheduled school hours, or while attending to other legitimate academic or administrative functions and are required to wear and display their badge. All visitors are required to sign in with the front desk.

Students, faculty and staff are informed about security and safety/emergency procedures during orientation to promote awareness of crime prevention, assault and other harmful acts. During these orientations, they are also told about good practices in crime prevention (including securing their vehicle and other personal property) and how to report a crime, emergency or other incident. All crimes, security incidents, serious injuries or severe illness incidents should be recorded on an Incident Report Form and given to the Campus Director.

Students or staff who suspects a crime has been committed or are the victim of any type of criminal act should immediately report to the Campus Director. If you witness a crime in progress, or are a victim, you can also call 9-1-1 or report directly to local law enforcement agencies, and then notify the Campus Director. AC prepares an Annual Security Report each year of the crime statistics (inclusive of but not limited to murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, hate crimes, drug abuse violations, weapons possessions) and notes any significant changes in policy, procedures, locations and key individuals since the last report if applicable, and will adhere to requirements detailed in the Title IV Federal Student Aid Handbook.

### *Emergency Response Procedures*

This plan explains the procedures to take in case of emergencies such as accidents, illnesses, bomb threats, natural disasters, fires and campus disturbances/domestic violence. If a significant emergency or dangerous situation involving an immediate threat to health or safety of students or employees occurs, all parties will be notified. All students, faculty and staff must immediately evacuate the building whenever the fire alarm sounds. Prior to initiating the Emergency Preparedness Plan, Campus Director or any college administrator on duty will confirm that a bona fide emergency exists, determine the appropriate method of communication and message content without delay. Emergency Preparedness Plan will be tested at least once each year. Emergency exit lights are located at all exit points. Fire extinguishers are in several locations throughout the building. Anyone who sees fire or smoke should obtain the nearest fire extinguisher and operate according to instructions. Immediately notify a member of the administrative staff. Administrative staff should call 911 and give instructions for immediate building evacuation. Please refer to the Emergency Evacuation Map which is located near the door of all classrooms, the clinical learning lab, the student lounge, and within the administrative offices in several locations. The AC main campus building has three sets of exit doors. Rear exit doors remain locked always. The front entrance door opens into the reception area which has a receptionist present always. The AC Stockton Campus has five sets of evacuation routes with rear exit doors remaining locked always. The front entrance door opens into the reception area with a receptionist present always.

The Medical Emergency Policy will be distributed to all school students, faculty and staff to ensure that medical emergencies receive appropriate treatment as swiftly as possible. If an individual is physically injured or suffers an accident on Advanced College Premises, the following shall apply:

### *Procedure*

- Remain calm always and immediately assess the situation.
  - If they indicate pain, do not move the person however, if unless there is a threat to life, the person should be left in that location.
- If the person is injured, call 911. Reply to all questions asked by the dispatcher before you hang up. Be sure to indicate to which floor the responders should report. Make sure that someone meets the emergency medical services and rescue crews at the building entrance.

- Call a Vocational Nursing or Allied Health faculty with a CPR license or Director of Nursing to assess the situation.
- Wait for emergency medical services or a faculty member to properly administer first aid safely so as not to jeopardize the health of others.
- Medication to an individual who is in an emergency situation should not be provided.
- Remain with the individual until emergency medical services and rescue crew arrives.
- Comfort the individual by reassuring him/her that medical assistance is on its way.
- Give the emergency medical service and crew room to administer first aid. Stay close should they have any questions.

### ***Student Emergency Information***

All Advanced College students will be requested to provide their personal emergency contact information upon enrollment. Students should be responsible for keeping their emergency contact information up-to-date by contacting the School Admission Office during normal business hours or the Evening Coordinator during the evening class hours.

### ***Employee Emergency Information***

In the same manner, all school employees will be requested to provide their personal emergency contact information. Employee emergency contact information can be found by contacting the Campus Director and/or Chief Academic Officer during normal business hours or the Evening Coordinator during the evening class hours.

### ***Availability of Employee for Dissemination Purposes***

Information regarding College Programs can be obtained by contacting the college.

### ***Cancelled Classes or Clinical Experiences***

Students will be notified by the Campus Director, Instructor, and/or Program Director for cancelled classes. An administrative staff member will maintain contact with local authorities and apprise school staff and students of recommended actions when a severe weather condition occurs. In the event of high winds, tornadoes, hurricanes, etc., all building inhabitants should stay away from windows and remain in corridors.

If severe weather occurs during classes or clinical session, the Campus Director and/or Chief Academic Officer and/or Program Director will make the decision regarding early dismissal. A delayed schedule will apply only to the classes held on campus. When a clinical facility notifies AC of accreditation/agency visits and requests no presence of students for that day, the clinical instructor will notify the students.

*Don't be  
satisfied  
with  
stories,  
how things  
have gone  
with  
others.  
Unfold  
your own  
myth.*





## DESCRIPTION OF PROGRAMS

Please be advised that units earned in our programs in most cases will probably not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school. In addition, if you earn a degree, diploma, or certificate in our programs, in most cases it will probably not serve as a basis for obtaining a higher -level degree at another college or university.

- Vocational Nursing
- Computerized Accounting
  - Medical Assistant
  - Phlebotomy
- A.S. in Surgical Technology
- A.A.S in Business Administration
- A.A.S. in Healthcare Management

# VOCATIONAL NURSING

**STANDARD OCCUPATIONAL CODE (SOC): 29-2061**

**POTENTIAL OCCUPATIONS:** Licensed Practical Nurse (LPN), Licensed Vocational Nurse (LVN), Charge Nurse, Clinic Nurse, Office Nurse, Private Duty Nurse, Triage Licensed Practical Nurse (Triage LPN)



This program familiarizes students with the theory and hands-on clinical skills necessary for entry-level positions as a Licensed Vocational Nurse. The goal of the program is to provide graduates with the knowledge and skills requisite to being eligible to take the National Licensure Examination-PN. The knowledge and skills will enable graduates to qualify for work in various medical practice settings including inpatient, outpatient, hospice, home health and various hospital settings. This program is offered in a traditional setting.

## **PROGRAM OUTCOMES:**

- Successfully pass the National Council Licensure Examination for Practical Nurses (NCLEX-PN).
- Integrate foundations of nursing care at age appropriate levels for all patients.
- Utilize learned nursing skills as an entry-level vocational nurse within the scope of the Vocational Nursing Practice Act.
- Make sound judgments when incorporating legal and ethical principles in all direct and indirect patient care.
- Address emotional, socio-economic, and cultural issues for all patients.
- Utilize the nursing process as the guide for contributing to assessment (data collection), planning, implementation and evaluation of patient care within the vocational nurses' scope of practice.
- Pursue formal and informal continuing education and be active in professional groups and organizations.

**COURSES:**

COURSE NO.	COURSE NAME	LECTURE HOURS	LAB HOURS	WORK-BASED ACTIVITIES	TOTAL HOURS/CREDITS
<b>TERM I:</b>					
A&P 200	Essentials of Anatomy & Physiology	60			60/6.0
NUT 110	Nutrition in Healthcare	40			40/4.0
VN Pharm 200	Pharmacology	40			40/4.0
<b>TERM II:</b>					
VN 100	Nursing Fundamentals	96			96/9.6
VN 125	Skills Lab		240		240/12
VN Pharm 300	Pharmacology II	44			44/4.4
<b>TERM III:</b>					
VN 200	Medical-Surgical I	96			96/9.6
VN 150 Practicum I	Skills Application Practicum I			288	288/9.6
<b>TERM IV:</b>					
VN 300	Medical-Surgical II	96			96/9.6
VN 250 Practicum II	Skills Application Practicum II			288	288/9.6
<b>TERM V:</b>					
VN 330	Nursing in Mental Health	30			30/3.0
VN 340	Leadership & Supervision	20			20/2.0
VN 320	Nursing in Pediatric Care	30			30/3.0
VN 310	Nursing in Obstetric Care	30			30/3.0
VN 350	Skills Application Practicum III			160	160/5.3
<b>TOTAL:</b>		582	240	736	1558/42*
VN 375	NCLEX Review Course**	80			80/8.0

*Whether one moves slowly or with speed, the one who is a seeker will be a finder.*

\*Per COE Policies and Procedures: The policy of the Commission is that the conversion of clock hours to credit hours for individual courses may be calculated to include a fraction on or decimal but must not be inflated by rounding up. The sum of the course credit hours for a program must equal a whole number without rounding up.

\*\*NCLEX Review Course is a preparation course offered to students at no additional cost.

## COURSE DESCRIPTIONS:

- **A&P 200 – Essentials of Anatomy & Physiology** – This course introduces students to the structure and function of the human organ systems. The course is designed to provide a basic understanding of the human body and associated terminology. The course competencies and assessments are based on the guidelines of accreditation from governing agencies.
- **NUT 110 – Nutrition in Healthcare** – This course provides the guidelines and details of the correlation between nutrition in health and disease. Nutrition in healthcare pertains to the subject of medical nutrition therapy for hospitalized and outpatient care cases. Learning how to assess and evaluate the nutritional status of a patient for therapeutic measures is an essential element of this course. The students will be educated on specific nutritional status and health outcomes.
- **VN Pharm 200 – Pharmacology I** – This course introduces students to acquire basic knowledge of pharmacology and drug dosage calculations. The pharmacology component includes drug classifications, action/kinetics, side effects, drug interactions, and desired outcomes. Dosage calculations emphasize the use of Roman Numerals, percentages, ratios, metric conversions, apothecary, and household measurement systems.
- **VN 100 – Nursing Fundamentals** – This course provides a history of the nursing profession and describes the subjects of medical ethics and professional responsibility that are directly correlated to the nursing profession. The nursing tools of critical thinking, communication, cultural sensitivity and empathetic actions are reviewed and discussed for their significance to the field. Each nursing element regarding nursing processes, diagnostic evaluations, supportive care, and documentation are described and clarified for relevance to the situation. The focus of this course is on the foundation of the profession and the therapeutic role of the nurse in multiple patient care settings.
- **VN 125 – Skills Lab** – The course takes the student through beginning, intermediate, and advanced practical skills related to patient care. The beginning skills will define and establish the vocational nursing scope of practice, including the nurse role within the healthcare team. The first level of skills practice will demonstrate the nursing process and development of the patient care plan. Beginning skill will include learning and demonstrating medical asepsis, bathing, personal hygiene, measurement, body mechanics, normal elimination, patient safety and restraints, and the prevention and treatment of pressure ulcers. The intermediate skills will include enteral nutrition, ostomy care, and urinary catheter maintenance, preoperative and postoperative care, and specimen collection, oxygenation, suctioning techniques, and wound care. The advanced skill level of instruction will include: non-parenteral medication administration and the nursing techniques used to safely administer these medications. This course will provide the training needed to apply these skills in actual healthcare settings.
- **VN Pharm 300 – Pharmacology II** – This course is the second pharmacology course, which will expand the students' knowledge base of pharmacological agents related to specific systems. Developing proficiency with drug classifications and their use in the treatment of diseases and conditions will be the focus of this course.
- **VN 200 – Medical-Surgical I** – The course is the first phase of medical-surgical provides the nursing theories associated with the adult patient. The course details signs and symptoms, diagnostic methods, treatment measures, and the basics of disease pathology. This phase focuses on elderly (geriatric) care, oncology care, and multiple medical surgical aspects of care. Focus is provided on commonly used drugs and the implications of these drugs on disease and illness. The subject of homeostasis is explained with exploration into electrolyte and acid-based balance, with patient who has compromised fluids. The foundation of medical-surgical nursing is carried throughout the course through theory and discussion on multiple illnesses and disease states effecting the respiratory, cardiovascular, immune, and circulatory systems.
- **VN 150 Practicum I – Clinical Application I** – This course is the first set of hands-on-practice which will span across twelve weeks. Students will have the opportunity to put theories into practice and use their acquired knowledge to appropriately address patient needs.

*Seek the wisdom that will untie your knot. Seek the path that demands your whole being.*

Students will be assigned to various medical-surgical related facilities and specialty focused facilities. Ongoing progress will be documented for each student throughout the quarter with a final assessment at the end of the quarter which will evaluate the student's overall performance and skill level.

- **VN 300 – Medical-Surgical II** – This course is the second phase of medical-surgical nursing theory with focus on advanced pathologies. Discussion will include those health concerns that focus on patient's signs, symptoms, diagnosis, and treatment at various stages during the spectrum of care. Specific systems will be covered in this course: integumentary, musculoskeletal, endocrine, neurological, urinary, and reproductive. In this course student will learn to evaluate and increase their understanding of the inter-relatedness of all body systems in health and disease.
- **VN 250 Practicum II – Clinical Application II** – This course is the second set of hands on skills practice, which will be carried out in various medical-surgical settings. The 12 weeks of this term will allow students their second opportunity to increase their proficiency in practical skills as they practice in a supervised setting and are part of various healthcare teams. The student's skills will be monitored and assessed throughout the term with a mid-term and final evaluation of skill proficiency during the term.
- **VN 330 – Nursing in Mental Health** – This course offers an overview of the practical nurse's role in the prevention and treatment of mental illness, nursing management of the neurotic and psychotic client, the client with organic brain syndrome, and the subject of suicidal tendencies. Clinical experience consists of primarily observational experience and case studies related to mental health concerns.
- **VN 340 – Leadership & Supervision** – This course on leadership and supervision includes classroom instruction, skills lab, and clinical experience in acute care and long-term care facilities. Subject matter includes role transition, legal-ethical requirements within vocational nursing practice act rules and regulations, job seeking skills, variety of care settings, career portfolio, career pathways, management styles, leadership qualities and leadership roles plus patient education. During students' clinical rotations they are required to do team leading and supervision as part of their practicum hours.
- **VN 320 – Nursing in Pediatric Care** – This course provides the foundation and theory of pediatric patient care. The focus is on meeting the basic human needs of the pediatric client and their family. During this course the student will use critical thinking of a therapeutic communication in conjunction with the nursing process. Professionalism and caring are emphasized. The role of the vocational nurse in relation to the concepts of growth and development, health promotion, and illness prevention are discussed and demonstrated. The theories presented in this course are on the most common illnesses and conditions that the nurse is likely to encounter while working with children and their families in the acute care setting.
- **VN 310 – Nursing in Obstetric Care** – This course focused on all aspects of the obstetric patient. Discussion in the classroom setting will examine pharmacological agents and their effects on pregnancy, labor, and delivery. Nutritional status of the obstetric patient will be evaluated for relevance and impact on pregnancy and lactation. Care of the newborn and family dynamics will also be explored in order to discuss the importance of bonding in the family unit. Clinical practice will assist in developing and solidifying the role of the vocational nurse in obstetric care.
- **VN 350 – Clinical Application III** – This course will span over 10 weeks and students will experience hands on practice in the various settings. Students will have the opportunity to put theories into practice and use their acquired knowledge to appropriately address patient's needs. Students will be assigned to various medical-surgical related facilities and specialty focused facilities. Ongoing progress will be documented for each student throughout the term with a final assessment at the end which will evaluate the student's overall performance and skill level.

*Let go of  
your mind  
and then  
be mindful.  
Close your  
ears and  
listen.*

- **VN 375 – NCLEX REVIEW Virtual ATI with a Coach** – Apply strategies in preparing nursing students for licensure success. This course is based on the most current NCLEX NCSBN Test Plan, addressing patient safety, provision of effective care in the healthcare environment, health care promotion and maintenance, physiologic, and psychosocial integrity. Content includes, but not limited to: the nursing process, fundamentals of care in nursing, communication with psychiatric clients, and nursing care of children, women of childbearing age, the elderly, and medical surgical patients. We also provide students with Virtual ATI Review at the end of the program and a personal coach is assigned to each student. The study sessions cover essential nursing content that are in line with the NCLEX Test Plans. The student must be given the green light from their ATI Coach before they take the NCLEX test.



*The world  
is a  
mountain,  
in which  
your  
words are  
echoed  
back to  
you.*

# COMPUTERIZED ACCOUNTING

**STANDARD OCCUPATIONAL CODE (SOC): 43-3031**

**POTENTIAL OCCUPATIONS: Accounting Clerk, Accounting Assistant, Accounting Specialist, Accounting Technician, Accounts Payable Clerk, Accounts Receivable Clerk**



This program familiarizes students with a wide variety of computerized business applications and achieves a high level of expertise in selected applications. These skills will enable graduates to qualify for entry-level positions such as Computerized Accounting Clerk, Bookkeeper, Accounting Assistant, Accounts Receivable/Payable, and Payroll Processor. This program is delivered in a traditional and hybrid classroom environment and it provides an excellent opportunity for students currently working in the business field to upgrade their skills and knowledge.

## PROGRAM OUTCOMES

- Apply basic accounting concepts applicable to a business environment.
- Perform the complete accounting cycle to include journalizing, posting adjusting, preparing financial statements, and closing accounts.
- Apply applicable federal laws for payroll and income taxes.
- Exhibit intermediate proficiency with Microsoft Office Word, Excel, PowerPoint, QuickBooks and the internet.

**COURSES:**

COURSE NO.	COURSE NAME	LECTURE HOURS	LAB HOURS	WORK-BASED ACTIVITIES	TOTAL HOURS/CREDITS
CS 100	Introduction to Computers and Application	45	45		90/6.75
CS 110	Intermediate Computer	35	35		70/5.25
CS 120	Advanced Computer	35	35		70/5.25
PHL 110	Critical Thinking	20	20		40/3.00
ACC 115	Computerized Bookkeeping	45	45		90/6.75
ACC 130	Computerized Accounting	45	45		90/6.75
ACC 150	Accounting Software	35	35		70/5.25
EP 300	Employment Preparation for Business Environment	50	50		100/7.50
ACC 200	Externship			100	100/3.33
<b>TOTAL</b>		310	310	100	720/49*

\*Per COE Policies and Procedures: The policy of the Commission is that the conversion of clock hours to credit hours for individual courses may be calculated to include a fraction on or decimal but must not be inflated by rounding up. The sum of the course credit hours for a program must equal a whole number without rounding up.

**COURSE DESCRIPTIONS:**

- **CS 100 – Introduction to Computers and Application** – This course is designed to provide the student with the necessary background for further study of computers, including, fundamental computer terminology and hardware/software concepts.
- **CS 110 – Intermediate Computer** – This course covers computer applications, which include Word, Excel, Access, and PowerPoint.
- **CS 120 – Advanced Computer** – This course deals with creating a spreadsheet using concepts and skills approach. The student will use a microcomputer and spreadsheet application for Windows software package to create a spreadsheet and manipulate data using realistic cases. This is a class that teaches students how to use the Microsoft Office PowerPoint software program. Also, how to use the different functions of Microsoft Outlook including: e-mail, calendar, notes, etc.
- **PHL 110 – Critical Thinking** – This course is an introduction to critical thinking. Topics include skills and techniques of reasoning and argumentations.
- **ACC 115 – Computerized Bookkeeping** – This course introduces the overall bookkeeping system used in businesses. The class provides students with a sound, basic knowledge of principles of bookkeeping, including terms, concepts and procedures. The students practice double entry bookkeeping and interpret transactions by using computer software. In addition, students learn methods of analyzing and controlling cash receipts and disbursements.

*In their seeking, wisdom and madness are one and the same. On the path of love, friend and stranger are one and the same.*



- **ACC 130 – Computerized Accounting** – This course is designed to emphasize a fundamental understanding of corporate and cost accounting. Topics include: the various aspects of the application of theory and practice to partnerships and corporations, manufacturing operations, analysis, and interpretation of financial statements. In addition, students learn to calculate working capital and prepare a “Statement of Cash Flows,” and learn the sale of stocks and bonds. Students also learn the basic pronouncements of the American Institution of Certified Public Accountants and their applications to accounting.
- **ACC 150 – Accounting Software** – This course includes the study of business combinations and covers the preparation of consolidated financial statements. Topics include: accounting for international operations, partnerships, estates and trusts, and for governmental units by using accounting software.
- **EP 300 – Employment Preparation for Business Environment** – This course teaches students the processes involved in seeking employment, including locating sources of employment, writing letters of applications, preparing a resume, interviewing techniques, dress for success, psychology for success and follow-up procedures. This course also features “green training,” which familiarizes students with knowledge on energy conservation, recycling, and how to sustain an environmentally friendly work atmosphere. Students are required to visit approved facilities in the business environment, such as law firms, accounting firms, and other various business settings.
- **ACC 200 – Externship** – This course prepares students for working in the “real world” of business by providing them with on-the-job experience in the business environment.

*Clean out  
your ears,  
don't  
listen for  
what you  
already  
know.*

# MEDICAL ASSISTANT

**STANDARD OCCUPATIONAL CODE (SOC): 31-9092**

**POTENTIAL OCCUPATIONS:** Certified Medical Assistant, Clinical Assistant, Doctor's Assistant, Medical Office Assistant, Medical Assistant



This program familiarizes students with the theory and hands-on clinical skills necessary for entry-level positions as a Medical Assistant. At completion, students will be eligible to take national certification examinations, which are required to become a National Certified Medical Assistant, Certified Phlebotomist, and ECG Technician. The knowledge and skills will enable graduates to qualify for work in various medical practice settings, including inpatient, outpatient, hospice, home health, and various hospital settings.

## **PROGRAM OUTCOMES:**

- Provide a medical focused educational program for students to develop a solid foundation in pursuit of a career in the medical assisting profession.
- Provide an environment where students learn the scope of practice of the medical assistant according to the guidelines of the American Association of Medical Assistants (AAMA) and perform all duties associated with medical assisting with confidence and proficiency.
- Provide a program in which students become proficient in the art of communication, developing skills of the written and spoken word which will include the language of medicine; enabling students to communicate effectively throughout their academic and professional journey.
- Offer students opportunities to function at the highest level of integrity, using ethical judgment in making decisions and performing the skills of their profession.

## COURSES:

COURSE NO.	COURSE NAME	LECTURE HOURS	LAB HOURS	WORK-BASED ACTIVITIES	TOTAL HOURS/CREDITS
MEDA 100	The Human Body: Language Structure and Functions	60	40		100/8
MEDA 110	Medical Management Procedures I	40	60		100/7
MEDA 120	Medical Management Procedures II	40	60		100/7
MEDA 130	Pharmacology	40	60		100/7
MEDA 140	Clinical and Diagnostic Procedures I	40	60		100/7
MEDA 150	Clinical and Diagnostic Procedures II	40	60		100/7
PHLE 100	Phlebotomy	40	60		100/7
MEDA 200	Externship			180	180/6
<b>TOTAL:</b>		300	360	180	840/54

*When you lose all sense of self, the bonds of a thousand chains will vanish.*

## COURSE DESCRIPTIONS:

- MEDA 100 – The Human Body** – This course introduces students to the language, structure and function of the human body. The course is designed to provide a basic understanding of the human body and associated terminology. Students learn medical terminology, concentrating on prefixes, suffixes, and roots common to diseases and the medical field. Pronunciation, identification, and spelling are stressed. Students will be introduced to Clinical and Laboratory areas and they will observe the demonstrations and then practice on Aseptic techniques, Vital Signs, Injections, Venipunctures, EKG and anthropometric skills. The course competencies and assessments are based on the guidelines from the Medical Assisting Education Review Board (MAERB).
- MEDA 110 – Medical Management Procedures I**– This course introduces business administration skills important to the effective management of a medical office. Procedures and topics include law and ethics, appointment scheduling, medical records, healthcare systems in the United States, patient interactions and emergency preparedness. The course competencies and assessments are based on the guidelines from MAERB.
- MEDA 120 – Medical Management Procedures II** – This course introduces business administration skills important to the effective management of a medical office. Procedures and topics include accounting and finances. Students develop skill in entering, editing, analyzing, and retrieving patients’ data using specialized medical software. This course also includes hands-on use of the software for insurance billing, coding of diseases, medical records, and related medical information. Emphasis is placed on the development of the organizational skills needed to be effective in medical office management. The course competencies and assessments are based on the guidelines from MAERB.
- MEDA 130 – Pharmacology**– This course has students acquire basic knowledge of pharmacology and drug dosage calculations. The pharmacology component includes drug classifications, action/kinetics, side effects, drug interactions, and desired outcomes. Dosage calculations emphasize the use of Roman numerals, percent, ratios, metric conversions, apothecary, and household measurement systems. The student will

practice in the laboratory on aseptic technique, injections, venipuncture, vital signs, ECG and anthropometric skills. The course competencies and assessments are based on the guidelines from MAERB.

- **MEDA 140 – Clinical and Diagnostic Procedures I** – This course introduces the basic clinical care skills and procedures necessary to perform routine patient care in a clinic or office situation, including patient preparation, education, positioning, aseptic technique, and the fundamentals of microbial control. Topics include skills’ development in medical aseptic techniques and diagnostic procedures including taking patient history, vital signs, assisting physicians with general physicals and specialty examinations, vision, audiometry, eye and ear lavages. Students will also practice on injections, venipunctures, and ECGs. Emphasis is placed on emergency preparedness and response through the study of the principles of First Aid and CPR. The course competencies and assessments are based on the guidelines from MAERB.
- **MEDA 150 – Clinical and Diagnostic Procedures II** – This course introduces laboratory techniques, including the collection of routine specimens, the preparation and examination of samples for diagnostic purposes, and the recognition of normal laboratory values and abnormal levels. Topics include universal precautions, quality assurance and microscope usage. Topics also include nutrition and its importance in a clinical setting, minor surgery, cardiopulmonary and other specialties, examinations and procedures. Students continue on practicing vital signs, injections and venipuncture. The course competencies and assessments are based on the guidelines from MAERB.
- **PHLE 100 – Phlebotomy** – Students explore the legal and ethical aspects related to phlebotomy and learn about the duties and responsibilities of a phlebotomist. Students examine various techniques used in venipuncture. Students study the unique factors facing a phlebotomist, including safety for the patient and technician, and patient education. Focus is on complications in obtaining blood in a variety of clinical situations. Students are introduced to California state requirements for a position as a certified phlebotomist. In a Laboratory setting, students will perform venipuncture and capillary punctures on teaching aids and after mastery, on consenting individuals. Students use infection control and Standard Precautions before, during, and after each procedure. The course competencies and assessments are based on the guidelines from MAERB.
- **MEDA 200 – Externship** – Students gain practical work experience with the opportunity to perform various clinical and administrative procedures in a supervised program for 160 hours in a medical facility. Externships are taken in the final quarter of the degree/diploma program and under all circumstances must be unpaid.

*Peaceful is  
the one  
who's not  
concerned  
with  
having  
more or  
less.  
Unbound  
by name  
and fame,  
he is free  
from  
sorrow  
from the  
world and  
mostly  
from  
himself.*

# PHLEBOTOMY

**STANDARD OCCUPATIONAL CODE (SOC): 31-9097**

**POTENTIAL OCCUPATIONS: Phlebotomy Technician, Venipuncturist, Lab Assistant, Patient Service Technician, Medical Lab Assistant**

This program prepares the graduate to draw blood for testing from patients in hospitals and medical laboratories. In addition, graduates will have received training in taking vital signs and explaining procedures to clients.

## PROGRAM OUTCOMES:

- Display the skills necessary to provide continued high quality service
- Demonstrate a basic understanding of anatomy and physiology with a focus on the circulatory system
- Apply safety in the workplace, including infection control practices, biological hazards and wastes, electrical safety, fire safety, radiation safety, chemical safety, first aid, and self-protection
- Perform the necessary clerical functions associated with Phlebotomy
- Collect a quality blood specimen for laboratory diagnostic purposes

## COURSES:

COURSE NO.	COURSE NAME	LECTURE HOURS	LAB HOURS	TOTAL HOURS
PHLE 100	Phlebotomy	40	20	60
PHLE 220	Externship	0	0	40
<b>TOTAL</b>		40	20	100

## COURSE DESCRIPTIONS:

- **PHLE 100 – Phlebotomy** – Students explore the legal and ethical aspects related to phlebotomy and learn about the duties and responsibilities of a phlebotomist. Students examine various techniques used in venipuncture. Students study the unique factors facing a phlebotomist, including safety for the patient and technician, and patient education. Focus is on complications in obtaining blood in a variety of clinical situations. Students are introduced to California state requirements for a position as a certified phlebotomist. In a Laboratory setting, students will perform venipuncture and capillary punctures on teaching aids and after mastery, on consenting individuals. Students use infection control and Standard Precautions before, during, and after each procedure.
- **PHLE 220 – Externship** – This course will help students to finish the required numbers of phlebotomy procedures, mandated by the California Department of Public Health (CDPH). Students will spend 40 hours in a real laboratory to fulfill the requirements of their externship.

# ASSOCIATE OF SCIENCE IN SURGICAL TECHNOLOGY

**STANDARD OCCUPATIONAL CODE (SOC): 29-2055**

**POTENTIAL OCCUPATIONS: Certified Surgical Technologist (CST),  
Certified Surgical Technician, Operating Room Technician, Surgical  
Scrub Technician**



This program is designed to provide students the knowledge and experience to perform effective Surgical Technology in the current market. This includes assisting in operations under the supervision of surgeons, prepare and transport patients to surgery, and pass instruments and supplies to the surgeon. This program is delivered in a traditional and hybrid setting.

## PROGRAM OUTCOMES:

- Demonstrate proper communication skills in the operating room through written and oral methods.
- Adopt and apply critical thinking skills to determine necessary equipment for various surgical procedures.
- Demonstrate the role of first scrub and circulator on all basic general and specialty surgical cases.
- Demonstrate application of principles of asepsis to provide maximum patient safety in the operating room.
- Demonstrate concept of surgical conscience in all facets of the profession.
- Demonstrate knowledge of global patient care by observing the surgical environment along with other members involved.

**COURSES:**

<b>COURSE NO.</b>	<b>COURSE NAME</b>	<b>LECTURE HOURS</b>	<b>LAB HOURS</b>	<b>WORK-BASED ACTIVITIES</b>	<b>TOTAL HOURS/CREDITS</b>
<b>BIO 110</b>	Anatomy & Physiology	45			45/4.5
<b>PSY 110</b>	Principles of Psychology	45			45/4.5
<b>SOC 110</b>	Introduction to Sociology	45			45/4.5
<b>MAT 110</b>	College Algebra	45			45/4.5
<b>ENG 110</b>	Composition & Rhetoric I	45			45/4.5
<b>BIO 190</b>	Pharmacology	45			45/4.5
<b>BIO 250</b>	Medical Terminology	45			45/4.5
<b>SURG 100</b>	Introduction to Surgical Technology	45			45/4.5
<b>SURG 110</b>	Introduction to Clinical Experience	45			45/4.5
<b>SURG 120</b>	Special Topics in Surgical Technology	45			45/4.5
<b>SURG 210</b>	Principles of the Practice of Surgical Technology – Scrub Role	30	120		150/9.0
<b>SURG 220</b>	Principles of the Practice of Surgical Technology – Circulator Role	30	120		150/9.0
<b>SURG 230</b>	Surgical Pharmacology	45			45/4.5
<b>SURG 310</b>	Clinical Practicum I			405	405/13.5
<b>SURG 320</b>	Clinical Practicum II			405	405/13.5
<b>TOTAL</b>		555	240	810	1605/94*

\*Per COE Policies and Procedures: The policy of the Commission is that the conversion of clock hours to credit hours for individual courses may be calculated to include a fraction on or decimal but must not be inflated by rounding up. The sum of the course credit hours for a program must equal a whole number without rounding up.

*Everything about yesterday has gone with yesterday. Today, it is needed to say new things.*

## COURSE DESCRIPTIONS:

- **BIO 110 – Anatomy and Physiology** – This course introduces students to the basic concepts of human anatomy and physiology; the body, its tissues and major organ systems. Topics include: tissue structure and the skeletal, muscular, circulatory, respiratory, digestive, excretory, reproductive, integumentary, and nervous systems.
- **PSY 110 – Principles of Psychology** – This course introduces the principles and mechanics with emphasis on the individual as a reacting organism; hereditary and functional basis of behavior and means of perception. Topics include: science of psychology; life stages; personality; emotions, stress, and anxiety; abnormal behavior; and perception learning.
- **SOC 110 – Introduction to Sociology** – The course is an introductory course to Sociology. Topics covered include sociological theory and methods of sociological inquiry, cultural development, the process of socialization, social structure and the functions of the social system.
- **MAT 110 – College Algebra** – This course provides students with knowledge of college-level algebra and its applications, emphasizing methods for solving linear and quadratic equations and polynomial, rational, and radical equations.
- **ENG 110 – Composition and Rhetoric I** – This course is designed to teach and improve students' composition skills with emphasis on the process of learning to develop fluency through many free writing exercises and other writing activities as well as express thoughts clearly using simple and compound sentences.
- **BIO 190 – Pharmacology** – This course is designed to provide students with information enabling them to gain familiarity with all aspects of drugs. Topics include: present pharmaceutical terminology, including generic and brand names of drugs by pharmacological classification.
- **BIO 250 – Medical Terminology** – This course studies medical terminology including work components, definitions, spelling, pronunciation, and the use of medical references and resources for research and practice. Medical terminology is learned as it relates to clinical medicine, surgery, laboratory medicine, pharmacology, radiology, and pathology.
- **SURG 100 – Introduction to Surgical Technology** – This course is an introduction to principles, techniques, and issues in the operating room environment. Topics include patient care concepts, equipment and instrumentation, job responsibilities, sterile techniques, professional management and self-management.
- **SURG 110 – Introduction to Clinical Experience** – This course is an introduction to the operating room environment. Topics include patient care concepts, equipment and instrumentation, job responsibilities, sterile technique, professional and self-management and visits to the operating room. *Prerequisite: SURG 100*
- **SURG 120 – Special Topics in Surgical Technology** – This course is designed to prepare students for the national certification exam. *Prerequisite: SURG 100, SURG 110, SURG 210, SURG 220, SURG 230*
- **SURG 210 – Principles of the Practice of Surgical Technology: Scrub Role** – This course covers the theoretical knowledge for the application of essential operative skills during the perioperative phase. This course introduces the student to the practice of surgical technology with a focus of the skills for function in the first scrub role. This course will be taught as a 2 hour weekly lecture in conjunction with a 4 hour weekly hands-on college laboratory component.
- **SURG 220 – Principles of the Practice of Surgical Technology: Circulator Role** – This course covers the introduction to surgical pharmacology, anesthesia, and wound healing physiology. This course also discusses the medico-legal aspects of perioperative practice in relation to patient's rights and surgical hazards. It introduces the student to the practice of surgical technology with a focus on the skills for

*Make  
peace  
with the  
universe.  
Take joy  
in it.*



function in the circulating role. This course will be taught as a 2 hour weekly lecture in conjunction with a 4 hour weekly hands-on college laboratory component.

- **SURG 230 – Surgical Pharmacology** – This course covers relevant pharmacology knowledge regarding the preparation, distribution, and administration of those medications commonly used in the operating room.
- **SURG 310 – Clinical Practicum I** – This course is designed to provide the student individualized experience in the field. This is a (405 hours) clinical rotation that students need to complete comprehensive orientation to clinical practice, practice the skills necessary to perform the duties of a surgical technologist in the scrub role, develop professional behaviors while in the operating room environment, and learn to adequately document their experiences in their rotation.
- **SURG 320 – Clinical Practicum II** – This course is a (405 hours) clinical rotation which students need to complete comprehensive orientation to his/her second rotation's site, practice the skills necessary to perform the duties of a surgical technologist in the scrub role, develop professional behaviors while in the operating room environment, and adequately document their experiences in their rotation. This course will provide the student the opportunity to demonstrate independence in the clinical field of surgical technology.

*Our  
greatest  
strength  
lies in the  
gentleness  
and  
tenderness  
of our  
heart.*

# ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION

**STANDARD OCCUPATIONAL CODE (SOC): 11-1021**

**POTENTIAL OCCUPATIONS: Business Manager,  
Facilities Manager, Operations Manager, General  
Manager, Production Manager, Store Manager**



The Associate of Applied Science in Business Administration program is designed to provide the student with a broad introduction to all areas of business: accounting, computers, marketing, finance, international business, management, etc. The variety of career choices available to graduates with business administration degrees is as wide as the field of study itself. Positions in management (private and public sector), marketing, and banking are only a few of the opportunities available.

## PROGRAM OUTCOMES:

- Demonstrate basic proficiency with Microsoft Office programs (Word, Excel, PowerPoint) and the internet.
- Apply basic accounting concepts applicable to a business environment.
- Apply basic concepts of business management to include sales and marketing, human resources, and law and ethics to a business environment.
- Demonstrate office-related professional etiquette skills.

**COURSES:**

COURSE NO.	COURSE NAME	LECTURE HOURS	LAB HOURS	WORK-BASED ACTIVITIES	TOTAL HOURS/CREDITS
ENG 110	Composition and Rhetoric I	45			45/4.5
ENG 120	Composition and Rhetoric II	45			45/4.5
PSY 110	Principles of Psychology	45			45/4.5
ENG 130	American Literature	45			45/4.5
SOC 110	Introduction to Sociology	45			45/4.5
PHL 110	Critical Thinking	45			45/4.5
CS 100	Introduction to Computers	45			45/4.5
CS 110	Intermediate Computer	45			45/4.5
CS 120	Advanced Computer	45			45/4.5
CS 130	Introduction to Computer Networking	45			45/4.5
CS 150	Database Management System	45			45/4.5
ECO 110	Principles of Economics	45			45/4.5
BUS 110 (A)	Introduction to Business	45			45/4.5
BUS 140	Special Topic in Business	45			45/4.5
BUS 220	Business Communications	45			45/4.5
MGT 120	Human Resources Management	45			45/4.5
ACC 100	Principles of Accounting I	45			45/4.5
ACC 110	Principles of Accounting II	45			45/4.5
ACC 120	Intermediate Accounting	45			45/4.5
ACC 150	Accounting Software	45			45/4.5

*Today, let us swim wildly, joyously in gratitude.*

ACC 130	Managerial Accounting	45	45/4.5
MT 110	College Algebra	45	45/4.5
<b>TOTAL</b>		990	990/99

## COURSE DESCRIPTIONS:

- **ENG 110 – Composition and Rhetoric I** – This course is designed to teach and improve students’ composition skills with emphasis on the process of learning to develop fluency through many free writing exercises and other writing activities as well as express thoughts clearly using simple and compound sentences.
- **ENG 120 – Composition and Rhetoric II** – This course provides continued emphasis on English Composition skills. This class is designed to train students in more complicated essay writing and critical analysis. The course emphasizes the complete paper as opposed to simple paragraphing and usage. In addition, students will write more complex essays with clarity and a well-organized trend of thought with emphasis on the proper usage of sentence construction. A research paper is required. Rules of research papers and styles of writing are reviewed.
- **PSY 110 – Principles of Psychology** – This course introduces the principles and mechanics with emphasis on the individual as a reacting organism; hereditary and functional basis of behavior and means of perception. Topics include: science of psychology; life stages; personality; emotions, stress, and anxiety; abnormal behavior; and perception learning.
- **ENG 130 – American Literature** – This course covers American Literature from its beginning to the Civil War.
- **SOC 110 – Introduction to Sociology** – The course is an introductory course to Sociology. Topics covered include sociological theory and methods of sociological inquiry, cultural development, the process of socialization, social structure and the functions of the social system.
- **PHL 110 – Critical Thinking** – This course is an introduction to critical thinking. Topics include: skills and techniques of reasoning and argumentations.
- **CS 100 – Introduction to Computers** – This course is designed to provide the student with a background in the study of fundamental computer terminology, hardware and software concepts.
- **CS 110 – Intermediate Computer** – This course also covers computer applications which includes Word, Excel, Access, and Powerpoint.
- **CS 120 – Advanced Computer** – This course deals with creating a spreadsheet through the use of concepts and skills approach. The student will use a microcomputer and spreadsheet application for Windows software package to create a spreadsheet and manipulate data using realistic cases. This is a class that teaches students how to use the Microsoft Office PowerPoint software program. Also, how to use the different functions of Microsoft Outlook including: e-mail, calendar, notes, etc.
- **CS 130 (A) – Introduction to Computer Networking** – This course is an introduction to computer networking including both long haul and local area networks. Topics include network topology, network access methodology, transmission media, protocols and applications.
- **CS 150 – Database Management System** – This course is an introduction to database principles and the use of database management software packages. Topics include: data entry, data access, data manipulation, database creation and documentation.
- **ECO 110 – Principles of Economics** – This course is an introduction to the main topics involved in economics. The course covers the basic proponents of microeconomic theory and macroeconomic theory. Topics include: basic economic principles; economic forces, labor; price, competition, a monopoly; money and banking; government, federal and local; fluctuations in production, employment, and income; and the United States economy in perspective.

*Wear  
gratitude  
like a  
cloak  
and it  
will feed  
every  
corner of  
your life.*

- **BUS 110 – Introduction to Business** – This course is an introductory course in business. The principle objectives of the course are to provide the student with the study of business institutions in a global society. Topics include: business terms and their application, business organizations, marketing concepts, personnel and labor relations, business law, ethics and financing alternative.
- **BUS 140 – Special Topic of Business** – This course is an intensive study of a specialized area of business on a selected topic of particular interest to faculty and students.
- **BUS 220 – Business Communications** – This course introduces the student to effective business communication tools and techniques. Includes all standard forms of contemporary business communications (both written and oral).
- **MGT 120 – Human Resources Management** – This course is designed to familiarize the student with the authority, responsibility, functions, and problems of personnel administrators. Topic includes: equal employment opportunity, staffing the organization, selection interviewing, training and developing employees, employee compensation, understanding unions, organizational maintenance, and communication and information systems.
- **ACC 100 – Principles of Accounting I** – This course emphasizes a practical approach to the use of accounts, journals, ledgers, and financial statements. The course is recommended for students who intend to seek employment in a small service or merchandising business and is an excellent preparation course for further study in accounting and business
- **ACC 110 – Principles of Accounting II** – This course provides a continuing study of the measurement and reporting of the results of operations and the financial condition of profit-directed business entities. Special emphasis will be given to the valuation of assets using both the Financial Accounting Standards Board (FASB) and International Financial Reporting Standards (IFRS) as authority. Students study the measurement and reporting of the results of operations and the financial position of business entities. An emphasis is placed on accounting for investments, stockholder's equity, long-term liabilities, leases and income taxes.
- **ACC 120 – Intermediate Accounting** – This course is a continuous study of the measurements and reporting of the results of operations and the financial position of business entities. An emphasis is placed on accounting for investments, stockholder's equity, long-term liabilities, leases and income taxes.
- **ACC 130 – Managerial Accounting** – This course is the study of the use and reporting of accounting data for managerial planning, cost control, and decision-making purposes. The course includes broad coverage of concepts, classifications, and behaviors of costs. Topics include cost systems, the analysis and use of cost information, cost-volume-profit analysis, contribution margin, profit planning, standard costs, relevant costs, capital budgeting, and statement analysis.
- **ACC 150 – Accounting Software** – This course includes the study of business combinations and covers the preparation of consolidated financial statements. Topics include: accounting for international operations, partnerships, estates and trusts, and for governmental units by using accounting software.
- **MAT 110 – College Algebra** – This course provides students with knowledge of college-level algebra and its applications, emphasizing methods for solving linear and quadratic equations, and polynomial, rational and radical equations.

*Shine like  
the whole  
universe  
is yours.*

# ASSOCIATE OF APPLIED SCIENCE IN HEALTHCARE MANAGEMENT

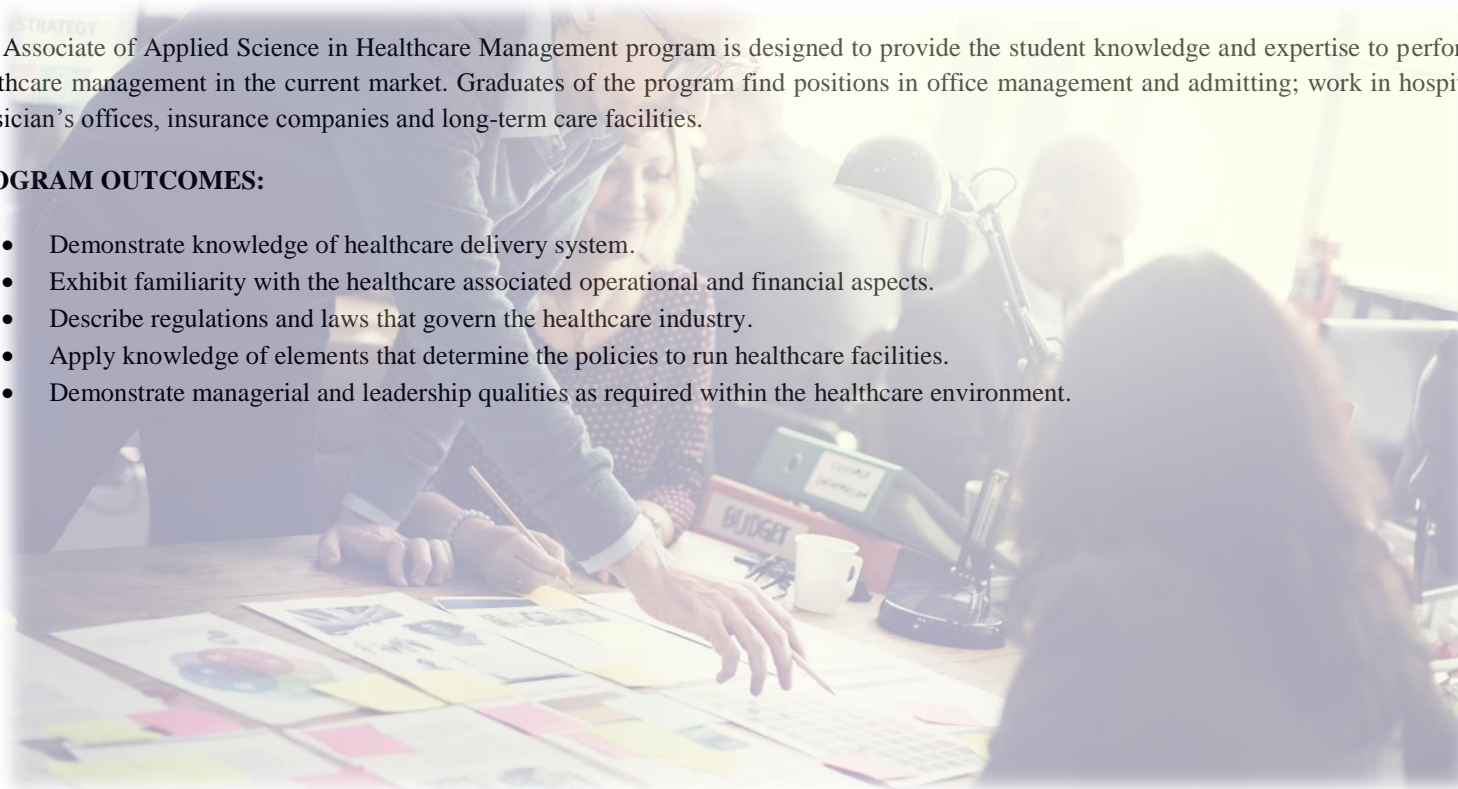
**STANDARD OCCUPATIONAL CODE (SOC): 11-9111**

**POTENTIAL OCCUPATIONS: Clinical Director, Health Information Management Director, Health Manager, Office Manager, Practice Administrator, Program Manager**

The Associate of Applied Science in Healthcare Management program is designed to provide the student knowledge and expertise to perform effective healthcare management in the current market. Graduates of the program find positions in office management and admitting; work in hospitals, clinics, physician's offices, insurance companies and long-term care facilities.

## **PROGRAM OUTCOMES:**

- Demonstrate knowledge of healthcare delivery system.
- Exhibit familiarity with the healthcare associated operational and financial aspects.
- Describe regulations and laws that govern the healthcare industry.
- Apply knowledge of elements that determine the policies to run healthcare facilities.
- Demonstrate managerial and leadership qualities as required within the healthcare environment.



**COURSES:**

COURSE NO.	COURSE NAME	LECTURE HOURS	LAB HOURS	WORK-BASED ACTIVITIES	TOTAL HOURS/CREDITS
ENG 110	Composition and Rhetoric I	45			45/4.5
ENG 120	Composition and Rhetoric II	45			45/4.5
PSY 110	Principles of Psychology	45			45/4.5
SOC 110	Introduction to Sociology	45			45/4.5
PHL 110	Critical Thinking	45			45/4.5
CS 100	Introduction to Computers	45			45/4.5
MAT 110	College Algebra	45			45/4.5
BIO 100	Medical Administrative Aspects	45			45/4.5
BIO 110	Anatomy & Physiology	45			45/4.5
BIO 120	Medical Billing	45			45/4.5
BIO 130	Medical Insurance Coding	45			45/4.5
BIO 150	Medical Office Software	45			45/4.5
BIO 420	Medical Law and Ethics	45			45/4.5
BIO 430	Introduction to Healthcare (Patient Care)	45			45/4.5
HM 125	Special Topics in Healthcare	45			45/4.5
HM 210	Current Trends in Health	45			45/4.5
HM 215	Special Topics in Healthcare Management I	45			45/4.5
HM 220	Special Topics in Healthcare Management II	45			45/4.5

*On a day when the wind is perfect, the sail just needs to open and the world is full of beauty. Today is such a day.*

HM 230	Health and Wellness	45	45/4.5
ECO 110	Principles of Economics	45	45/4.5
BUS 115	Introduction to Allied Health Business	45	45/4.5
CS 110	Intermediate Computers	45	45/4.5
<b>TOTAL</b>		990	990/99

#### COURSE DESCRIPTIONS:

- **ENG 110 – Composition and Rhetoric I** – This course is designed to teach and improve students’ composition skills with emphasis on the process of learning to develop fluency through many free writing exercises and other writing activities as well as express thoughts clearly using simple and compound sentences.
- **ENG 120 – Composition and Rhetoric II** – This course provides continued emphasis on English Composition skills. This class is designed to train students in more complicated essay writing and critical analysis. The course emphasizes the complete paper as opposed to simple paragraphing and usage. In addition, students will write more complex essays with clarity and a well-organized trend of thought with emphasis on the proper usage of sentence construction. A research paper is required. Rules of research papers and styles of writing are reviewed.
- **PSY 110 – Principles of Psychology** – This course introduces the principles and mechanics with emphasis on the individual as a reacting organism; hereditary and functional basis of behavior and means of perception. Topics include: science of psychology; life stages; personality; emotions, stress, and anxiety; abnormal behavior; and perception learning.
- **SOC 110 – Introduction to Sociology** – The course is an introductory course to Sociology. Topics covered include sociological theory and methods of sociological inquiry, cultural development, the process of socialization, social structure and the functions of the social system.
- **PHL 110 (A) – Critical Thinking** – This course is an introduction to critical thinking. Topics include: skills and techniques of reasoning and argumentations.
- **CS 100 – Introduction to Computers** – This course is designed to provide the student with a background in the study of fundamental computer terminology, hardware and software concepts.
- **MAT 110 – College Algebra** – This course provides students with knowledge of college-level algebra and its applications, emphasizing methods for solving linear and quadratic equations, and polynomial, rational and radical equations.
- **BIO 100 – Medical Administrative Aspects** – The course introduces the student to the setting up of patient records and maintaining and organizing them manually and electronically. Student becomes familiar with records management systems and develops skills in alphabetic filing and indexing. Student develops speed and accuracy on the computer keyboard, and becomes familiar with medical terminology. This course also focuses on the financial aspects of the medical office such as accounts payable and accounts receivable.
- **BIO 110 – Anatomy & Physiology** – This course introduces the student to the basic concepts of human anatomy and physiology: the body, its tissues, and major organ systems.
- **BIO 120 – Medical Billing** – This course introduces the student to the collection process including collection servicing agencies.

*The very center of your heart is where life begins. The most beautiful place on earth.*



- **BIO 130 – Medical Insurance Coding** – This course introduces the student to various insurance programs, including HMO, PPO, and worker’s compensation plans, and national coding systems used for claims processing. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad.
- **BIO 150 – Medical Office Software** – This course will examine current medical office software. Topic includes: introduction to the Medical Office software and perform different steps on a microcomputer.
- **BIO 420 – Medical Law and Ethics** – This course familiarizes students with the laws and ethics practice and malpractice in the health field. Topics include: legal terms, professional attitudes, legal relationships of physicians and patients, professional liability, medical practice acts, informed consent, malpractice and regulations will be discussed.
- **BIO 430 – Introduction to Healthcare (Patient Care)** – This course is designed to develop proper attitudes in relation to a healthy living. Topics include: cause and prevention of diseases, mental hygiene, sex hygiene, the impacts of alcohol, narcotics and smoking on health, and family and community health factors.
- **HM 125 – Special Topics in Healthcare** – This course is designed to familiarize the student with the authority, responsibility, functions, and problems of personnel administrators. This course is a special topic in Healthcare Management; the student has the option to complete an externship at an approved facility or to complete a special project per approval of the Program Director.
- **HM 210 – Current Trends in Health** – This course provides an overview of the changing nature of ambulatory care organizations in a rapidly changing healthcare market.
- **HM 215 – Special Topics I in Healthcare Management** – This course provides an overview of the principles, institutions and issues of public or private healthcare. Students have the option to do an externship at an approved facility or complete a special project per approval of the Program Director.
- **HM 220 – Special Topics II in Healthcare Management** – This course is a special topic in Healthcare Management; the student has the option to do an externship at an approved facility or to complete a special project per approval of the Program Director.
- **HM 230 – Health and Wellness** – This course provides current health and safety issues with an emphasis on disease prevention and wellness and evaluating current health knowledge and skills that can be incorporated into one’s daily living.
- **ECO 110 – Principles of Economics** – This course is an introduction to the main topics involved in economics. The course covers the basic proponents of microeconomic theory and macroeconomic theory. Topics include: basic economic principles; economic forces, labor; price, competition, a monopoly; money and banking; government, federal and local; fluctuations in production, employment, and income; and the United States economy in perspective.
- **BUS 115 – Introduction to Allied Health Business** – This course teaches students the process involved in seeking employment, including locating sources of employment, writing letters of application, preparing a resume, interviewing techniques, Dress for Success, Psychology for Success and follow-up procedures. This course also features “green training”, which familiarized students with knowledge on energy.
- **CS 110 – Intermediate Computer** – This course also covers computer applications which includes Word, Excel, Access, and Powerpoint.

*Don't you know yet? It is your light that lights the worlds.*



# ACADEMIC HOLIDAYS CALENDAR



<b>January 1</b>	<b>New Year's Day</b>
<b>January 21</b>	<b>MLK Jr. Day</b>
<b>February 18</b>	<b>President's Day</b>
<b>May 27</b>	<b>Memorial Day</b>
<b>July 4</b>	<b>Independence Day</b>
<b>September 2</b>	<b>Labor Day</b>
<b>October 14</b>	<b>Columbus Day</b>
<b>November 11</b>	<b>Veteran's Day</b>
<b>November 28-29</b>	<b>Thanksgiving Day/Day After Thanksgiving</b>
<b>December 25</b>	<b>Christmas Day</b>

