



Institutional Catalog

January 6, 2021 – December 31, 2021

Welcome to SBBCollege

Dear Student,

Welcome to Santa Barbara Business College (SBBCollege), one of the oldest colleges in California. By enrolling in SBBCollege, you've made a great decision for you and for your future. Your education will give you skills, knowledge and experience to succeed in your career.

Going back to college is a big step. Attending the first day of school, studying for tests, participating in classroom discussions – these are all things you probably haven't done recently. Don't worry. We're here to help you along the way. Our instructors and staff take pride in your success and are willing to give you the time and attention you need to do well.

The course of your education is going to be filled with a lot of exciting opportunities to experience new things. While you'll be spending time studying, don't forget to take a moment to enjoy yourself. You're at the beginning of a brand-new life.

On behalf of staff and faculty from SBBCollege, we wish you much success.

Brian Mitchell

Academic Dean of SBBCollege

Table of Contents

Welcome to SBBCollege	2
General Information	6
Mission	6
Objectives.....	6
State of California Disclosures	6
Accreditations	6
Licensed to Operate	7
Approvals and Authorizations	7
Legal Status.....	7
History	7
Campus Locations and Facilities.....	8
Hours.....	9
Student Handbook	9
Dress Code.....	9
Retention of Student Records	10
Grievance Process.....	10
ACCSC Student Complaint Procedure	11
Anti-Discrimination Statement and Sexual Harassment and Sexual Assault Prevention Policy.....	11
Campus Safety and Security.....	11
Crime Awareness.....	12
Drug and Alcohol Policy.....	12
Disability Accommodation Policy	12
Emergency Response and Evacuation	12
Student Services.....	14
Student Portal.....	14
Computer and Internet Requirements (Distance Education Instruction).....	14
Advising.....	15
Bookstore.....	15
Student Identification Card	15
College Transcripts	15
Student Housing.....	15
Library and Other Learning Resources.....	16
Career Services	17
Employment Assistance	17
Employment While Attending College.....	17
Admissions.....	18
Admissions – Pre-Enrollment Advising.....	18
Program-Specific Requirements	19
Immunization Policy	20
Documentation of High School Graduation or Equivalency	20
State Authorization of Distance Education Outside of California	20
Application for Admission.....	21
BASICS Coursework.....	21
Placement Testing.....	21
Credit for Previous Training.....	21
Transferability of Credits and Credentials to Other Institutions.....	23
Articulation Agreements.....	23
Consortium Agreements.....	24
Orientation of New Students.....	24
Arbitration and Class Action Waiver Disclosure	25

Financial Services	26
College Affordability.....	26
General Eligibility Requirements.....	26
Applying for Financial Assistance	26
Cost of Attendance	27
Living Allowances for 2019-2020 Academic Year.....	27
Dependency Status	27
Items Needed to Apply for Assistance.....	28
Financial Assistance Programs.....	29
Verification Policy and Procedures	32
Disbursement Policy.....	33
Repeating Courses	33
Loan Repayment Responsibility	34
Refund Policy	34
The Federal Return of Title IV Aid Policy.....	34
Cancellation Policies	35
Withdrawal from the Program.....	36
Family Educational Rights and Privacy Act of 1974.....	37
SFA Policy on the Retention of Student Records.....	38
Privacy and Security	38
General Academic Information.....	39
Faculty.....	39
Curriculum.....	39
Classroom Size	39
Externship	39
Equipment.....	39
Attendance.....	40
Make-Up Work	41
Requests for Program Changes.....	41
Add/Drop Period.....	41
Withdrawal Procedures	41
Grading Policy	42
Repeating Courses	43
Incomplete Courses.....	43
Reentry	43
Awarding of Degrees, Diplomas and Certificates	44
Leaves of Absence.....	44
Withdrawal from the Program with Intent to Return	44
Definition of Credit	44
Out-of-Class Student Work Expectation (Homework Policy).....	44
Changes Disclosure.....	45
Student Conduct.....	45
Veterans' Bulletin	46
Academic Information.....	49
Satisfactory Academic and Financial Aid Progress.....	49
Graduation Requirements.....	53
Academic Honors and Graduation Honors.....	53

Academic Programs	54
Degrees Program.....	54
Diploma Programs.....	54
Bachelor’s Degree Programs	55
Business Administration	55
Healthcare Administration	56
Associate’s Degree Programs.....	57
Business Administration	57
Medical Assisting.....	58
Medical Office Administration.....	59
Paralegal Studies.....	60
Diploma Programs.....	61
Heating, Ventilation and Air Conditioning.....	61
Medical Assisting.....	62
Vocational Nursing.....	64
Course Descriptions	65
Course Abbreviations	65
Course Numbering System	65
Accounting.....	66
Business.....	67
Communications.....	71
Computer Information Systems	72
Economics.....	73
English.....	74
Externship	75
Heating, Ventilation and Air Conditioning.....	76
History	78
Legal	79
Mathematics	81
Medical.....	82
Nursing.....	86
Psychology.....	91
Sociology	92
Spanish	93

General Information

Mission

SBBCollege is committed to providing relevant, quality educational programs that meet the needs of the communities we serve. Our primary goal is to provide the highest caliber employees possible — employees who are proficient, responsible and accountable.

The success of our students is our success. Our reputation is built on the quality of our graduates and their application of the knowledge and skills they acquire.

Objectives

- To provide relevant, quality educational programs.
- To assist students in obtaining the financial resources necessary to complete their education.
- To assist graduates in identifying employment opportunities consistent with education, goals and interests.
- To provide the communities we serve with well-trained employees.

State of California Disclosures

SBBCollege's approval to operate in the State of California as a private postsecondary institution is based on the provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010. SBBCollege under section 94802(a) of CPPEA, will by operation of law, be approved until December 2023. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, toll-free telephone number (888) 370-7589; local (916) 574-8900 or by fax (916) 263-1897.

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

Accreditations

The SBBCollege campuses located in Bakersfield, Rancho Mirage and the Bakersfield Campus' Distance Education programs are accredited by the Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241, (202) 336-6780, to award certificates, diplomas, associate's degrees, bachelor's degrees, and master's degrees. The Accrediting Council for Independent Colleges and Schools is federally recognized by the US Department of Education.

SBBCollege, Santa Maria Campus is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is a recognized accrediting agency by the US Department of Education.

The vocational nursing program at SBBCollege is accredited by the State of California Board of Vocational Nursing and Psychiatric Technicians, 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833, (916) 263-7800. The program is compliant with all requirements in Article 5 of the Vocational Nursing Practice Act with Rules and Regulations.

Licensed to Operate

SBBCollege is licensed to operate by the State of California Department of Consumer Affairs Bureau for Private Postsecondary Education.

Approvals and Authorizations

SBBCollege is approved by the following agencies:

The California State Approving Agency for Veteran's Education for the training of veterans and eligible persons under Title 38, Chapter 36, U.S. Code Sections 3671(a) and 3672(a).

The U.S. Department of Education and is eligible to participate in each of the following Title IV, HEA programs: Federal Pell Grant, Federal Direct Student Loan, Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant, Federal Work-Study and Iraq and Afghanistan Service Grant programs.

Legal Status

Santa Barbara Business College is a subsidiary of San Joaquin Valley College, Inc., located at 3828 W. Caldwell Ave., Visalia, CA 93277. San Joaquin Valley College, Inc. is the parent organization of Carrington College, San Joaquin Valley College and Santa Barbara Business College.

San Joaquin Valley College, Inc. has never filed for bankruptcy petition, operated as a debtor in possession or has had a petition of bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S. C. Sec. 1101 et seq.).

Confirmation of accreditation, association, legal status and approvals is available upon request. These can be viewed by contacting the campus On-Site Administrator.

All information in this college catalog is current and correct and is so certified as true by Scott DeBoer, President.

History

SBBCollege has a rich history as one of the oldest colleges in the United States.

SBBCollege was founded in 1888 in the old west. Hitching posts — wooden beams used to tie up horses — still dotted the dirt roads of Santa Barbara, an isolated small town along California's Pacific coast. But times were changing.

A prosperous business community needed trained workers. Recognizing this growing need, J.E. Metzger opened SBBCollege in 1888. The new college was an instant success. At the time, SBBCollege educated area teachers and offered courses in banking, merchandising, shorthand, typing, and business law.

Metzger saw that the business world was changing. He strongly held that workers needed new and modern skills to advance in their careers. In 1888, he wrote, "The world moves with a wonderful velocity. Old methods are dead. The new ones are what you need and must have." Under Metzger's leadership, SBBCollege prided itself on providing employment-focused education and training. That practice, now a SBBCollege tradition, continues today.

In the 1890's, leadership of the College was handed to Edward B. Hoover. In addition to his work at the College, Hoover was very interested in developing the business opportunities available in town, and was a charter member in organizing the local Chamber of Commerce. Hoover's involvement with other business leaders gave him insight into which specific

skills local employers needed. Under Hoover's direction, SBBCollege adapted quickly to teach specific skills that were in demand. Adapting to the needs of local employers is another SBBCollege tradition that continues today.

Throughout the last century — including the Great Depression, countless earthquakes, and two world wars — SBBCollege was a constant presence along California's Central Coast.

In 1988, then-President Dean Johnston commented on the College's historic anniversary. "As we celebrate the College's 100th year, we feel we have succeeded in fulfilling a need in our community, for students and employers." Johnston came to lead the College in 1979 in a partnership with Wallace Wong, a successful investor and business owner. In 2005, Matthew Johnston became President of the College. At that time, Dean Johnston moved to the post of CEO.

In 2013, SBBCollege celebrated its 125th anniversary. To mark the occasion, then-President, Matthew Johnston, introduced a \$2 Million SBBCollege Scholarship Program to help SBBCollege students by lowering the cost of their college education. Throughout the year, SBBCollege campuses celebrated the College's anniversary with events that included time capsules, scholarship award ceremonies, student appreciation events, and a roving history exhibit that displayed equipment and photographs from the business, medical, and legal professions over the past 125 years.

Over the years, SBBCollege added new programs to meet the demands of emerging industries and expanded to four communities in Southern California. During the last part of the 20th century, the College added medical, legal, and information technology programs. In addition, SBBCollege added bachelor's degrees in business administration, criminal justice, and healthcare administration and an MBA program.

In January 2020, SBBCollege was acquired by San Joaquin Valley College, Inc.

Campus Locations and Facilities

SBBCollege campus locations are housed in professional facilities within the communities of Santa Maria, Bakersfield and Rancho Mirage, California.

All regular class sessions are held on campus with the exception of courses that are online or have off-site on-the-job practical requirements. The address of each campus is listed on the back cover of this catalog.

Each campus is structured to provide air-conditioned classrooms, a student lounge area, faculty and staff lounges, and full administrative facilities. Each campus facility and the equipment it utilizes fully comply with any and all state and local ordinances and regulations, including those requirements for fire safety, building safety and health safety. *All SBBCollege facilities meet federal requirements for people with disabilities.*

SBBCollege Santa Maria

SBBCollege opened a campus in Santa Maria to better serve students living north of Santa Barbara along the Central Coast. Located halfway between Los Angeles and San Francisco, the city of Santa Maria is a growing community with diverse job opportunities.

The Santa Maria campus is located in a stand-alone two-story building, occupying space on both floors. Administrative offices and classrooms are located on the first floor along with vending machines and a courtyard with picnic tables and bench seating. Additional classrooms and a student learning resource center are located on the second floor. Parking is free and available on-site. The building is handicap accessible on the first floor and any necessary accommodations will be provided.

SBBCollege Santa Maria is identified by the College's accreditor, the State and the US Department of Education as a Main Campus location operating independently from the other College's locations.

SBBCollege Bakersfield

The SBBCollege Bakersfield campus is located in Kern County in the heart of the southern San Joaquin Valley. Situated between the Coast Range Mountains to the west and the snow-capped Sierra Nevada Mountains to the east, Kern County enjoys a solid economic foundation.

The Bakersfield campus is located on the ground floor of a two-story, stand-alone building. Administrative offices, a student learning resource center and classrooms are easily accessible. Vending machines and a student lounge are also available. Parking is free and available on-site. The building is handicap accessible.

SBBCollege Bakersfield is identified by the College's accreditor, the State and the US Department of Education as a Main Campus location. SBBCollege Bakersfield also has SBBCollege Rancho Mirage as a Branch Campus location. The two locations' operational structure function cohesively but independently from the other College locations.

SBBCollege Bakersfield Learning Site

The San Joaquin Valley College (SJVC) campus at 201 New Stine Road Bakersfield, California, is an approved learning site of the SBBCollege Bakersfield campus. The learning site was approved by ACICS in 2020; however, the SJVC campus was founded in 1982.

Effective May 2020, students in all programs other than the Vocational Nursing program will be scheduled for all of their residential courses at the SJVC learning site. However, the SJVC learning site will operate under the direct control of the on-site administration of the SBBCollege Bakersfield main campus. Additionally, less than 50% of the academic programs will be delivered at the learning site. Finally, all academic and student support services will be available for and provided by the SBBCollege Bakersfield main campus, which is 0.6 miles from the learning site.

SBBCollege Rancho Mirage

SBBCollege opened its fifth campus in Rancho Mirage, California in the beautiful Coachella Valley. Long known for its healing springs and spa services, Rancho Mirage is a cultural and retail oasis, with parks, theaters and a large number of resorts and spas.

The Rancho Mirage campus is located in a stand-alone, two-story building. Administrative offices, a student learning resource center, and classrooms are located on the first floor. Parking is free and available on-site. The building is handicap accessible on the first floor and any necessary accommodations will be provided.

SBBCollege Rancho Mirage is identified by the College's accreditor, the State and the US Department of Education as a Branch Campus location of SBBCollege Bakersfield. The two locations' operational structure function cohesively but independently from the other College locations.

Hours

SBBCollege administrative offices are open from 8:00 a.m. until 6:00 p.m. (Pacific), Monday through Friday.

At our campus locations, instruction is offered Monday through Thursday. On these days, campuses are open until classes are concluded, except during legal holidays and breaks.

Distance Education courses are offered Monday through Sunday.

Student Handbook

The SBBCollege Student Handbook is a companion document to the College's Catalog. Students are responsible for complying with all policies and procedures outlined in both documents.

Dress Code

Since SBBCollege is a career-focused educational facility, it is important that students display a professional image while enrolled. The College is frequently visited by prospective employers and professionals in the community who may help students obtain employment. First impressions are important. It is, therefore, to the benefit of students to dress in a professional manner always.

Students are expected to exhibit good taste in their dress. Shorts, beachwear, low necklines and short hemlines are considered inappropriate professional attire.

If a uniform is a program requirement, it is an element of a professional appearance. Students are expected to wear the uniform while on campus and when they are working as students in the community.

Retention of Student Records

SBBCollege maintains student records for a minimum of five (5) years and student transcripts are retained permanently.

Grievance Process

A student will not be discriminated against because of race, color, religion, sex, national origin, age, handicap, political affiliation or beliefs.

A student will not be penalized or retaliated against for filing a grievance, complaint, or incident.

SBBCollege has established the following procedure for students to follow if he/she feels their rights have been violated:

1. SBBCollege encourages each student to settle their grievance or complaint internally with the College first by following the steps listed below, but that it is not required and you may contact any of the agencies listed below at any time.
2. Attempt to settle your grievance or complaint on an informal level with the person(s) involved. This should be done as quickly as possible.
3. Make an appointment with the Academic Dean. During your appointment, state your grievance or complaint. This should be done within 30 days. The Academic Dean will record the information in your file regarding your grievance or complaint.
 - a. The Academic Dean will then follow up on your grievance or complaint in a conference with the people involved recording his/her statements regarding your grievance or complaint.
 - b. The student filing the grievance will then have a conference with the Academic Dean and, if necessary, the other parties involved to resolve the grievance or complaint on an informal level.

At this point, if the student feels the grievance or complaint has not been resolved, the student should prepare a written statement to the Campus Director. This should be done within 45 days. An appointment will be made with the Campus Director who will review the grievance and all documentation. The Campus Director will attempt to resolve the grievance and record the result of the meeting in the student's file.

At this point, if a student feels the grievance or complaint still has not been resolved, he/she may direct their grievance or complaint to:

Bureau for Private Postsecondary Education
1747 North Market Boulevard, Suite 225, Sacramento, CA 95834
(888) 370-7589

Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833
(916) 263-7800

Students attending the Santa Maria, Bakersfield, Rancho Mirage or enrolled in Distance Education programs:
Accrediting Council of Independent Colleges and Schools
1350 Eye Street, NW, Suite 560, Washington, DC 20005
(202) 336-6780

Students attending the Santa Maria Campus:
Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212

ACCSC Student Complaint Procedure

Applicable to students enrolled or attending SBBCollege-Santa Maria Campus:

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

*Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org*

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Campus Director or online at www.accsc.org.

Anti-Discrimination Statement and Sexual Harassment and Sexual Assault Prevention Policy

SBBCollege does not discriminate on the basis of race, color, national origin, sex, disability, age, or any other protected characteristic in its education programs and activities. Additionally, in accordance with Title IX of the Education Amendments of 1972, the College prohibits discrimination based on sex, which includes sexual harassment and sexual assault, and the College has jurisdiction over Title IX complaints. This policy against sex discrimination extends to student admissions and employment. SBBCollege's Sexual Harassment and Sexual Assault Prevention Policy and Appendix A is located on the College's Website at www.sbbcollege.edu/consumerinformation. A copy of the policy may also be obtained from the College's Title IX Coordinator. Any inquiries about the College's application of Title IX rules may be addressed to the individual identified below, the U.S. Department of Education's Assistant Secretary of the Office of Civil Rights, or both.

Title IX Coordinator:

Alyssa Bahr-Casillas Email - Alyssa.Bahr@sjvc.edu

Bakersfield Campus
5300 California Avenue
Bakersfield, CA 93309
Phone: (661) 835-1100

Santa Maria Campus
303 Plaza Drive
Santa Maria, CA 93454
Phone: (805) 922-8256

Rancho Mirage Campus
34-275 Monterey Avenue
Rancho Mirage, CA 92270
Phone: (760) 341-7602

Campus Safety and Security

SBBCollege recognizes that effective learning requires a safe environment and safety is achieved through the efforts of all members of the campus community. The College continues to comply with safety and security legislation including the Crime Awareness and Campus Security Act of 1990, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Higher Education Opportunity Act of 1965 (HEOA), and the Safe and Drug Free Colleges and Communities Act and amendments of 1989.

Crime Awareness

SBBCollege's Annual Security Report is available to any current or potential student or employee upon request and is also available on the College's web site at www.sbbcollege.edu and student portal.

The annual security report includes statistics for the previous three years for reported crimes that occurred on campus, in off-campus buildings and property owned or controlled by SBBCollege, and on public properties within or immediately adjacent to and accessible from a campus. The report also includes institutional policies and procedures concerning campus security, crime prevention and reporting, drug and alcohol policy and penalties, and emergency response and evacuation procedures.

Students and employees are urged to report any criminal activity or other emergencies to the campus On-Site Administrator or Academic Dean. The report can be verbal or written, depending on the severity of the situation. Crimes may be reported confidentially. The On-Site Administrator or Academic Dean is responsible for ensuring appropriate action is taken. SBBCollege personnel will work with local and state law enforcement agencies if such involvement is necessary.

Drug and Alcohol Policy

The Safe and Drug-Free Colleges and Communities Act, Title 34 U.S.C., as amended, requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. The SBBCollege Student Handbook outlines regulations to help ensure that we all work together to make our colleges drug-free.

Disability Accommodation Policy

SBBCollege does not discriminate against individuals with a disability. Qualified individuals with a disability may request a reasonable accommodation to allow full participation in academic or student activities, including applications for admission and financial aid. Qualified individuals with a disability who need a reasonable accommodation should use the College's Disability Accommodation Request Form to submit the request. The form must be submitted to the College's Campus Director. College faculty or staff who become aware that a student is disabled and wants a reasonable accommodation must direct the student to speak with the Campus Director.

The Campus Director will be the single point of contact for students requesting reasonable accommodations. The Campus Director's name and contact information is listed in the College's Catalog Addendum.

When a student is referred to the Campus Director, the Director will schedule a time to speak with the student to explain this policy. If the student asks for a reasonable accommodation, he or she will be directed to complete the Disability Accommodation Request Form. Once the Campus Director receives the completed form, it will be reviewed. The student may be required to provide additional information, including information from a licensed medical provider substantiating the disability and the requested accommodation. The Campus Director will coordinate the interactive process with the student to determine what reasonable accommodation is necessary to allow the student to fully participate.

If a student disagrees with or is not satisfied with the proposed reasonable accommodation, the student may appeal the decision using the College's Grievance Policy.

Emergency Response and Evacuation

SBBCollege institutes and continues to update and administer an Emergency Action Plan (EAP) to communicate the actions staff, faculty, and students must take to ensure safety in the event of a bomb threat, fire, earthquake, significant criminal activity, or other natural/environmental emergency. The health and safety of all individuals on campus is critical and must take precedence.

The campus On-Site Administrator has the authority, and is responsible for overall management and administration of the EAP. A copy of the EAP is available in the campus On-Site Administrator's office.

The EAP is reviewed with new students during initial orientation. Emergency evacuation drills are conducted periodically and all students, faculty, and staff must participate. At no time during a campus drill or actual emergency will students be permitted to leave the campus unless directed to do so.

All students must comply with the EAP and the directions given to them by the campus On-Site Administrator, staff, and faculty personnel during any emergency or drill. Students are expected to follow safe practices while on campus property.

A visual emergency exiting layout is posted in all campus classrooms and main entrance areas. In addition, the Student Handbook outlines "Emergency Classroom Procedures" expected to be followed in case of emergency.

The College will attempt to immediately communicate by e-mail, phone, alarm, classroom announcement or any other means deemed necessary by the campus On-Site Administrator to inform students, faculty, and staff about any imminent threat to the health or safety of the campus community.

Student Services

Student Portal

SBBCollege provides each student with rights to access the student portal located at <https://portal.SBBCollege.edu>.

The minimum requirements to gain access to the student portal are:

- Signed Application for Admissions
- Valid e-mail account on record with the College
- Signed Statements of Understanding and Student Disclosures, as appropriate
- Computer with Internet access

Once the minimum requirements above are completed, students will be directed to create an account as a “new user” and will input a user name and password. Once a student’s account is authenticated into the site he/she will gain access to student information, including personal/College calendar, course schedules, financial aid packaging, student account, attendance, grades, unofficial transcripts, career services and campus news.

Computer and Internet Requirements (Distance Education Instruction)

Students attending classes through Distance Education must have access to a personal computer and have permission of the computer’s owner to install software. For certain courses, the College will provide software that must be downloaded and installed on the student’s computer. Most companies, libraries and other public places do not allow users to download or install software.

Students issued a laptop by the College must adhere to the College’s computer, internet and device usage policies and procedures.

To be successful with Distance Education courses, students enrolling need the following recommended computer hardware, software and Internet requirements.

Hardware Requirements:

- PC-Pentium-based computer or equivalent (AMD / Intel Processor) with a minimum of a dual core processor (Unix-based machines are not supported),
- Current version of Windows Operating System (Windows 7 or later)
- 1 GB or more of memory (RAM)
- CD-ROM Drive
- 2 GB of available free hard disk space (5GB preferred)

Software Requirements:

- Current version of Adobe Reader & Adobe Flash player must be installed (Free Downloads),
- Current Microsoft Office Suite (Office 2016) or compatible version to include; Word/ Excel/ PowerPoint,
- Current Anti-Virus Software (Norton, McAfee, etc.),
- Internet-Explorer 11 or newer, Google Chrome 49 or newer, or Firefox 45 or newer, and
- Windows Media Player 12.0 or later.

Internet Requirement:

- Internet Connection: DSL or cable connection

Advising

Each student is given personal consideration and assistance with regards to ensuring successful educational and student achievement outcomes. The Academic Department provides individual assistance and guidance to students with special academic needs in any particular subject. Additional assistance is available to support student needs related to relevant coping skills; general development; retention; academic advising; testing and tutoring services; supervision and monitoring of attendance records and leaves of absence; graduate employment assistance; and information concerning housing, transportation and child care. Requests for such assistance should be made through the Academic Dean. Students are also encouraged to request an appointment with their instructors to work on any specific problem they may be having in their courses.

Bookstore

Online textbooks, or e-books, are used for most courses. Students may read their e-books from a computer, laptop or tablet device. In rare instances, when an e-book is unavailable for a particular course, hard-copy books will be provided to students enrolled in that course. Books are subject to change based on publisher availability, course review and/or program updates.

Student Identification Card

SBBCollege will provide to all residential students a Student Identification (ID) card. Just as a driver's license authorizes driving a vehicle, a student ID card authorizes a student to be on campus. All students attending SBBCollege are required to wear their student ID card around their neck at all times while on the SBBCollege campus. The student ID cards must be worn above the waist and visible to SBBCollege staff and faculty at all times. Student ID cards cannot be worn underneath clothing and cannot be carried in a student's pocket, backpack, bag, purse, etc. The College will provide a lanyard for the students to wear with their ID cards. Students can only wear the official ID cards that belong to them and their photo and name must remain visible at all times.

College Transcripts

Students receive a complimentary transcript upon completion of their program. Additional unofficial copies are available at no charge upon request by the student. Also, an unofficial transcript may be secured for personal use at no charge using the student portal.

Official transcripts of a student's record from SBBCollege will be furnished only upon written authorization of the student with a \$5.00 fee for each request. Two business days are necessary to prepare a transcript for any time period after 2004. Three to five business days are necessary to prepare a transcript for attendance prior to 2004. A student who has an outstanding balance with the College will need to make arrangements to pay off the balance or be in good standing on their existing payment plan before official transcripts will be issued.

Student Housing

SBBCollege does not offer dormitory or other housing facilities for its students. The College has no responsibility to find or assist a student in finding housing. A student can contact the Career Services Department for a referral to obtain current rates within the proximity of the institution. Rental properties near SBBCollege campus locations start at approximately:

- Santa Maria - \$675 per month
- Bakersfield - \$400 per month
- Rancho Mirage - \$600 per month

Library and Other Learning Resources

SBBCollege's programs of study prepare students for their next careers while emphasizing the value of continued learning. To promote use of resources and to maintain current publications, the College offers all students access to an electronic online library, the Library Information Resource Network (L.I.R.N.), and a Learning Resource Center. Students may gain access to L.I.R.N. on any Internet-accessible computer located in the Learning Resource Center, computer classroom or at home by accessing the Student Portal.

In addition to the College's online library resources, each campus location maintains a holding of resources and reference materials including standard reference works such as current dictionaries, World Almanac, thesaurus, periodicals and recent editions of books appropriate to the curriculum. The Academic Department also maintains physical audiovisual reference materials. All materials are inventoried, organized and made available to students for study and research.

A Learning Resource Center with Internet access to the online library, physical holdings and a quiet room to study is made available to all students. Students who require additional use of any reference or resource materials may check out such material with the Learning Resource Center Assistant.

Career Services

At SBBCollege, assisting graduates to secure employment related to their fields of study is our main objective. However, it is understood that SBBCollege does not and cannot promise or guarantee employment, level of income, or wage rate to any student or graduate.

Employment Assistance

SBBCollege's Career Services Department utilizes a five-step approach to provide individualized career planning assistance helping students achieve gainful employment:

Step 1: Discover Your Journey

Explore your interests, personality, skills, goals, and values. Discover core motivations and identify your strengths.

Step 2: Career Exploration

Research industry and occupational information and begin planning of career path.

Step 3: Build Your Portfolio

Explore tools and techniques for developing a targeted job search portfolio.

Step 4: Develop Your Professional Brand

Leverage social media and online career platforms to build your network.

Step 5:

Take Action Connect to opportunities and experiences for externship and finding a job in field.

The Career Services Department is an important campus resource available to help students navigate their path to successful employment via a focus on the following key areas of support:

- Resume Review and Development
- Successful Interviewing Techniques
- Career Mapping and Exploration
- Industry and Job Market Research
- Networking and Professional Development Opportunities
- Job Lead Sourcing

The success of the College's career services efforts will be influenced to a great extent by the attendance, academic record and motivation of the student.

Employment While Attending College

SBBCollege assists students in finding part-time work while they are attending college. The Career Services Department works with both students and employers in filling part-time positions. However, employment is not guaranteed.

Admissions

Admissions – Pre-Enrollment Advising

Helping students prepare for their education begins with an interview. During this initial interview, students' interests and goals are discussed. These goals are then matched to our programs and available career opportunities. We want each student to choose an educational plan that gives him/her every opportunity to succeed.

The pre-enrollment interview with the Admissions Department is required for incoming applicants. This ensures applicants have the opportunity for personal advising regarding potential success in their field of study.

Before an applicant is given final acceptance into a program of study, he/she must meet the general admission requirements and the program-specific requirements. Final acceptance and approval will occur once an application has been received and all of the necessary testing and documents are completed for review including, acceptable test scores, official transcripts or proof of GED, and any program specific requirements.

SBBCollege reserves the right, in its sole discretion, to deny admissions, suspend or terminate any individual from initiating or continuing their education if they demonstrate any behavior(s) that may be disruptive or pose a threat to SBBCollege students, employees or other associated parties.

It is important to know that all classes and coursework will be conducted in English. The College is not responsible for providing free of charge English-language learner tutoring.

High School Graduates or Equivalent

Applicants must provide the College with an attestation and official transcripts of high school graduation or a recognized equivalency, such as a General Education Development (GED) certificate or completion of a high school education in a home school setting approved under state law. Students who graduated from a foreign high school or a high school, in which the high school transcript is written in a language other than English, must provide proof of high school graduation. Foreign transcripts of international students seeking admission must be evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO)'s *International Education Services*, or the National Association of Credential Evaluation Services (NACES) to validate equivalency with graduation from high school and eligibility to enter college or university in the United States.

Diploma program applicants must meet the minimum test score of 12 on the Wonderlic SLE (Scholastic Level Exam) or Wonderlic SLEP (Scholastic Level Exam-Pretest). Degree program applications must meet the minimum test score of 15 of the Wonderlic SLE (Scholastic Level Exam) or Wonderlic SLEP (Scholastic Level Exam-Pretest). However, the College may accept a minimum test score of 12 for degree program applicants with the requirement of BASICS courses (remedial). Students with documented proof of an associate's degree or higher from an institution accredited by an agency approved by the U.S. Department of Education are not required to take the Wonderlic SLE or Wonderlic SLEP.

Students that are enrolling must complete the Online Readiness Assessment prior to signing the enrollment agreement to ensure they have the aptitude to succeed in a distance education learning environment. The Online Readiness Assessment is not applicable to students enrolling in Associates of Science in Pharmacy Technology, Diploma in Vocational Nursing and Diploma in Heating, Ventilation and Air Conditioning.

Less-Than-Full Program Students

Less-than-full program (non-matriculating) students are those individuals that are not enrolled in a complete program of study. If a complete program of study is not desired, courses may be selected on an elective basis to meet the training needs of the individual. Applicants must meet the minimum test score of 12 on the Wonderlic SLE (Scholastic Level Exam) or Wonderlic SLEP (Scholastic Level Exam-Pretest).

Less-than-full program students will be assessed a rate based on a per credit charge for coursework as well as applicable fees. A certificate of completion, not a diploma, is awarded upon passing the course. Less-than-full-program students are not eligible for financial or career services assistance

Academic credits earned as a less-than-full program student may not transfer into a diploma or degree program unless otherwise approved by the Chief Academic Officer.

Program-Specific Requirements

The College has additional admissions requirements for the following programs:

Medical Assisting Diploma and Associate of Science Degree

Applicants must have a health screening once accepted and prior to starting laboratory coursework. Applicants also need to obtain CPR certification prior to externship.

Vocational Nursing Diploma

Vocational Nursing Entrance Requirements

Applicants qualified for entry into the Vocational Nursing program must meet at minimum the following requirements as approved through the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT):

- Must be 17 years of age or older.
- Must provide verification of official high school graduation, GED or equivalency (foreign transcripts must be evaluated).
- Must provide verification of a current CPR card (and must be kept current throughout the training program).
- Must complete a physical examination.
- Must provide verification of two-step tuberculosis screening. If candidate has history of a positive TB-Screen or has received BCG, a chest x-ray within the past year is required. TB-screening and/or chest x-ray must be repeated annually.
- Must provide verification of immunity titers (blood draw) for the following: Measles, Mumps, and Rubella, Varicella, and Hepatitis A and B.
- Must provide verification of Tetanus, Diphtheria, and Pertussis (TDap) vaccination within the last 10 years. TDap must be re-administered every 10 years.
- Must complete a drug screening with negative results for illegal substances.
- Must complete a background check validating no criminal history (prohibiting completion of clinical hours).

- **Entrance Testing Requirements**

Effective April 15, 2020, applicants must meet the required minimum individual total score of 41.3% on the Test of Essential Academic Skills V (TEAS). Scores are subject to change. Students who change start dates after the initial application may be subject to the new score requirements at the time of the change. SBBCollege will accept TEAS test results from another educational institution providing the applicant can provide proper documentation with proof of passing scores.

- Vocational nursing applicants will be scheduled for a personal interview with the vocational nursing program director. The program director will make final selection recommendations to the Admissions Review Committee based on all available information including test scores and submission of required documentation.

Vocational Nursing Licensure Requirements

There are five methods to qualify for licensure as a vocational nurse in the State of California.

- Graduate from a California accredited school of vocational nursing. The vocational nursing program at SBBCollege is accredited by the State of California Board of Vocational Nursing and Psychiatric Technicians (BVNPT).
- Graduate from an out-of-state school accredited by the Board of Nursing in the state in which it is located.
- Demonstrate equivalent education and/or nursing experience. This method requires the equivalent of completion of 51 months of paid bedside nursing experience. If using formal education, official transcripts must be submitted to the Board for a determination of possible credit in lieu of paid bedside nursing experience.
- Active military service. This method requires no less than 12 months of active duty bedside patient care on a hospital ward, completion of the basic course of instruction in nursing while in the armed forces, and proof that service has been honorable.
- Application for vocational nurse licensure by endorsement. This method requires licensure as a Practical/Vocational Nurse in another U.S. State or Territory. Licensure is granted without examination provided the following two requirements are met: (1) satisfactory proof of a current and valid license as a vocational nurse or practical nurse, or in an equivalent capacity, by another state, a territory of the United States or a foreign country; and (2) passed either the National Council Licensure Examination (NCLEX) or the National League for Nursing State Board Test Pool Examination for Practical Nurse (SBTP) with a score equal to or above the minimum passing score required by the Board.

Immunization Policy

Before entry into the Vocational Nursing program, students must provide documentation of the following immunizations: Hepatitis B, MMR, varicella and/or titers, and tetanus within the past 10 years.

Each Fall Vocational Nursing students may be required to provide proof of their Influenza vaccination in order to be allowed to attend clinical rotations. Additional information will be provided if this is necessary.

For all other programs, SBBCollege does not require immunizations for admission. Students interested in getting more information about immunizations should contact their local or state public health department or consult their healthcare provider.

Documentation of High School Graduation or Equivalency

Prior to starting school with the College, applicants must provide documentation of their High School graduation or recognized equivalency. Unofficial documentation of high school graduation or its recognized equivalency is required prior to the student's first scheduled class. However, a copy of the student's official high school transcript or its recognized equivalency is required within the first 21 calendar days of the students' start date. Unless extenuating circumstances occur, failure to do so with the first 21 calendar days of the student's start date will result in cancellation of enrollment. SBBCollege will determine the validity of the documentation.

State Authorization of Distance Education Outside of California

SBBCollege delivers a number of online education courses and programs that have been approved to operate by the California Bureau of Private Postsecondary Education. Approval to operate means that SBBC has been found in compliance with the standards set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Title 5, Division 7.5, - Private Postsecondary Education of the California Code of Regulations. Many States have prescribed an "authorization" process for out-of-state institutions delivering online programs to its state residents. "Authorization" typically indicates that certain minimum standards have been met by the institution under the laws and regulations of that state. Authorization does not constitute an endorsement of any institution, course or degree program. Credits earned at an institution do not necessarily transfer to all other institutions.

At this time, SBBCollege will not enroll students who reside outside of California. For students who enroll at SBBCollege, begin their enrollment as a California resident and then move out of state, the College cannot guarantee it can continue

your enrollment as a SBBCollege student as you are no longer a California resident and the College may not be “authorized” to operate in your new state of residence. If you should happen to move, please contact the Academic Dean for you to continue your education.

Application for Admission

All applicants must complete the Application for Admission. Once submitted, the Admissions Review Committee assesses applicant information, test scores and other relevant data and approves or denies admission to the College. Acceptance is based on personal goals, previous experience, individual needs, academic assessments, and any associated program requirements.

Upon receipt of an application for admission, students will be scheduled to meet with a Financial Services Coordinator to discuss tuition and fees. All students will be charged tuition, an application fee and a Student Tuition Recovery Fund fee. Each applicant will be presented with a financial package that may include financial aid (for those who qualify), cash payments, and/or scholarships to cover all tuition and fees.

BASICS Coursework

SBBCollege designed BASICS to address the needs of new students who will benefit from additional courses concentrating in two areas: (1) mathematics and (2) English. These courses are intended to strengthen and remediate the student’s academic proficiency and prepare the student for success in college-level general education coursework.

Once accepted into the College, degree program students are scheduled concurrently and automatically into the BASICS coursework. BASICS coursework is not offered to students enrolling in the diploma programs. Eligible degree-seeking students enrolling in all other undergraduate programs may elect to demonstrate proficient knowledge in any of the two subject areas and place out of one or more of these courses. Students with documented proof of an associate’s degree or higher from an institution accredited by an agency approved by the U.S. Department of Education are not required to take BASICS courses and are not required to place out. Students must express to their Admissions Associate their intention to place out of one or more of these courses. Placement testing must be completed prior to attending the first day of class.

The BASICS coursework does not apply toward credit hours required to graduate in any program.

Placement Testing

In order to be eligible to place out of the BASICS coursework, students applying to the residential campus must achieve a minimum test score of 15 on the Wonderlic SLEP. Placement testing requires up to two separate examinations measuring competency in (1) mathematics and (2) English. Unless specifically requested by a student, all degree program students are scheduled automatically into courses focused on remediation in the tested subjects. Placement testing is designed to determine a student’s proficiency in the identified subjects to establish if remedial work is not necessary.

Distance Education student must have a minimum test score of 15 on the Wonderlic SLE (Scholastic Level Exam) or Wonderlic SLEP in order to be eligible to place out of the BASICS coursework. Placement testing requires that the Distance Education applicant pass the final exam of the course they are attempting to place out of with a minimum score of 80%. Students who choose to take one or more of the placement exams must successfully meet the required minimum scores to place directly into their math and/or English general education courses. Students who do not meet the required minimum scores will be placed into Math Basics (MTH 095R) and English Basics (ENG 095R). Placement testing fees apply.

Credit for Previous Training

SBBCollege does not allow credit for prior experiential learning; however, because SBBCollege provides employment training, it honors the students’ previous work history and/or college experience by offering opportunities to challenge courses required for graduation in a program of study.

The total number of credits accepted through test out or transfer cannot exceed 50 percent for undergraduate programs.

Test Out

Test-out credit will be granted if a student completes a proficiency exam/project and achieves a grade of at least 80 percent. Students may request to challenge an available course that is listed as part of their program up to the end of the first week of their first attempt of that course. There is no fee to attempt a test-out exam/project, and no fee is charged in the event of a successful attempt.

Students are allowed one (1) opportunity to test out of each available course at the beginning of each term. Students should contact the Academic Dean for more information regarding which courses are available for test out. Credit granted by test-out will be indicated by a grade of "TO" on the students' transcript.

Transfer of Credit

SBBCollege may accept coursework only from institutions that are either accredited by agencies recognized by the U.S. Department of Education or recognized by the respective government as institutions of higher education, for internationally-based institutions. Credit hours accepted as transfers are not eligible for financial aid. For proper evaluation, students must provide supporting documents including college catalog, course description and/or course outline as required. Official transcripts for use in determining the transferability of credit must be received by SBBCollege by the end of the student's first module (five weeks) or the credits will not be evaluated for transfer. Credit hours transferred may be credited toward graduation if the following criteria are met:

Undergraduate Level Coursework

- The course is similar in content, objectives and credit hours.
- The course can be applied to graduation requirements.
- The letter grade for the course is "C" or higher.
- An official college transcript is received.
- The credits have been earned within the last 10 years unless otherwise approved by the Chief Academic Officer.

A student who wishes to transfer credit for a college-level Math or English course must demonstrate mastery by placing out of Math Basics (MTH095R) and/or English Basics (ENG095R) in order to receive the transfer credit."

Transfers between SBBCollege campuses and California Aeronautical University (CAU) will only be considered if the student is meeting satisfactory academic progress.

Credits accepted for transfer will be indicated by a grade of "TR" on the students' transcript.

Vocational Nursing Coursework

In addition to institutions that are accredited by agencies recognized by the U.S. Department of Education, SBBCollege may also accept credit hours as transfer from approved vocational nursing or practical nursing courses; approved registered nursing courses; approved psychiatric nursing courses; armed services nursing courses; and certified nurse assistant courses. Credit hours transferred may be credited toward graduation if the following criteria are met:

- The course is similar in content, objectives and credit hours.
- The course can be applied to graduation requirements.
- The letter grade for the course is "C" or higher.
- An official college transcript is received.
- The credits have been earned within the last 5 years.

Credits accepted for transfer will be indicated by a grade of “TR” on the students’ transcript.

Previous Credits Taken in Residence

SBBCollege will evaluate credits earned in a previous enrollment at any SBBCollege campus and/or CAU and will determine accepting credits if the following criteria are met:

- The course is similar in content and objectives.
- The course can be applied to graduation requirements.
- Length of time since last enrollment.

Credits accepted from a previous enrollment in residence at SBBCollege or CAU may exceed 50 percent of new program credit for undergraduate programs.

Advanced Standing Credit

All bachelor’s degree programs at SBBCollege require that students meet a minimum number of lower division credit hours in their discipline. Advanced standing credit towards a bachelor’s degree is available for students that have completed an associate’s degree in the same discipline at another college. Credits applied as advanced standing credit need to have been earned with a letter grade of “C” or higher and within the last 10 years unless otherwise approved by the Chief Academic Officer. Students utilizing this policy will still need to meet all prerequisite requirements as outlined in the College Catalog. Advanced standing credit is denoted by a “TC” on the College transcript.

Advanced standing credits accepted may exceed 50 percent of new program credit for undergraduate programs. However, the total number of credits accepted through test out and transfer earned externally cannot exceed 75 percent for bachelor’s degree programs.

Transferability of Credits and Credentials to Other Institutions

The acceptance of credit by other institutions is unlikely and cannot be guaranteed unless a specific articulation agreement is made between the institutions.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

Articulation Agreements

SBBCollege has not entered into any transfer or articulation agreements with any other college or university. However, SBBCollege retains the right to enter into agreements with other colleges or universities at any time. To determine if such agreements have been made, please contact the campus On-Site Administrator or view the list of institutions with articulation agreements on the College website at www.sbbcollege.edu.

Consortium Agreements

SBBCollege has consortium agreements between campuses.

Residential Students Taking Distance Education Classes

The residential campuses of SBBCollege have consortium agreements with the Distance Education Facility at the Bakersfield Campus for the purposes of having residential-campus students take courses online. Effective August 7, 2017, students* enrolling at a residential campus will be scheduled for classes online through the College's Distance Education Facility. At no time; however, will students take more than 50% of their program credits through the Distance Education Facility.

The residential campus will provide the academic credit for all courses taken in residence or online through the Distance Education Facility. Enrollment statuses (full-time, half-time, etc.) for students will be a combination of the credits taken residentially and online. The residential campus will award the degree or diploma upon completion of the program.

There are no additional tuition costs for taking the Distance Education courses. For financial aid packaging purposes, the residential campus will calculate awards, disburse aid, monitor satisfactory progress and determine other student eligibility requirements based on the courses taken at the residential campus and through the Distance Education Facility at the Bakersfield Campus.

Prior to enrolling in a Distance Education course, residential-campus' students will receive academic advisement to ensure their preparedness for the online mode of delivery. Additionally, these students will receive an orientation prior to the course which includes information related to logging in, participation, discussions, and submission of assignments. If students have any questions about this arrangement, they should contact their residential campus.

*Note: Students enrolling in the Associates of Science in Pharmacy Technology, Diploma in Vocational Nursing and Diploma in Heating, Ventilation and Air Conditioning programs are required to take all courses at the residential-campus.

Distance Education Students Taking Residential Classes

The Distance Education Facility at the Bakersfield Campus has a consortium agreement with each of the College's residential campuses for students enrolled in a distance education program. Students enrolling in a distance education program are expected to take courses in their online classroom environment. If a student requests to take a residential class or classes, and the class is scheduled to be offered, the student may be granted permission to take the course(s). At no time may students take more than 50% of their program credits from the residential campus.

The Bakersfield Campus will provide the academic credit for courses taken at the residential campus on the same basis as if it provided the training itself. Enrollment statuses (full-time, half-time, etc.) for students taking consortium courses will be a combination of the credits taken residentially and online. The Bakersfield Campus will award the degree or diploma upon completion of the program.

There are no additional tuition costs for taking a residential course at another campus. It will be the same cost as it is when taking the Distance Education course. For financial aid purposes, the Bakersfield Campus will calculate awards, disburse aid, monitor satisfactory progress and determine other student eligibility requirements based on the courses taken on the residential campus and online.

Prior to enrolling in a residential course, students will receive academic advisement to ensure their preparedness for the residential delivery. Additionally, these students will receive an orientation to the residential campus. Address information for each SBBCollege residential campus is located on the back of the College catalog. If students have any questions about this arrangement, they contact the Academic Department at the Bakersfield Campus.

Orientation of New Students

Orientation is conducted prior to each start date as a means of introducing new students to SBBCollege. During this orientation, the College will familiarize students with the campus location (if applicable), provide necessary information for student success and explain academic procedures and college regulations.

Arbitration and Class Action Waiver Disclosure

SBBCollege requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment ("Arbitration Agreement"). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student's ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration or any internal dispute resolution process offered by the College prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way. Any questions about the Arbitration Agreement or a dispute relating to a student's Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to Scott DeBoer, President, for questions.

Financial Services

The Financial Services section of the College's catalog is applicable for Undergraduate and Graduate program students.

College Affordability

Obtaining an education is one of the most important investments of time and money one will ever make. The College provides tools for students to ease the burden of affording the tuition, fees and other necessary expenses of higher education. SBBCollege is authorized to participate in each of the following programs listed in Title IV, Higher Education Act of 1965, as amended:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants
- Federal Work-Study
- Federal Direct Loans

General Eligibility Requirements

Eligibility for Student Financial Assistance (SFA) Programs (other than unsubsidized loans and parent loans) is based on financial need rather than academic achievement. To have his or her financial need determined, a student must complete and file a Free Application for Federal Student Aid (FAFSA). Additionally, to be eligible for any SFA Program funds, a student must:

- Have a high school diploma or a GED, or the equivalency.
- Enroll as a regular student in an eligible degree or certificate program.
- Be a U.S. citizen or eligible noncitizen.
- Be registered with Selective Service (if required).
- Have a valid Social Security Number (SSN).
- Make satisfactory academic progress.
- Sign statements on the FAFSA regarding educational purpose, overpayments and defaults.

A student must be enrolled at least half-time to be eligible for a Direct Loan.

Applying for Financial Assistance

When a student applies for federal student aid, the information he/she reports on the FAFSA is used in a formula, established by U.S. Congress, that calculates the student's Expected Family Contribution (EFC), an amount a student and his/her family are expected to contribute toward his/her education. The EFC is used in an equation to determine financial need:

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

The Financial Services Coordinator will subtract from a student's cost of attendance the amount the student and his/ her family are expected to contribute toward that cost to determine his/her financial need. In determining a student's need for aid from Student Financial Aid Programs, the Financial Services Coordinator must first consider other aid the student expects to receive.

Cost of Attendance

Cost of attendance (COA) is the total amount it will cost a student to go to college. COA includes tuition, fees, housing and food allowance, an allowance for books, supplies, transportation, loan fees, dependent care, costs related to a disability, and miscellaneous expenses.

Tuition, Books, Fees	+	Living Allowance	=	Cost of Attendance
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Each year, these monthly allowances are reviewed and the various components are updated to reflect changes in the economy.

Living Allowances for 2019-2020 Academic Year

	Students Living At Home With No Dependents	All Other Students
Housing and Food	754	1,676
Transportation	126	142
Supplies	99	99
Personal/Miscellaneous	396	444
Total Living Allowance (monthly)	\$1,375	\$2,361
Tuition and Fees	<i>Actual Institutional Charges</i>	<i>Actual Institutional Charges</i>

Therefore, a typical budget for a single student not living at home during the 2019-2020 academic year would be:

Tuition and Fees \$10,000*	+	Living Allowance \$18,888	=	Cost of Attendance \$28,888
<small>*This is an example. Your amount may be different</small>		<small>\$2,361 x 8 months Academic years are approximately 8 months.</small>		

Dependency Status

When students apply for aid, the answers to certain questions will determine whether they are considered dependent on their parent(s) and must report their parents' incomes and assets as well as their own; or whether they are considered independent and must report only their income and assets and those of their spouse, if currently married.

Items Needed to Apply for Assistance

The Free Application for Federal Student Aid (FAFSA) asks for information about the student (name, date of birth, address, etc.) and about the student's financial situation. Depending on the student's circumstances (for instance, when taxes were filed or what tax form was used), the student may need the following information or documents to fill out the FAFSA:

- Student's Social Security number
- Parents' Social Security numbers if the student is considered a dependent
- Student's driver's license or state identification number if he/she has one
- Student's Alien Registration Number if he/she is a Permanent Resident (eligible noncitizen)
- Federal tax information or tax returns including IRS W-2 information, for the student (student's spouse, if student is married), and for the student's parents if he/she is a dependent student:
 - IRS 1040, 1040A, 1040EZ
 - Foreign tax return, or
 - Tax return for Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Marshall Islands, the Federal States of Micronesia, or Palau
- Records of untaxed income, such as child support received, interest income, and veteran's non-education benefits, for the student, and for his/her parents if the student is a dependent student
- Information on cash; savings and checking account balances; investments, including stocks and bonds and real estate but not including the home in which the student or parent lives; and business and farm assets for the student, and for the student's parents, if the student is a dependent student. The student should keep these records as they may be needed again.

Apply for Aid

There are a few ways to file the FAFSA:

- Online at www.fafsa.ed.gov is faster and easier than using a paper application (recommended) or,
- Complete a PDF FAFSA (Note: PDF FAFSAs must be mailed for processing (download a PDF FAFSA from www.fafsa.ed.gov) or
- Order a paper FAFSA by calling (800)-4-Fed-Aid (800-433-3243).

The Financial Services Coordinator at the College can assist the student with completing and submitting the FAFSA.

Once the FAFSA is processed, the Department of Education will send the student a Student Aid Report (SAR), which is a summary of the FAFSA data submitted. The student must review the SAR to make sure there were no mistakes made on the FAFSA.

If the student made a mistake in what was reported on the FAFSA, the student will need to make a correction. Corrections can be made at www.fafsa.ed.gov. Follow the instructions for making corrections to the FAFSA.

The SAR will not inform the student how much financial aid he/she will receive. Instead, the College will calculate the aid and will notify the student of how much aid he/she is eligible to receive at the College utilizing a Financial Aid Award Worksheet.

Financial Assistance Programs

Students attending SBBCollege have access to a variety of federal, state and College sponsored student financial assistance programs. Some programs have specific eligibility guidelines that must be met in order to qualify. Amounts are subject to change based on funding.

A. Federal Pell Grants

A Federal Pell Grant, unlike a loan, does not have to be repaid. Federal Pell Grants usually are awarded only to undergraduate students who have not earned a bachelor's or professional degree. Pell Grant awards change yearly. For the 2018-2019 award year (July 1, 2018 to June 30, 2019), the maximum amount is \$6,095. Eligibility is determined by the student's EFC, financial need, cost of attendance, enrollment status (i.e., full-time, half-time, etc.) and anticipated school attendance for the full academic year or less.

B. Federal Supplemental Educational Opportunity Grants

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need and gives priority to students who receive Federal Pell Grants. An FSEOG does not have to be repaid.

Students may receive between \$100 and \$4,000 per year, depending on the students' financial need, amount of other aid received, and the availability of funds. In order to be eligible for FSEOG, students must complete, sign and return the FAFSA, Financial Aid Award Worksheet and enrollment agreement to the Financial Services Department.

C. Iraq and Afghanistan Service Grant

Students may be eligible to receive the Iraq and Afghanistan Service Grant if they are not eligible for a Federal Pell Grant on basis of their EFC; however, meet the remaining Federal Pell Grant eligibility requirements, and

- Their parent or guardian was a member of the US Armed Forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11, and
- The student was under 24 years old or enrolled in college at least part-time at the time of his/her parent's or guardian's death.

The grant amount is equal to the amount of a maximum Federal Pell Grant for the award year but cannot exceed the student's cost of attendance for that award year. The maximum Federal Pell Grant award is \$6,095 for 2018-2019 award year; however, due to sequester, all Iraq & Afghanistan Service Grant award amounts first disbursed on or after October 1, 2018, and before October 1, 2019, are reduced by 6.9%. For example, a student otherwise eligible for a grant of \$6,095 (the maximum Scheduled Award for 2018-2019) the grant is reduced by \$420.55, resulting in a grant of \$5,674.45.

D. Federal Work-Study

Federal Work-Study provides jobs for undergraduate and graduate 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 students' course of study. The program is available to students with a financial need. It provides part-time employment while students are enrolled in school. Students eligible to participate will earn at least the current minimum hourly rate, but it may be higher, depending on the type of work and skills required.

E. William D. Ford Federal Direct Loan Program

The William D. Ford Federal Direct Loan (Direct Loan) Program is the largest federal student loan program. Under this program, the U.S. Department of Education is the lender. There are four types of Direct Loans available:

- Direct Subsidized Loans are loans made to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education at the College. Students must be enrolled at least half-time status to be eligible.

The U.S. Department of Education will pay (subsidize) the interest that accrues on subsidized loans during certain periods. Depending on the students' financial need, they may receive both subsidized and unsubsidized loans for the same enrollment period, but the total amount of these loans may not exceed the annual loan limit. Students attending school at least half-time will have a six-month grace period of time after they graduate, leave school, or drop below half-time enrollment status before they begin repayment.

- Direct Unsubsidized Loans are loans made to eligible undergraduate and graduate students; however, in this case, students do not have to demonstrate financial need to be eligible for the loan. Students must be enrolled at least half-time status to be eligible. Depending on the students' financial need, they may receive both subsidized and unsubsidized loans for the same enrollment period, but the total amount of these loans may not exceed the annual loan limit. Students attending school at least half-time will have a six-month grace period of time after they graduate, leave school, or drop below half-time enrollment status before they begin repayment.
- Direct PLUS Loans are loans made to graduate or professional students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. Students must be enrolled at least half-time status to be eligible. Borrowers will be required to pass a credit check to be eligible and may be able to pass with an endorser. The yearly limit for PLUS is equal to a student's cost of attendance minus any other financial aid for which the student is eligible. Students whose parent does not pass the credit check may receive an additional unsubsidized loan.
- Direct Consolidation Loans allow students to combine all of their eligible federal student loans into a single loan with a single loan servicer.

Maximum Annual Loan Limits – Subsidized and Unsubsidized Direct Stafford Loans

	Base Amount (Subsidized & Unsubsidized)	Additional (Unsubsidized Loan)
Dependent Students (<i>excluding those whose parents cannot borrow PLUS</i>)		
First-year Undergraduate	\$3,500	\$2,000
Second-year Undergraduate	\$4,500	\$2,000
Third-year Undergraduate and Beyond	\$5,500	\$2,000
Independent Students (<i>including dependent students whose parents cannot borrow PLUS</i>)		
First-year Undergraduate	\$3,500	\$6,000
Second-year Undergraduate	\$4,500	\$6,000
Third-year Undergraduate and Beyond	\$5,500	\$7,000
Graduate Students		
All Years	\$0*	\$20,500

* Effective for loan periods beginning on or after July 1, 2012, graduate and professional students are no longer eligible for Direct Subsidized Loans.

Consult the Financial Services Department for current Stafford and PLUS interest rates.

F. Chafee Grant

The Chafee Grant is a federal and state grant program with a current minimum award amount of \$5,000 per academic year, not to exceed cost of attendance. The final award amount will be determined based on the college of attendance and enrollment status. Students who are a current or former foster youth and have not reached their 26th birthday as of July 1 of the award year may be eligible. The Court must have established dependency when the student was between the ages of 16 and 18. For more information about the Chafee Grant, students can go to www.chafee.csac.ca.gov/.

G. Cal Grant

Students attending SBBCollege may be eligible for Cal Grant A, B or C. To be eligible for a Cal Grant award, students must apply by March 2nd by submitting a FAFSA and a GPA Verification form. Students are notified by the California Student Aid Commission (CSAC) of award eligibility. To be eligible for any Cal Grant award, a student must meet the following basic requirements:

- Be a U.S. citizen or an eligible noncitizen
- Be a California resident
- Attend a Cal Grant participating California college or university
- Demonstrate financial need at the College
- Have family income and assets below certain ceilings, provided by the Commission
- Have met the U.S. Selected Service requirements, if applicable
- Be enrolled in a program leading to an undergraduate degree (diploma, associate's, or bachelor's)
- Not have a bachelor's or professional degree before receiving a Cal Grant
- Have a valid Social Security number
- Maintain satisfactory academic progress
- Not owe a refund on any state or federal educational grant
- Not be in default on any student loan
- Not be incarcerated

Cal Grant A awards assist eligible students with tuition and fees. Award amounts are determined through a state budget process and may change annually. Cal Grant A awards are for students enrolled in an associate or bachelor degree. For the Cal Grant A Entitlement Award, every graduating high school senior who has at least a 3.0 high school GPA, meets all the Cal Grant requirements, is a California resident at the time of graduation, and applies by March 2nd either the year that he/she graduates or the following year, is guaranteed a Cal Grant A Entitlement Award. Other students who meet all the Cal Grant eligibility requirements and who have at least a 3.0 GPA may compete for a Cal Grant A Competitive Award. Selection is based on a composite score that takes into consideration family income, parents' educational level, GPA, time out of high school, high school performance standards and other factors, such as whether the student comes from a single-parent household or is a former foster youth.

Cal Grant B awards are for students from disadvantaged or low-income families. The award for most first-year students covers education expenses such as, books, supplies, housing, and transportation, but not tuition and fees. When renewed or awarded beyond the first-year, the grant covers tuition and fees. The tuition and fee award amount are the same as those for Cal Grant A. Award amounts are determined through the state budget process and may change annually. For the Cal Grant B Entitlement Award, every graduating high school senior who has at least a 2.0 high school GPA, meets all the Cal Grant requirements, is a California resident at the time of graduation, and applies by March 2nd, either the year that he/she graduates or the following year, is guaranteed a Cal Grant B Entitlement Award. Other students who meet all the Cal Grant eligibility requirements and who have at least a 2.0 GPA may compete for a Cal Grant B Competitive award. Selection is based on a composite score that takes into consideration family income, parents' educational level, GPA, time out of high school, high school performance standards and other factors, such as whether the student comes from a single-parent household or is a former foster youth.

Cal Grant C helps students in the diploma or associate degree programs at occupational or career colleges. This award is for books, tools and equipment. Students may also receive an additional award for tuition at a school other than at a California Community College. To qualify, students must enroll in a vocational program that is at least four months long. Funding is available for up to two years, depending on the length of the program.

H. Workforce Investment Act

SBBCollege is approved as an Eligible Training Provider by the State of California to train eligible adults and dislocated workers qualified under the Workforce Investment Act.

I. Veterans Education and Veterans Training Rehabilitation

SBBCollege is approved for the training of veterans in certain courses on certain campuses. Please inquire with the Financial Services Department for more information.

J. TFC Financing

TFC Credit Corporation assists SBBCollege in collecting payments from students. TFC collects monthly payments for all student accounts. Depending on the length of the payment obligation, students are assessed five to eleven percent for financing their tuition payments.

K. SBBCollege Financing

A student whose tuition is not fully covered by financial aid or other funding source(s) can make payments directly to SBBCollege without interest. Payment must be made in full within a specific-time frame to qualify. Students who make any payment to the College can expect to receive a computerized receipt immediately after payment is made.

Verification Policy and Procedures

As part of the financial service process at SBBCollege, students and their spouse or parents, if applicable, may be required to verify the information submitted on the Free Application for Federal Student Aid (FAFSA). Students selected to verify information submitted on the FAFSA will be notified in writing and will be provided guidance as to what required documentation is needed by the student, their spouse, and/or their parents.

SBBCollege requests that this documentation be submitted within one to two weeks of the request. However, the College also recognizes that sometimes it is necessary to contact outside sources which could result in additional delays. Therefore, students will have 45 days from the date they were notified to provide the requested documentation, except in instances where extenuating circumstances arise. Extenuating circumstances include, but are not limited to, situations beyond the applicant's control. In no case will any need based Title IV disbursement be made if the student's application has been selected for Verification and that verification process has not been completed. If the student and/or their family fail to provide the required documentation within the 45-day timeframe, financial aid disbursements will not be made and they will be expected to make other payment arrangements in lieu of receiving financial aid disbursements.

It is the College's policy to provide to students, in writing, a clear understanding of the forms and other documentation needed to verify their application. If students are unsure of what is needed, they should request further explanation until they understand. If the submitted data fails to meet requirements, the Financial Services Department will contact the student, in writing. If corrections must be made, it will be necessary for the student, their spouse and/or their parents to make them on the application using FAFSA on the Web. The student will need to log in to do so. The Financial Services Department can also submit the corrections for the student electronically using the FAA Access to CPS website.

If the student's award or loan amount changes after the verification procedures are complete, the Financial Services Department will notify them of this change and the student will acknowledge this change by signing a new Financial Aid Award Worksheet. If the verification process indicates that all information is correct and there are no outstanding issues or conflicting information, the student will also be notified.

SBBCollege is required by Federal regulations to make referrals to the Office of Inspector General of the Department of Education if it suspects that aid was requested under a false pretense. This institution is committed to the proper stewardship of Federal funds and will cooperate with government agencies in the full prosecution of students who are found to provide falsified data. Examples of this type of information are:

- False claims of independent student status;
- False claims of citizenship;
- Use of false identities;
- Forgery of signatures or certifications; and
- False statements of income; and
- Any credible information indicating that any employee, third-party servicer, or other agent of the institution that acts in a capacity that involves the administration of the Title IV, HEA programs, or the receipt of funds under those programs, may have engaged in fraud, misrepresentation, conversion or breach of fiduciary responsibility, or other illegal conduct involving the Title IV, HEA programs. The type of information that an institution must refer is that which is relevant to the eligibility and funding of the institution and its students through the Title IV, HEA programs.

Disbursement Policy

All required financial aid paperwork must be completed accurately and submitted to the Financial Services Department before any financial aid disbursement is made. A student must also maintain satisfactory progress in order for any disbursement to be credited to the student's account or for the College to release funds to the student.

The student's account will be credited automatically for a student who is eligible for Federal Pell Grant and FSEOG. An enrolled student who is eligible for the Federal Pell and/or FSEOG programs will have his/her awards disbursed no earlier than ten days before the first day of each term.

For Stafford Loans, funds will be delivered to SBBCollege in equal installments as required by law. The first disbursement will be issued no earlier than ten days before the first day of the first term. The remaining installments will be issued no earlier than ten days before the first day of each term. For first-time, first year borrowers the first installment will be issued when the student has completed 30 calendar days of the program. For all other Stafford loan borrowers, the first disbursement will be issued no earlier than ten days before the first day of the first term.

For PLUS Loans, loan funds will be delivered to SBBCollege in equal installments as required by law. All installments will be issued no earlier than ten days before the first day of each term.

A student, or parent, participating in the Stafford & PLUS Loan Program can have these funds disbursed in the form of an electronic funds transfer (EFT). Once the U.S. Department of Education electronically disburses the funds to SBBCollege, the College will notify the student of its receipt and the date it was credited to his/her account.

Currently the regulations provide a three-day period for disbursing and an additional 10-day period for returning Stafford Loan Program funds. If the student does not satisfy a programmatic requirement necessary to receive the funds and SBBCollege expects the student to satisfy that requirement within 10 days, an additional 10-day period will be included prior to returning the funds.

A student, or parent, may request Stafford Loan Program funds to be disbursed by check. SBBCollege will disburse the funds to an eligible student (or, for PLUS Loan funds, to parents of an eligible student) no later than 30 calendar days after SBBCollege receives the check.

Repeating Courses

SBBCollege encourages all students to attend classes daily and complete all coursework as scheduled. At the same time, the College recognizes that students may occasionally have difficulties with successfully completing courses. However,

students who withdraw or fail a class resulting in a grade of WP, WF, US or F for one or more classes on their transcript must repeat and pay for each of these classes prior to graduation.

Repeating a course may have an effect on the students' financial aid. Students may receive financial aid for repeated courses, however the amount of aid may not be enough to cover any additional tuition charges and financial aid eligibility will differ for each student.

In some instances, courses in which a student has received a passing grade may also be repeated whether to meet the requirements of satisfactory academic progress or based on a student's request. If the student is in a term based program a repeated course may be counted towards enrollment status and financial aid may be awarded for this course. However, this aid can only be for the first time only (i.e. one repetition per class).

Loan Repayment Responsibility

If the student obtains a loan to pay for his/her program of study, he/she is responsible to repay the full loan amount plus any interest, less the amount of any refund.

Refund Policy

As mandated by federal and state regulations, SBBCollege uses a fair and equitable refund policy. The refund amount will be the larger of the Federal "Return of Title IV Aid" or the state refund calculation.

The Federal Return of Title IV Aid Policy

The Federal "Return of Title IV Aid" calculation is required if the student received student financial assistance program funds and the student withdrew on or before the 60 percent point in calendar time of the payment period.

A financial aid (Title IV) recipient who withdraws and who has completed 60 percent or less of the payment period is subject to federal refund regulations per 34 CFR 667, 682, 685, published November 1, 1999.

Federal regulations provide that the amount of a Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. In order to determine whether Title IV funds must be returned, the College must calculate the following:

- A. Determine the percentage of the payment period completed. To determine the percentage of the payment period completed, the number of days* attended in the payment period is divided by the total days* in the payment period.

*Days = calendar days for purposes of this formula and therefore include weekends and holidays. Only scheduled breaks of 5 consecutive days or more and approved leaves of absence are excluded.

- B. The net amount of Title IV funds disbursed and funds that could have been disbursed for the payment period is multiplied by the percentage of the payment period completed. The result is the amount of earned Title IV aid.
- C. The earned Title IV aid is subtracted from the aid that was actually disbursed to, or on behalf of, the student. The amount remaining is unearned aid.
- D. The College will determine the amount of unearned institutional charges. To determine the amount of unearned institutional charges, multiply the reciprocal of the percentage of the payment period completed by the institutional charges for that payment period from which the student withdrew. (The institutional charges for the payment period from which the student withdrew are determined by multiplying the cost per credit by the number of credits the student was attempting in payment period (term) before withdrawing. Add to the product the \$100 application fee).
- E. The institution will return the lesser of the total unearned aid or the unearned institutional charges for the payment period.
- F. SBBCollege must return Title IV funds to the programs from which the student received aid during the payment period as applicable, in the following order, up to the net amount disbursed from each source:

1. Direct Unsubsidized Stafford loans (other than PLUS loans)
2. Direct Subsidized Stafford loans
3. Federal Perkins Loans
4. Direct PLUS loans
5. Federal Pell Grants for which a return of funds is required
6. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
7. Iraq and Afghanistan Service Grant, for which a return is required

NOTE: After the institution has allocated the unearned aid, any amount owed by the student to a grant program is reduced by 50 percent. Unearned loan funds received by the student are paid back as per the terms of the borrower's promissory note.

An example of the Federal Return of Funds Policy is as follows:

Assume that a student started the College on January 3rd and was scheduled to complete the first payment period within 70 calendar days. However, because of unforeseen circumstances, the student withdrew on February 8th completing 37 calendar days. While in school, Title IV in the amount of \$3,062 was disbursed on the student's behalf (Federal Pell Grant of \$1,850, Federal SEOG of \$50 and Federal Stafford Loan of \$1,162). In order to calculate the unearned aid, the calculation would be as follows:

37	/	70	=	52.85%
<i>calendar days completed</i>		<i>calendar days in the payment period</i>		<i>percentage of earned Title IV aid</i>
52.85%	X	\$3062	=	\$1619.80
<i>percentage of earned Title IV aid</i>		<i>Title IV disbursed</i>		<i>Title IV earned</i>
\$3062	-	\$1619.80	=	\$1442.20
<i>Title IV disbursed</i>		<i>Title IV earned</i>		<i>Title IV aid to be returned (unearned aid)</i>

SBBCollege must then calculate the unearned institutional charges:

\$3420	X	47.1%	=	\$1610.82
<i>institutional charges for the payment period</i>		<i>reciprocal of percentage of earned Title IV aid</i>		<i>unearned institutional charges</i>

As required, SBBCollege must return the lesser of the total unearned aid or the unearned institution charges for the payment period. In this example, the College must return \$1,442.20 in the order specified by law (as indicated in section F above). It is important to note that in some cases, financial aid earned by the student may not cover the amount of tuition owed to SBBCollege for the portion of college attended. In these cases, it is necessary for the student to make satisfactory payment arrangements with the Financial Services Department.

Cancellation Policies

SBBCollege is required to comply with the cancellation policy requirements outlined in the California Private Postsecondary Education Act of 2009) *In addition, for students attending the Santa Maria Campus, the College is required to comply with the cancellation policy requirements found within the Accrediting Commission of Career Schools*

and College's (ACCSC) Standards of Accreditation. For Santa Maria students who request to cancel their enrollment, the College will evaluate both policies to determine which requirement is most beneficial to the student and apply that standard. *For students attending other SBBCollege locations and request to cancel their enrollment, the College will apply the requirements of the California Private Postsecondary Education Act of 2009.* Refer to the Catalog Addendum for the current application fee cost.

Student's Right to Cancel (CA Private Postsecondary Education Act of 2009)

- A. Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, students also have the right to stop school at any time; they have the right to receive a pro rata refund if they have completed 60 percent or less of the period of attendance.
- B. Cancellation may occur when students provide a written notice of cancellation by mail or by hand delivery at the students' place of training:
 - Santa Maria Campus, 303 East Plaza Drive, Santa Maria, California 93454
 - Bakersfield Campus, 5300 California Avenue, Bakersfield, California 93309
 - Rancho Mirage Campus, 34-275 Monterey Avenue, Rancho Mirage, California 92270
- C. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
- D. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
- E. If the Enrollment Agreement is canceled the school will refund all money paid. If students are issued books or equipment and cancel their agreement for a program of instruction, the students are required to return the books or equipment within 30 days of the enrollment agreement being canceled. A student who does not return the books or equipment, will be assessed a Computer and Sales Tax Fee. The total will not exceed \$395.00.

Cancellation Policy (Accrediting Commission of Career Schools and Colleges)

The Santa Maria Campus is accredited by the Accrediting Commission of Career Schools and College. Therefore, the following Cancellation policy may be applicable to students who have cancelled their enrollment from the Santa Maria Campus.

- A. Students who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.
- B. All monies paid by a student must be refunded if requested within three days after signing an enrollment agreement and making an initial payment. A student requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but in no event may the school retain more than \$150.

Withdrawal from the Program

Students may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if they have completed 60 percent or less of the scheduled days in the current payment period in their program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00. If a student has completed 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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

1. The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
2. The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the College
3. The student has failed to attend class for 14 calendar days.
4. The student fails to return from a leave of absence.
5. The student fails to return to school after providing the College written confirmation of future attendance. The date of the school's determination that the student withdrew will be no later than the date the student was scheduled to resume attendance.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the payment period (total institutional charge, minus non-refundable fees, divided by the number of days in the payment period), multiplied by the number of days scheduled to attend, prior to withdrawal.

For programs beyond the current "payment period," if the student withdraws prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

The College will refund funds for which it is responsible as soon as possible but no later than 45 days from the determination date of withdrawal.

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day SBBCollege receives a request for access. A student should submit to the Registrar, Academic Dean, Head of the Academic Department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College's 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 College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 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 College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
 - If the College decides not to amend the record as requested, the 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.
- The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- The 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 is a person employed by the College in an administrative, supervisory, academic, or support staff position; a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.
- Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College 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

SBBCollege may disclose, without consent, “directory” information. The College considers the following information directory information and may disclose this information to the public: student’s name, dates of attendance, veteran status, if applicable, the degree or diploma earned and any possible awards the student has earned.

A student can request in writing to not disclose this information to the public. Requests must be made within 30 days of starting school.

SFA Policy on the Retention of Student Records

Records for students receiving financial aid will be retained by SBBCollege for a minimum of five years from the end of the award year for which the student aid was awarded or five years from the end of the award year in which the student last attended – whichever is later. All records required by the State of California Reform Act will be maintained for a minimum of five years, and student transcripts will be maintained permanently.

Privacy and Security

Any information or data collected and stored by SBBCollege, and its service providers, is considered the property of the College. The data will not be used by the College in any manner not approved by the student and will not be shared with any third parties without prior consent of the student. Access to the data shall be restricted except to the extent that the College’s associates must access the data to provide services for the student. In any event, SBBCollege maintains physical, procedural, and electronic safeguards to protect data from being accessed by unauthorized parties.

General Academic Information

The General Academic Information section of the College's catalog is applicable for Undergraduate and Graduate program students.

Faculty

SBBCollege faculty members are selected for their academic qualifications and, whenever possible, real-world business experience. In this way, SBBCollege faculty can provide a solid classroom education with real-world insights. Many of the faculty have advanced degrees, hold industry certifications, or have excelled in their particular business endeavors. As professionals in the fields in which they teach, these faculty members bring to SBBCollege students the benefits of their practical professional experiences.

Curriculum

SBBCollege provides a specialized curriculum to meet the needs of career-oriented students. The curriculum is therefore structured to prepare graduates for specific employment opportunities in the workplace.

Classroom Size

SBBCollege places maximum student to teacher ratios on classes to ensure an academically conducive learning environment for students and instructors. The maximum number of students in a lecture setting is 30 and 25 in a laboratory setting. However, as permitted by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), the Vocational Nursing program may have up to 36 students at the Bakersfield campus, 35 students at the Santa Maria campus, and 20 students at the Rancho Mirage campus for the lecture portion of the class. The same number of students may be permitted in the laboratory portion of the class, but with additional faculty as required by BVNPT.

Externship

In the job market, having in-field experience before graduation is a great advantage. Externship courses provide on-the-job experience as a continuation of the student's education. The student will gain experience in an actual work environment and will receive a better understanding of his/her chosen career.

Externship courses may be required for graduation in some programs of study at SBBCollege. Therefore, the student is expected to work collaboratively with the Career Services Department to identify an appropriate site approximately 15 weeks prior to enrollment in the externship course. Because the externship is educational, compensation should not be expected.

Equipment

SBBCollege will make available to all students the equipment necessary to acquire the skills desired for gainful employment. Students are instructed, through a curriculum that is designed to provide a hands-on experience, to use, practice and understand different equipment. The College promotes proper care and respect in the use of any equipment.

Students enrolled at a residential campus are provided a laptop computer with Wi-Fi capabilities and Internet access. These devices ensure that each student has access to required software and other online learning resources including eBooks, electronic library databases, and course specific links required of the curriculum.

Laboratory classrooms are equipped with sinks, instruments and exam tables, tools and work stations, other miscellaneous equipment appropriate to the courses taught. Laboratory classroom needs are reviewed and changes made as determined in scheduled curriculum reviews.

Television and video equipment, overhead projectors, and data projectors are available at each campus and may be used in instruction. All classrooms contain desks or tables and seating suited to the learning activities required for instruction. Classrooms at each campus are equipped with white boards and bulletin boards as necessary.

Attendance

The College encourages its students to establish good attendance practices and believes that students must attend class if they are to be well-prepared for the workplace.

Attendance Guidelines for Residential Campus Courses

Attendance is taken every class meeting and any student not physically in class will be marked absent. SBBCollege does not differentiate between excused and unexcused absences. Each missed class meeting constitutes an absence and this absence is recorded in the student's permanent record. While the student is encouraged and advised to make up any assignments that were missed due to any absences; these absences cannot be removed from the attendance records.

A minimum of ninety percent (90%) attendance in each course is necessary in order to fulfill the requirements of the course and receive the earned grade. To meet the 90% attendance requirement, any classes missed in excess of ten percent (10%) of the scheduled hours must be made up through assignment completion as determined by the classroom instructor. Students are not allowed to be absent more than thirty-three percent (33%) of the total clock hours for each course. Exceeding that factor may result in automatic withdrawal from the course.

Policies regarding tardiness are established by the individual classroom instructors.

Attendance Guidelines for Vocational Nursing Courses

The College's attendance policy requires 90% attendance in each course to receive a passing grade. However, The Board of Vocational Nursing and Psychiatric Technicians (BVNPT) regulates the number of hours to complete a vocational nursing program and requires 100% attendance or completion of all 1600 hours to graduate. Therefore, all missed time must be made up through assignment completion, skills practice in the nursing lab, or practicum at a designated clinical site as appropriate. Chronic absenteeism may result in dismissal from the vocational nursing program. The SBBCollege Vocational Nursing Student Handbook outlines the College's attendance and tardiness policies in more detail to ensure students are aware of program expectations.

Attendance Guidelines for Distance Education Courses

At the beginning of each course, each instructor will provide students with a course outline specifying weekly activities, due dates and grading policy. Participation is required in order to receive weekly attendance. Participation is defined as submission of any coursework for the class. Additionally:

The class week begins each Monday at 12:01 a.m. and ends on Sunday 9:00 p.m. (Pacific).

Students are required to participate in assignments and discussions daily, as assigned, to earn attendance for the week.

In order to have sufficient time to complete weekly assignments and participate in weekly activities, students are expected to login daily.

If the student does not meet the weekly participation required by the instructor, the student may be withdrawn from that course and will be responsible for all incurred charges.

Policies regarding tardiness are established by the individual classroom instructors.

Make-Up Work

Students should be encouraged to make-up work missed due to an absence. The decision as to whether or not to accept the make-up work is ultimately left to the course instructor. The ability to make-up work should be based on consistent standards set by the instructor and outlined in the course syllabus. Time limits or grade adjustments, if used by the instructor, should be applied consistently. It is generally not advisable to have extremely strict (i.e. no make-up work accepted) or extremely liberal (i.e. all make-up work accepted at any time) standards for accepting make-up work. Instructors who employ an extremely strict or liberal policy should be given additional guidance to help facilitate student success. The major goal of make-up work is to give students an opportunity to acquire the missed information and demonstrate an understanding despite the absence within reason.

Requests for Program Changes

All program changes must be approved by the Academic Department. Students who wish to make a program change should request the change in writing to the Academic Dean. A student may change programs a maximum of three times. Program changes require students to sign a new enrollment agreement and may affect the amount and disbursement dates of their financial aid. Consequently, a student must meet with the Financial Services Coordinator before a program change can be completed.

Add/Drop Period

Students may add or drop a course on or before the Sunday after the course starts. The request must be made in writing.

If a student elects to add a subject, the addition of one or more courses will cause an increase in the student's tuition charge for the term.

If a student elects to drop a course, it will no longer appear on the student's transcript. The student will not be charged tuition for the course. However, courses dropped after the Add/Drop period will appear on the student's transcript with a grade of Withdraw-Passing (WP) or Withdraw-Failing (WF). Tuition will be charged for any courses dropped after the Add/Drop period.

Withdrawal Procedures

A student who officially withdraws from SBBCollege must complete an Application for Withdrawal, available from the Academic Department. Notification of withdrawal to an instructor does not constitute an official withdrawal.

Before withdrawing from a program, a student is encouraged to discuss this decision with instructors and to make use of available advising services. A student who withdraws from one or all courses will receive a grade of 'WP' or 'WF'.

A student who does not officially withdraw will be dropped automatically from enrollment and their determined date of withdrawal will occur when

- the student has failed to attend class for 14 calendar days,
- the student fails to return from an approved leave of absence or
- the student fails to return to school after providing the College written confirmation of future attendance. The date the College determines that the student has withdrawn will be no later than the date the student was scheduled to resume attendance.

Grading Policy

Grades are recorded for each course as follows:

Grade	Scale	Vocational Nursing Scale	Point	Value
A	90 – 100	93 – 100	4.0	Excellent
B	80 – 89	85 – 92	3.0	Above Average
C	70 – 79	77 – 84	2.0	Average
D	60 – 69	69 – 76	1.0	Below Average
F	59 and below	68 and below	0.0	Failure
S			N/A	Satisfactory
US			N/A	Unsatisfactory
P			N/A	Pass
I			N/A	Incomplete
WP			N/A	Withdrawal – Passing
WF			N/A	Withdrawal – Failing
TC			N/A	Advanced-Standing Credit
TR			N/A	Transfer of Credit
TO			N/A	Test Out

'S' and 'US' grades are used for selected courses only (see course descriptions). Satisfactory/Unsatisfactory courses are counted as credits completed and credits attempted but not in CGPA computation.

'P' is used for selected courses only (see course descriptions). Pass/Fail courses are counted as credits completed and credit attempted but not in CGPA computation.

'TR' and 'TC' grades are applied to credit granted for transfer of credit.

'TO' grades are applied to credit granted for test out.

Distance Education Grading Policy

For students attending Distance Education courses, in order to successfully complete all required assignments and attain a satisfactory grade in each course, additional logins and/or make-up assignments may be assigned by the instructor as course requirements. Student participation will be monitored and graded by the instructor and will include any or all of the following:

Students must post responses to instructor's discussions and respond to classmates. If a student fails to attend, post, or does not show a substantive posting on the day of the post, the student may not receive grade points or credit for the assignment.

Students will read materials posted online and complete course activities as needed to prepare for the weekly quiz.

In order to be eligible to receive full grade for any assignments, students must pay attention to submission deadlines. All assignments should be submitted and/or completed by the due date. (Students are advised not to procrastinate when completing or submitting assignments as technical problems, while not expected, may arise.)

Courses are taught synchronously and asynchronously as required by instructors to meet course objectives.

Up to two days will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's response or evaluation.

Repeating Courses

SBBCollege encourages all students to attend classes daily and complete all coursework as scheduled. At the same time, the College recognizes that students may occasionally have difficulties with successfully completing courses. However, students who withdraw or fail a class resulting in a grade of WP, WF, US or F for one or more classes on their transcript must repeat and pay for each of these classes prior to graduation.

Repeating a course may have an effect on a student's financial aid. A student may receive financial aid for repeated courses, however the amount of aid may not be enough to cover any additional tuition charges and financial aid eligibility will differ by student.

In some instances, courses in which a student has received a passing grade may also be repeated whether to meet the requirements of satisfactory academic progress or based on a student request. If the student is in a term based program a repeated course may be counted towards enrollment status and financial aid may be awarded for this course. However; this aid can only be for the first time only (i.e. one repetition per class).

Incomplete Courses

Students with extenuating circumstances may apply for an extension of seven (7) calendar days following the last day of a module to complete work for courses in which an "I" grade is received. Applications for extension must be submitted to the instructor and approved by the Academic Dean no later than the last day of class. Courses indicating 'I' at the end of the seven (7) days will automatically become the earned grade and will be calculated in the CGPA as well as the ICR.

Reentry

A student who withdraws from or is dismissed by any SBBCollege campus or CAU may petition, in writing, for readmission to the Academic Dean. The written petition should address the reason(s) leading to the withdrawal or dismissal; how the student's situation has since changed; and the student's current plans to ensure successful completion of the program. The written petition, recommendation from the Academic Dean and student file will be reviewed by the College's Admissions Review Committee. The Committee will also consider such factors as the student's prior satisfactory academic progress, previous attendance, and attitude in making a decision for readmission. The student will be notified in writing of the Committee's decision. The College is not obligated to readmit any student.

A student accepted for readmission at the same SBBCollege campus will reenter with the same academic standing he/she had at the time of withdrawal or dismissal. Prior to reentry, a student must meet with a Financial Services Coordinator to determine financial aid eligibility and to sign a new enrollment agreement. After an evaluation by the Academic Department, the student may receive credit for coursework previously completed. A student may be readmitted one (1) time unless the On-Site Administrator determines that extenuating circumstances exist. Additionally, the student will be placed into the most current catalog version of the program.

A student who wishes to re-enter the Vocational Nursing program, but has been out of school for one year or more, may be required to audit the courses he/she previously completed successfully before being allowed to return to the

program. Once the previous coursework has been successfully audited, the student will be eligible for re-entry. There will be no charges assessed for auditing courses nor will a student receive academic credit on his/her transcript.

Awarding of Degrees, Diplomas and Certificates

Degrees and diplomas are awarded to full-program graduates. Certificates of completion are awarded to students who complete specific courses or complete programs fewer than 600 clock hours. The specific academic credential awarded upon successfully completing the graduation requirements is listed in the program description.

Leaves of Absence

Any time students are not in regular attendance, they jeopardize the quality of their program. Therefore, leaves of absence are not encouraged. Students may, however, be granted a leave of absence, the length of which may not be more than 160 calendar days.

Students may be granted more than one leave of absence. However, the leave of absence together with any additional leaves of absence must not exceed 160 calendar days during a 12-month period

A leave of absence involves no additional charge to the student. All leaves must be requested by the student in writing. A student who wishes to request a leave of absence must arrange an interview with the Academic Dean.

A student should be aware that a leave of absence will affect the amount and disbursement dates of the student's financial aid awards. Leaves will also affect the time needed to complete a program, lead to an extension of a student's graduation date, or create inappropriate sequencing of classes. The leave of absence may affect a student's satisfactory academic progress if the leave results in the student receiving grade(s) of 'WP' or 'WF.'

Withdrawal from the Program with Intent to Return

For all programs, except for Vocational Nursing, a student is a withdrawal for Title IV purposes if the student ceases attendance at any point prior to completing the module, unless the College obtains written confirmation from the student at the time of the withdrawal that he/she will attend the very next module. If the College obtains written confirmation of future attendance but the student does not return as scheduled, the student is considered to have withdrawn. For a student considered withdrawn, the determined date of withdrawal will be the date that the student was scheduled to resume attendance.

Definition of Credit

SBBCollege awards academic credit in quarter-credits. For all purposes, 10 contact hours of direct instruction with an additional 20 hours of out-of-class student work = 1 quarter credit; 20 contact hours of work in laboratory activities = 1 quarter credit; and 30 hours of practicum (or externship) = 1 quarter credit. A contact hour is equal to 50 minutes of instruction.

Out-of-Class Student Work Expectation (Homework Policy)

For every hour of classroom or direct faculty instruction, a minimum of two hours of out-of-class student work is required each week throughout the course. The out-of-class work represents the intended learning outcomes for the course and is verified by evidence of student achievement. Out-of-class work may include, but is not limited to learning activities such as outside reading, written assignments, research projects, and test preparation.

SBBCollege and its students have a shared responsibility for success. The College will provide students with the necessary learning resources, tutoring, and other student services. At the same time, students are expected to utilize these resources and services in a responsible manner in order to facilitate their success. Accordingly, the College requires that students understand what is expected of them as full-time students carrying a full load of classes.

All students are expected to attend class regularly. Furthermore, a significant amount of homework and preparation for class is required outside the class contact hours. Full-time students carrying a load of three to four classes should expect to dedicate between 36 and 45 hours of time every week to their schooling as follows:

12 – 15	+	24 – 30	=	36 – 45
Contact Hours		Homework Hours		TOTAL Hours of Work Each Week

It is evident from the above calculations that carrying a full-time course load at school is approximately equivalent to being employed full-time at a job. Therefore, students who are unable to meet these requirements and dedicate the necessary time to their studies should consider registering for less than a full-time course load. These students should meet with the Academic department on campus to discuss their schedule and specific needs.

Changes Disclosure

Due to the many changes that occur in both the workplace and education, it is impossible to guarantee long-standing particulars. SBBCollege, therefore, reserves the right to add to or delete from certain courses, programs or areas of study as circumstances may require; to make faculty changes; and to modify tuition rates, with every effort made to protect the student against any hardships that may result from such changes.

Student Conduct

Students attending the College must conduct themselves in an orderly and considerate manner at all times when on the College premises. Students must be present for classes and labs in a coherent and receptive condition. Any behavior that disrupts the College’s environment is not acceptable and may lead to probation, suspension or dismissal from the College. This includes:

- Cheating;
- Plagiarism;
- Disruptive behavior in classroom, labs, externship sites or on school grounds;
- Harassment;
- Fighting;
- Use of profanity or abusive language;
- Habitual tardiness;
- Failure to make-up work;
- Failure to participate in classroom projects;
- Vandalism of school property;
- Theft of school property or another person’s property;
- The use, sale, distribution or under the influence of alcohol or drugs;
- Invading another’s privacy;
- Disrespect of faculty, staff or another student;
- Any type of sexual assault, domestic violence, dating violence and/or stalking, as described in the College’s Annual Security Report;
- Possession of weapons on campus;
- Violation of the Acceptable Use Policy or the Copyright Policies and
- Any other reason determined to be in the best interests of SBBCollege, its staff or other students.

Use of cell phones is not permitted during any class or lab session, at externship sites, and should be kept to a minimum while on campus. Faculty and staff have the right to confiscate cell phones used during scheduled class, lab or externship periods.

Smoking in any building is also prohibited. Smoking is permitted only in designated areas.

In addition, children are not allowed in class or on campus at any time. Visitors to the College are not allowed in class or on campus unless the Academic Dean has been notified of their visit in advance.

Certain programs may have specific conduct policies, and violation of those specific conduct policies may result in disciplinary action.

Veterans' Bulletin

This Veterans' Bulletin includes those items not specifically addressed elsewhere in this catalog.

Credit Evaluation Policy

To ensure coursework is not duplicated, SBBCollege will accept courses taken for credit from other accredited colleges, universities or specified schools, as well as training received during military duty, for transfer of credit toward veterans' programs at SBBCollege for subjects in which the course content is comparable to the College's courses. If the program is thereby shortened, the Veterans Administration will be notified.

Academic and Attendance Standard

The Veteran's Administration (VA) requires that all students receiving veteran educational benefits maintain satisfactory academic progress (SAP) toward their program of study as outlined within the Academic Information-Undergraduate Student and the Academic Information-Graduate Students sections of the Catalog.

The two components of SAP are the qualitative component (cumulative grade point average) and the quantitative component (earned credits divided by attempted credits or incremental completion rate). A student's progress will be evaluated at the end of each term or payment period to determine SAP. A student who does not meet the standards of SAP at any given evaluation point will be notified and placed on either financial aid warning/financial aid probation or be dismissed as a regular student. Furthermore, all students receiving VA benefits must meet the required minimum cumulative grade point average (CGPA) and incremental completion rate (ICR) at each evaluation point to remain eligible for VA benefits.

A student who allows his/her CGPA or ICR to fall below the required minimums will be placed on financial aid warning for a maximum of one (1) warning term or payment period to meet the satisfactory academic progress (SAP) standards. If the student fails to come into compliance with the SAP standards at the end of the warning term or payment period, the student will be dismissed from the program.

The student may submit a written appeal of the dismissal determination if mitigating circumstances have occurred. If the appeal is granted by the Academic Dean, he/she will be placed on probation. However, if it is determined that the student will not make satisfactory academic progress by the end of the term or payment period in which he/she is on probation, a written academic plan must be developed by the Academic Dean and signed by the student within ten (10) calendar days after the close of the warning term. The plan is designed to ensure the student will be able to meet the standards of satisfactory academic progress within two probationary terms or payment periods.

In order for the student to qualify to remain enrolled in school, he/she must meet the required CGPA and ICR standards by the end of the first term or payment period in which he/she is on probation or be successful in following the academic plan. If the requirements are not met, the student will be dismissed from the program of study.

Regular attendance is expected of all students. If it is necessary for a student to be absent at any time, he/she is required to notify the College in advance. If excessive absenteeism affects a student's academic progress, he/she could be placed on warning. Excessive absence from a class is cause for an instructor to drop a student from the class or to assign an 'F,' 'I,' 'US,' 'WP' or 'WF' for the class.

The campus administration may require attendance on Fridays in the event a student is absent from a regularly scheduled class on Monday through Thursday. Instructors may require a student's attendance on Fridays when the student may benefit from additional instruction.

In compliance with veterans' regulations, absences from classes on legal holidays are permitted when the campus is closed. Time off on Fridays and during the winter break is counted as a period of non-attendance.

Instructional Schedule

Training in all courses is offered Monday through Thursday. Campuses are open until classes are concluded, except on legal holidays and during holiday breaks. Class periods are 50 minutes in length. Training in all Distance Education courses is offered Monday through Sunday. Administrative business hours are 8:00 a.m. until 7:00 p.m. (Pacific), Monday through Thursday and 8:00 a.m. until 5:00 p.m. on Fridays except on legal holidays and breaks. For specific class times, refer to the Catalog Addendum.

Readmission Requirements for Servicemembers

SBBCollege will not deny readmission to a servicemember of the uniformed services for reasons relating to that service. In addition, a student who is readmitted under this section will be readmitted with the same academic status as the student had when he/she last attended the College. An affected servicemember is any individual who is a member of, applies to be a member of, or performs, has performed, applies to perform, or has the obligation to perform, service in the uniformed services. This applies to service in the uniformed services, whether voluntary or involuntary, on active duty in the Armed Forces, including service as a member of the National Guard or Reserve, for a period of more than

30 days under a call or order to active duty of more than 30 days.

Any student whose absence from SBBCollege is necessitated by reason of service in the uniformed services is entitled to readmission if:

- The student (or an appropriate officer of the Armed Forces or official of the Department of Defense) gives advance written or verbal notice of such service to the Academic Dean;
- The cumulative length of the absence and of all previous absences from the College by reason of service in the uniformed services does not exceed five years; and
- Except as otherwise provided in this section, the student submits a notification of intent to reenroll in the College.

However, no advance notice by the student is required if the giving of such notice is precluded by military necessity, such as a mission, operation, exercise, or requirement that is classified; or a pending or ongoing mission, operation, exercise, or requirement that may be compromised or otherwise adversely affected by public knowledge. In addition, any student (or an appropriate officer of the Armed Forces or official of the Department of Defense) who did not give advance notice of service to the Academic Dean may meet the notice requirement by submitting, at the time the student seeks readmission, an attestation that the student performed service in the uniformed services that necessitated the student's absence from the College.

When determining the cumulative length of the student's absence for service, the period of service does not include any service:

- That is required, beyond five years, to complete an initial period of obligated service;
- During which the student was unable to obtain orders releasing the student from a period of service in the uniformed services before the expiration of the five-year period and the inability to obtain those orders was through no fault of the student; or
- Performed by a member of the Armed Forces (including the National Guard and Reserves) who is ordered to or retained on active duty under section 688, 12301(a), 12301(g), 12302, 12304, or 12305 of Title 10, U.S.C., or under section 331, 332, 359, 360, 367, or 712 of Title 14, U.S.C.;
- Ordered to or retained on active duty (other than for training) under any provision of law because of a war or national emergency declared by the President or the Congress;
- Ordered to active duty (other than for training) in support of an operational mission for which personnel have been ordered to active duty under section 12304 of Title 10, U.S.C.;
- Ordered to active duty in support of a critical mission or requirement of the Armed Forces (including the National Guard or Reserve); or

- Called into Federal service as a member of the National Guard under chapter 15 of Title 10, U.S.C., or section 12406 of Title 10, U.S.C.

An affected servicemember must, upon the completion of a period of service in the uniformed services, notify SBBCollege of his/her intent to return to the College no later than three years after the completion of the period of service. However, a student who is hospitalized for or convalescing from an illness or injury incurred in or aggravated during the performance of service in the uniformed services must notify the College of his/her intent to return no later than two years after the end of the period that is necessary for recovery from such illness or injury. A student who fails to apply for readmission within the required period does not automatically forfeit eligibility for readmission, but is subject to the College's established leave of absence policy and general practices.

A student who submits an application for readmission to SBBCollege must provide documentation to establish:

- The student has not exceeded the specified service limitations; and
- The student's eligibility for readmission has not been terminated.

SBBCollege will not delay or attempt to avoid a readmission of a student under this section by demanding documentation that does not exist, or is not readily available, at the time of readmission.

A student's eligibility for readmission under this section by reason of such student's service in the uniformed services terminates upon the occurrence of any of the following events:

- A separation of such person from the Armed Forces (including the National Guard and Reserves) with a dishonorable or bad conduct discharge;
- A dismissal of such person permitted under section 1161(a) of Title 10, U.S.C.; or
- A dropping of such person from the rolls pursuant to section 1161(b) of Title 10, U.S.C.

Reimbursement to Veterans and Eligible Persons

For information or for resolution of specific payment problems, the veteran should call or write the Veterans Administration Regional Office:

Department of Veterans Affairs
P.O. Box 8888, Muskogee, OK 74402
(888) 442-4551
www.gibill.va.gov

Academic Information

Satisfactory Academic and Financial Aid Progress

Satisfactory academic progress (SAP) is required of all students and is necessary in order to maintain eligibility for federal financial aid programs. The two components of SAP are the qualitative component (cumulative grade point average) and the quantitative component (earned credits divided by attempted credits or incremental completion rate). A student's progress will be evaluated at the end of each term or payment period to determine SAP. A student who does not meet the standards of SAP at any given evaluation point will be notified and placed on either financial aid warning/financial aid probation or be dismissed as a regular student.

Academic Year

For undergraduate programs, federal regulations require SBBCollege to establish an academic year that meets the minimum requirements: 30 weeks and 36 quarter credits.

Program	Credits Hours	Weeks
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Bachelor of Science Degree Programs

Business Administration	36 Credits	30
Healthcare Administration	36 Credits	30

Associate of Science Degree Programs

Business Administration	36 Credits	30
Medical Assisting	36 Credits	30
Medical Office Administration	36 Credits	30
Paralegal Studies	36 Credits	30

Diploma Programs

Heating, Ventilation and Air Conditioning	36 Credits*	40
Medical Assisting	36 Credits	30
Medical Office Administration	36 Credits	30
Vocational Nursing	36 Credits*	30

*For financial aid purposes, this program's academic year is based on a clock hour to credit hour conversion. It is funded based on 25 clock hours equaling 1 credit hour.

Enrollment Status

For the College's undergraduate programs, SBBCollege defines full-time enrollment status as 12 credit hours of regularly scheduled instruction or examination per term. Half-time enrollment is considered half of the full-time status.

Maximum Time Frame

A student must complete all coursework in no more than 1.5 times the normal program length (referred to as maximum time frame), as measured by the credit hours required for completion of the program. For example, a student in a 94 quarter credit hour associate's degree program must complete the program in no more than 141 attempted credit hours. For a student attempting the BASICS coursework, the credits for BASICS will be added to the program's credits to determine maximum time frame.

Failure to Successfully Complete Program within Maximum Time Frame

A student is not permitted to exceed the maximum time frame for completion of his/her program. The student will be dismissed from the program of study when it is determined he/she will not be able to complete the program without exceeding the maximum time frame.

Required Minimum Academic Achievement

In order to be considered in satisfactory academic progress, a student must have earned the following cumulative grade point average (CGPA) and incremental completion rate (ICR) at the following evaluation points:

Undergraduate Diploma Programs

Required Evaluation Point	Minimum CGPA	Minimum ICR
The end of the first term	1.5	60%
The end of the second term	1.75	60%
The end of the third term and all subsequent terms	2.00	66.67%

Undergraduate Degree Programs

Required Evaluation Point	Minimum CGPA	Minimum ICR
The end of the first term	1.0	55%
The end of the second term	1.25	60%
The end of the third term	1.5	60%
The end of the fourth term	1.75	60%
The end of the fifth term and all subsequent terms	2.0	66.67%

All students receiving veteran education benefits must attain a cumulative grade point average (CGPA) of 2.0 and incremental completion rate (ICR) of 66.67% at each evaluation point to remain eligible for VA benefits. See the Veteran's Bulletin within this Catalog for detailed information.

The Required Minimum Academic Achievement standards above are not applicable for Vocational Nursing students. In order to maintain Satisfactory Academic Progress, all Vocational Nursing students must minimally achieve a grade of "C" or better and pass (P) grades in each course. Vocational Nursing students are not eligible for Financial Aid Warning or Financial Aid Probation statuses and will be dismissed from the program if they do not achieve a grade of "C" or better or pass (P) grade in each course.

Effect of Attendance on Satisfactory Academic Progress

A student is expected to maintain good attendance and follow the established attendance policy. In the event a student fails to maintain the required attendance standard in any course, he/she will be withdrawn from the course, which will result in a 'WP' or 'WF' grade.

Effect of Grades on Satisfactory Academic Progress

Courses with grades of 'F,' 'I,' 'US,' 'WP,' or 'WF' are not counted as credits successfully completed, but are counted as credits attempted and will therefore affect the ICR. Grades of 'I,' 'P,' 'S,' 'US,' 'WP' and 'WF' are not used in the calculation of CGPA.

Students with extenuating circumstances may apply for an extension of seven (7) calendar days following the last day of a module to complete work for courses in which an "I" grade is received. Applications for extension must be submitted to the instructor and approved by the Academic Dean no later than the last day of class. Courses indicating 'I' at the end of the seven (7) days will automatically become the earned grade and will be calculated in the CGPA as well as the ICR.

Effect of Credit for Previous Training on Satisfactory Academic Progress

Credit for previous training (transfer of credit), test out credit or advanced standing credit will be counted as both completed and attempted credits when calculating the ICR and for determining the maximum time frame. However, the credits will not count in the CGPA.

Effect of BASICS Coursework on Satisfactory Academic Progress

Credit for remedial coursework (BASICS) will be counted when calculating the ICR and for determining the maximum time frame. However, the credits will not count in the CGPA and do not count toward the total number of credits required to graduate from any program of study.

Effect of Repeating a Course on Satisfactory Academic Progress

A student is required to repeat any course in which he/she has received a grade of "F" or "US" or has withdrawn from prior to completion. The new grade will replace the original grade for the purpose of calculating the CGPA. However, both courses will be considered credits attempted for the purpose of determining ICR.

Effect of Program Change on Satisfactory Academic Progress

A student who changes programs must submit a written request for a program change. The Academic Dean will complete an Enrollment Modification Form identifying which courses have been completed and which, if any, count toward the graduation requirements of the new program. Depending on the program, one of the following procedures will apply:

All coursework that applies to the new program will be used in the calculation of satisfactory academic progress, including both the CGPA and ICR. The student will need to sign a new enrollment agreement for the new program; or

If there are no relevant courses applicable to the new program, the student will begin the new curriculum with a new normal program length, maximum time frame, CGPA and ICR. The student will need to sign a new enrollment agreement for the new program.

Additional Degree-Seeking Students

Students who successfully complete a program at SBBCollege may be allowed to re-enroll in another program. In order to enroll, they must reapply to the College as a new enrollment following the completion of all admissions requirements. If admitted, all credits that apply to the new program of study will count as both completed and attempted when calculating the ICR, maximum time frame and CGPA.

Financial Aid Warning, Appeals & Financial Aid Probation

Financial Aid Warning, Appeals and Financial Aid Probation applies to all students who are enrolled in an academic program of study and are not maintaining satisfactory academic progress, regardless of whether or not the student receives financial aid.

Financial Aid Warning

A student who does not maintain satisfactory academic progress will be placed on warning for a maximum of one (1) term or payment period. A student placed on warning will be notified within the ten (10) calendar days following the last day of the term in which he/she failed to maintain satisfactory academic progress. The student on warning will be advised and provided tutoring, if needed, in order to improve his/her CGPA and/or ICR. A student on warning will remain eligible for financial aid. At the end of the term or payment period in which the student is on warning, if the academic record is not in compliance with the standards of satisfactory academic progress, the student will be dismissed from the program of study. The student may submit a written appeal of the dismissal determination if mitigating circumstances have occurred. If granted, this would allow the student to remain enrolled in their program of study under a financial aid probation status.

Appeals

A student who wishes to appeal the determination that he/she is not making satisfactory academic progress due to mitigating circumstances, may submit a written appeal within ten (10) calendar days after the close of the current module to the Academic Dean for review. The written appeal should include a detailed explanation and documentation of the following:

- Current academic status of the student.
- Mitigating circumstances that led to the student's current academic status.
- How the student's situation has changed.
- The student's plan for achieving required minimum standards of satisfactory academic progress.

The Academic Dean is responsible for determining the appropriateness of the mitigating circumstances in regards to severity, timeliness, and the student's ability to avoid the circumstance. The result of the appeal (granted or denied) will be provided to the student and documented in the student's academic file. If the student's appeal is granted, he/she will be placed on financial aid probation and eligibility for financial aid will be reinstated for one (1) additional term/payment period or meet the parameters of an academic plan.

Financial Aid Probation

A student on financial aid probation may receive financial aid despite the determination that he/she did not maintain satisfactory academic progress. However, if it is determined that the student will not make satisfactory academic progress by the end of the term or payment period in which he/she is on probation, a written academic plan must be developed by the Academic Dean and signed by the student within ten (10) calendar days after the close of the current module. The

plan is designed to ensure the student will be able to meet the standards of satisfactory academic progress by a specified point in time. As part of the academic plan, the Academic Dean may require the student to repeat some or all of the courses in which the student previously received a grade of 'D,' 'F,' 'US,' 'WF,' or 'WP' before attempting any other courses in the program of study.

In order for the student to qualify for further financial aid, he/she must meet the required CGPA and ICR standards by the end of the term or payment period in which he/she is on probation or be successful in following the academic plan. If the requirements are not met, the student will be dismissed from the program of study.

Mitigating Circumstances

Mitigating circumstances may include poor health, death in the family or other significant occurrence outside the control of the student. These circumstances must be documented by the student to demonstrate that they had an adverse impact on the student's academic performance. The student is responsible for providing any requested written verification of mitigating circumstances.

Non-Regular Enrollment Status

A student who has failed to maintain the academic minimums outlined above and is therefore ineligible to remain in regular enrollment may apply to continue his/her studies at the College in a non-regular enrollment status. During this time, the student is not eligible to receive financial aid and must attempt to improve the deficient areas that led to the failure to maintain satisfactory academic progress by retaking courses he/she failed. Upon completion of the non-regular status term, a student who has re-established satisfactory academic progress may apply to the administration to return to a regular student status and reinstate his/her eligibility for financial aid. A meeting will be scheduled between the Academic Dean and the student applying for reinstatement to determine if the student has the academic ability and desire to successfully continue in the program. If reinstated, the student will be placed on financial aid warning for a period of one term or payment period.

Graduation Requirements

To be eligible for graduation, a student must complete each of his/her courses with a passing grade. Further, he/she must have earned at least a cumulative grade point average of 2.0 for undergraduate programs and have satisfactorily taken care of all obligations to the College.

To receive an undergraduate degree or diploma, a student must:

- Be enrolled in a full program.
- Receive a passing grade for all required coursework.
- Achieve a "C" (2.0) cumulative grade point average or above.
- Meet the skill requirements, if any, of the program.

Complete all coursework in no more than 150% of normal program length.

Academic Honors and Graduation Honors

The Dean's Honors List is compiled at the end of each term to honor undergraduate students who have completed 12 or more letter-graded credits during the term with a grade point average (GPA) of 3.50 to 3.99. High Honors is given to those students who have completed 12 or more letter-graded credits during the term with a GPA of 4.00.

Students who graduate with a cumulative grade point average (CGPA) of 3.5 or higher will be recognized at the graduation ceremony with one of the following honors:

High Honors – CGPA of 4.0

Honors – CGPA of 3.50 – 3.99

Academic Programs

Degrees Program

Programs	Santa Maria	Bakersfield	Rancho Mirage
Bachelor of Science Business Administration	X	X	X
Bachelor of Science Business Administration -Distance Education		X	
Bachelor of Science Healthcare Administration – Distance Education		X	
Associate of Science Business Administration	X	X	X
Associate of Science Business Administration - Distance Education		X	
Associate of Science Medical Assisting	X	X	X
Associate of Science Medical Office Administration	X	X	X
Associate of Science Medical Office Administration - Distance Education		X	
Associate of Science Paralegal Studies		X	X
Associate of Science Paralegal Studies - Distance Education		X	

Diploma Programs

Programs	Santa Maria	Bakersfield	Rancho Mirage
Heating, Ventilation and Air Conditioning (Diploma)	X	X	X
Medical Assisting (Diploma)	X	X	X
Medical Office Administration (Diploma)	X	X	X
Medical Office Administration (Diploma) - Distance Education		X	
Vocational Nursing (Diploma)	X	X	X

SBBCollege may limit programs offered based on the number of students available to enter into a program.

Bachelor's Degree Programs

Business Administration

Bachelor of Science Degree	160 Instructional Weeks
C.I.P. Code 52.0204	Department of Labor Standard Occupational Classification (SOC) Code(s): 43-1011.00 - First-Line Supervisors of Office and Administrative Support Workers

The Business Administration baccalaureate degree program provides students with the knowledge, analytical, and interpersonal skills essential for success in a wide variety of sectors of business, industry, government, and non-profit organizations. Students will become proficient in the areas of accounting, finance, general management, marketing, and human resources, among others. Graduates of the program will be well prepared for entry-level supervisory or managerial positions. Graduates of the program will be well prepared for entry-level positions in the field, while also possessing the academic training and soft skills necessary to advance to supervisory or managerial positions.

Number	Course Title	Clock	Credits	Number	Course Title	Clock	Credits
ACC 100	Accounting Principles I	40	4	CIS 110	Microsoft Excel	50	4
ACC 110	Accounting Principles II	40	4	CIS 140	Accounting Software	50	4
ACC 120	Payroll Accounting	40	4	EXT 290	Externship	180	6
ACC 200	Financial Accounting	40	4	<i>Core Totals</i>		1300	114
ACC 300	Managerial Accounting	40	4	BUS 100	College Success	40	4
BUS 120	Introduction to Business	40	4	BUS 200	Professional Resource Development	40	4
BUS 210	Business Communication	40	4	CIS 101	Computer Applications	50	4
BUS 220	Consumer Behavior and Economics	40	4	<i>General Studies Totals</i>		130	12
BUS 230	Business Ethics	40	4	COM 200	Speech Communications	40	4
BUS 240	Business Law	40	4	ECN 210	Microeconomics	40	4
BUS 250	Principles of Marketing	40	4	ECN 220	Macroeconomics	40	4
BUS 260	Personal Finance	40	4	ENG 210	English Composition	40	4
BUS 315	Principles of Management	40	4	ENG 310	Writing Argumentation	40	4
BUS 320	Principles of Supervision	40	4	ENG 330	Introduction to Literature	40	4
BUS 325	Organizational Behavior	40	4	HIS 210	American History	40	4
BUS 340	Business Statistics	40	4	MTH 110	Elementary Algebra	40	4
BUS 345	Introduction to Finance	40	4	MTH 210	Intermediate Algebra	40	4
BUS 350	Business Information Systems	40	4	PSY 200	General Psychology	40	4
BUS 410	Human Resources Management	40	4	SOC 200	Introduction to Sociology	40	4
BUS 430	International Business	40	4	SOC 310	Research Methods	40	4
BUS 440	E-Business Concepts	40	4	SPN 200	Spanish I	40	4
BUS 445	Entrepreneurship	40	4	SPN 210	Spanish II	40	4
BUS 450	Strategic Management	40	4	<i>General Education Totals</i>		560	56
BUS 455	Electronic Business Marketing	40	4	Bachelor's Degree Totals		1990	182
BUS 490	Capstone Project	60	4				

Healthcare Administration

Bachelor of Science Degree	160 Instructional Weeks
C.I.P. Code 51.0711	Department of Labor Standard Occupational Classification (SOC) Code(s): 11-3011.00 - Administrative Services Managers; 43-1011.00 - First-Line Supervisors of Office and Administrative Support Workers

The Healthcare Administration baccalaureate degree program combines a solid foundation in medical administration with an understanding of computer applications, accounting, and advanced coursework in human resources and organizational management. This program is designed to prepare the student for rewarding healthcare careers in hospitals, long-term care facilities, private practice, health insurance companies, and various other organizations that support the healthcare profession. Students will gain a comprehensive understanding of the application of management principles to the healthcare environment. Graduates of the program will be well prepared for entry-level positions in the field, while also possessing the academic training and soft skills necessary to advance to supervisory or managerial positions.

Number	Course Title	Clock	Credits	Number	Course Title	Clock	Credits
ACC 100	Accounting Principles I	40	4	MED 430	Healthcare Marketing	40	4
ACC 110	Accounting Principles II	40	4	MED 440	Strategic Management in Healthcare	40	4
BUS 210	Business Communication	40	4	MED 490	Capstone Project	60	4
BUS 315	Principles of Management	40	4	<i>Core Totals</i>		1280	110
BUS 320	Principles of Supervision	40	4	BUS 100	College Success	40	4
BUS 325	Organizational Behavior	40	4	BUS 200	Professional Resource Development	40	4
BUS 340	Business Statistics	40	4	CIS 101	Computer Applications	50	4
BUS 410	Human Resources Management	40	4	CIS 110	Microsoft Excel	50	4
EXT 290	Externship	180	6	<i>General Studies Totals</i>		180	16
MED 100	Medical Terminology	40	4	COM 200	Speech Communications	40	4
MED 105	Medical Office Procedures	50	4	ECN 210	Microeconomics	40	4
MED 111	Medical Insurance and Coding	50	4	ECN 220	Macroeconomics	40	4
MED 120	Medical Billing Procedures	50	4	ENG 210	English Composition	40	4
MED 130	Electronic Health Records	50	4	ENG 310	Writing Argumentation	40	4
MED 131	Structure and Function of the Human Body I	40	4	ENG 330	Introduction to Literature	40	4
MED 132	Structure and Function of the Human Body II	40	4	HIS 210	American History	40	4
MED 201	Drug Fundamentals	40	4	MTH 110	Elementary Algebra	40	4
MED 215	Advanced Medical Coding	40	4	MTH 210	Intermediate Algebra	40	4
MED 220	Medical Law and Ethics	40	4	PSY 200	General Psychology	40	4
MED 300	Healthcare Delivery Systems	40	4	SOC 200	Introduction to Sociology	40	4
MED 310	Public and Community Health	40	4	SOC 310	Research Methods	40	4
MED 320	Healthcare Finance	40	4	SPN 200	Spanish I	40	4
MED 330	Health Information Management Systems	40	4	SPN 210	Spanish II	40	4
MED 410	Managed Care	40	4	<i>General Education Totals</i>		560	56
Bachelor's Degree Totals						2020	182

Associate's Degree Programs

Business Administration

Associate of Science Degree	90 Instructional Weeks
C.I.P. Code 52.0302	Department of Labor Standard Occupational Classification (SOC) Code(s): 43-9061.00 - Office Clerks, General; 43-3031.00 - Bookkeeping, Accounting, and Auditing Clerks; 43-3051.00 - Payroll and Timekeeping Clerks

The Business Administration associate's degree program provides strong working knowledge of basic business concepts, including accounting principles, the use of accounting software and general office software applications. Students will become proficient in both interpersonal and business communications. Graduates of this program are prepared for entry-level positions as bookkeepers, accounting clerks, and management trainees.

Number	Course Title	Clock	Credits
ACC 100	Accounting Principles I	40	4
ACC 110	Accounting Principles II	40	4
ACC 120	Payroll Accounting	40	4
BUS 120	Introduction to Business	40	4
BUS 210	Business Communication	40	4
BUS 220	Consumer Behavior and Economics	40	4
BUS 230	Business Ethics	40	4
BUS 240	Business Law	40	4
BUS 250	Principles of Marketing	40	4
BUS 260	Personal Finance	40	4
CIS 110	Microsoft Excel	50	4
CIS 140	Accounting Software	50	4
EXT 290	Externship	180	6
<i>Core Totals</i>		680	54
BUS 100	College Success	40	4
BUS 200	Professional Resource Development	40	4
CIS 101	Computer Applications	50	4
<i>General Studies Totals</i>		130	12
COM 200	Speech Communications	40	4
ENG 210	English Composition	40	4
HIS 210	American History	40	4
MTH 110	Elementary Algebra	40	4
MTH 210	Intermediate Algebra	40	4
PSY 200	General Psychology	40	4
SOC 200	Introduction to Sociology	40	4
<i>General Education Totals</i>		280	28
Associate's Degree Totals		1090	94

Medical Assisting

Associate of Science Degree	80 Instructional Weeks
C.I.P. Code 51.0801	Department of Labor Standard Occupational Classification (SOC) Code(s): 31-9092.00 - Medical Assistants

The Medical Assisting associate's degree program prepares students for careers as health care professionals. Students will acquire working knowledge for preparing patients for treatment, assisting the physician, and sterilizing instruments. In addition, the student will learn general medical office procedures, such as scheduling appointments, managing medical records including electronic health records, processing insurance forms, and effective patient communication. Graduates are prepared for entry-level positions in clinical, hospital, and private practice environments and are eligible to sit for the Registered Medical Assistant (RMA) examination and/or the Certified Clinical Medical Assistant (CCMA) examinations.

Number	Course Title	Clock	Credits
EXT 290	Externship	180	6
MED 100	Medical Terminology	40	4
MED 105	Medical Office Procedures	50	4
MED 111	Medical Insurance and Coding	50	4
MED 130	Electronic Health Records	50	4
MED 131	Structure and Function of the Human Body I	40	4
MED 132	Structure and Function of the Human Body II	40	4
MED 201	Drug Fundamentals	40	4
MED 202	Drug Administration	50	4
MED 220	Medical Law and Ethics	40	4
MED 221	Clinical Procedures I	40	2
MED 222	Clinical Procedures II	40	2
MED 255	Advanced Hematology	60	4
<i>Core Totals</i>		720	50
BUS 100	College Success	40	4
BUS 200	Professional Resource Development	40	4
BUS 210	Business Communication	40	4
CIS 101	Computer Applications	50	4
<i>General Studies Totals</i>		170	16
COM 200	Speech Communications	40	4
ENG 210	English Composition	40	4
HIS 210	American History	40	4
MTH 110	Elementary Algebra	40	4
PSY 200	General Psychology	40	4
SOC 200	Introduction to Sociology	40	4
<i>General Education Totals</i>		240	24
Associate's Degree Totals		1130	90

Medical Office Administration

Associate of Science Degree	80 Instructional Weeks
C.I.P. Code 51.0714	Department of Labor Standard Occupational Classification (SOC) Code(s): 43-6013.00 - Medical Secretaries

The Medical Office Administration associate's degree program provides students with the skills necessary for employment in administrative positions in a medical office or facility. The curriculum emphasizes front office skills, medical billing and coding, and integrated computer applications. The program is enhanced with the development of strong general office skills necessary for career advancement. Graduates are prepared for entry-level positions as medical records, health information technicians or medical billers in private practice, clinical, hospital, and insurance billing environments.

EXT 290	Externship	180	6
MED 100	Medical Terminology	40	4
MED 105	Medical Office Procedures	50	4
MED 111	Medical Insurance and Coding	50	4
MED 120	Medical Billing Procedures	50	4
MED 130	Electronic Health Records	50	4
MED 131	Structure and Function of the Human Body I	40	4
MED 132	Structure and Function of the Human Body II	40	4
MED 201	Drug Fundamentals	40	4
MED 215	Advanced Medical Coding	40	4
MED 220	Medical Law and Ethics	40	4
<i>Core Totals</i>		620	46
BUS 100	College Success	40	4
BUS 200	Professional Resource Development	40	4
BUS 210	Business Communications	40	4
CIS 101	Computer Applications	50	4
CIS 110	Microsoft Excel	50	4
<i>General Studies Totals</i>		220	20
COM 200	Speech Communications	40	4
ENG 210	English Composition	40	4
HIS 210	American History	40	4
MTH 110	Elementary Algebra	40	4
PSY 200	General Psychology	40	4
SOC 200	Introduction to Sociology	40	4
<i>General Education Totals</i>		240	24
Associate's Degree Totals		1080	90

Paralegal Studies

Associate of Science Degree	90 Instructional Weeks
C.I.P. Code 22.0302	Department of Labor Standard Occupational Classification (SOC) Code(s): 23-2011.00 - Paralegals and Legal Assistants and 23-2099.00 - Legal Support Workers, All Other

The Paralegal Studies associate's degree program is designed for students to comprehensively cover the theory and application of procedures used in law offices by paralegals, enabling them to assist attorneys in areas such as research, reporting, and the preparation of legal documents, agreements, exhibits, and other relevant tasks prior to trial. Students are also taught client interview skills, basic investigative techniques, how to conduct legal research, and the art of briefing case law. Entry-level employment is primarily in private law offices, but placement opportunities also exist in bank trust departments, insurance companies, government at all levels, and paralegal-only services.

Number	Course Title	Clock	Credits
CIS 150	Legal Software	50	4
EXT 290	Externship	180	6
LEG 100	Ethics for Paralegals	40	4
LEG 105	Introduction to Paralegal Studies	40	4
LEG 110	Criminal Law	40	4
LEG 115	Contract Law	40	4
LEG 120	Civil Law	50	4
LEG 130	Probate/Wills and Trusts	50	4
LEG 140	Family Law	50	4
LEG 200	Employment and Labor Law	40	4
LEG 205	Tort Law	40	4
LEG 251	Legal Research and Writing I	50	4
LEG 252	Legal Research and Writing II	50	4
<i>Core Totals</i>		720	54
BUS 100	College Success	40	4
BUS 200	Professional Resource Development	40	4
CIS 101	Computer Applications	50	4
<i>General Studies Totals</i>		130	12
COM 200	Speech Communications	40	4
ENG 210	English Composition	40	4
HIS 210	American History	40	4
MTH 110	Elementary Algebra	40	4
MTH 210	Intermediate Algebra	40	4
PSY 200	General Psychology	40	4
SOC 200	Introduction to Sociology	40	4
<i>General Education Totals</i>		280	28
Associate's Degree Totals		1130	94

Diploma Programs

Heating, Ventilation and Air Conditioning

Diploma	40 Instructional Weeks
C.I.P. Code 47.0201	Department of Labor Standard Occupational Classification (SOC) Code(s): 49-9021.01 - Heating and Air Conditioning Mechanics and Installers

The Diploma in Heating, Ventilation, and Air Conditioning prepares students for an entry-level career as a craft professional in the heating, ventilation, and air conditioning industry. Students will become proficient in the fundamentals of heating, ventilation and air conditioning. This program provides training to students in the installation, maintenance, and repair of heating, ventilation, cooling, and refrigeration systems that control the temperature and air quality in buildings. Graduates can expect to compete for entry-level positions as a Heating, Ventilation, and Air Conditioning Technician.

Number	Course Title	Clock	Credits
EXT 296	Externship	160	6
HVA 101	Introduction to Heating	45	4
HVA 106	Troubleshooting Heating	40	3
HVA 111	Introduction to Cooling	45	4
HVA 116	Troubleshooting Cooling	40	3
HVA 121	Basic Fundamentals of Refrigeration	45	4
HVA 126	Soldering, Brazing and HVAC Piping	40	3
HVA 132	Basics of Electricity	80	6
HVA 141	Maintenance and Energy Auditing	40	3
HVA 151	Introduction to Air Balancing and Distribution Systems	45	4
HVA 156	Airside and Commercial Systems	45	4
<i>Core Totals</i>		625	42
BUS 200	Professional Resource Development	40	4
<i>General Studies Totals</i>		40	4
Diploma Totals		665	48

Medical Assisting

Diploma	50 Instructional Weeks
C.I.P. Code 51.0801	Department of Labor Standard Occupational Classification (SOC) Code(s): 31-9092.00 - Medical Assistants

The Medical Assisting diploma program prepares students for careers as healthcare professionals. Students will acquire working knowledge for preparing patients for treatment, assisting the physician, and sterilizing instruments. Graduates are prepared for entry-level positions in clinical, hospital, and private practice environments and are eligible to sit for the Registered Medical Assistant (RMA) and/or the Certified Clinical Medical Assistant (CCMA) examinations.

Number	Course Title	Clock	Credits
EXT 290	Externship	180	6
MED 100	Medical Terminology	40	4
MED 105	Medical Office Procedures	50	4
MED 111	Medical Insurance and Coding	50	4
MED 130	Electronic Health Records	50	4
MED 131	Structure and Function of the Human Body I	40	4
MED 132	Structure and Function of the Human Body II	40	4
MED 201	Drug Fundamentals	40	4
MED 202	Drug Administration	50	4
MED 220	Medical Law and Ethics	40	4
MED 221	Clinical Procedures I	40	2
MED 222	Clinical Procedures II	40	2
<i>Core Totals</i>		660	46
BUS 100	College Success	40	4
BUS 200	Professional Resource Development	40	4
<i>General Studies Totals</i>		80	8
Diploma Totals		730	54

Medical Office Administration

Diploma	50 Instructional Weeks
C.I.P. Code 51.0710	Department of Labor Standard Occupational Classification (SOC) Code(s): 43-6013.00 – Medical Secretaries

The Medical Office Administration diploma program provides students with a working knowledge of the medical front office. The curriculum places emphasis on document coding, insurance forms, and computer applications. Graduates are prepared for entry level administrative positions in clinical, hospital, and private practice environments.

Number	Course Title	Clock	Credits
EXT 290	Externship	180	6
MED 100	Medical Terminology	40	4
MED 105	Medical Office Procedures	50	4
MED 111	Medical Insurance and Coding	50	4
MED 120	Medical Billing Procedures	50	4
MED 130	Electronic Health Records	50	4
MED 131	Structure and Function of the Human Body I	40	4
MED 132	Structure and Function of the Human Body II	40	4
MED 201	Drug Fundamentals	40	4
MED 215	Advanced Medical Coding	40	4
MED 220	Medical Law and Ethics	40	4
<i>Core Totals</i>		620	46
BUS 100	College Success	40	4
BUS 200	Professional Resource Development	40	4
CIS 101	Computer Applications	50	4
<i>General Studies Totals</i>		130	12
Diploma Totals		750	58

Vocational Nursing

Diploma	60 Instructional Weeks
C.I.P. Code 51.3901	Department of Labor Standard Occupational Classification (SOC) Code(s): 29-2061.00 - Licensed Practical and Licensed Vocational Nurses

The Vocational Nursing diploma program prepares students for careers as healthcare professionals. Students will acquire the nursing knowledge to care for patients across the lifespan in diverse practice settings while providing a safe environment for the patient and themselves within their scope of practice as licensed vocational nurses. Nursing skills will be taught and practiced in a supervised laboratory setting and then perfected at clinical sites with patients in a variety of settings. Nursing skills include hand washing, assessment of vital signs and patient status, personal hygiene, feeding, transfer techniques, medication administration, oxygen administration, foley catheter insertion and care, tracheostomy care, wound care, suctioning techniques, enteral tube (NG & G tube) insertion, feeding and care, specimen collection, enema administration, and isolation procedures. Graduates are prepared for entry-level positions in hospital, long-term care and private practice environments. They are eligible to sit for the National Council Licensure Examination for Practical/Vocational Nurses (NCLEX-PN) administered by the National Council of State Boards of Nursing (NCSBN).

Number	Course Title	Clock	Credits
NUR 100	Fundamentals of Nursing I	120	12
NUR 101	Nursing Skills Lab I	120	6
NUR 110	Fundamentals of Nursing II	40	4
NUR 111	Nursing Skills Lab II	20	1
NUR 115	Geriatric Nursing	90	5
NUR 221	Orthopedic Nursing	90	5
NUR 231	Respiratory Nursing	90	5
NUR 232	Cardiovascular Nursing	140	8
NUR 233	Urinary/Renal Nursing	50	3
NUR 241	Endocrine Nursing	90	5
NUR 242	Gastrointestinal Nursing	90	5
NUR 243	Neurological Nursing	100	6
NUR 251	Integumentary Nursing	90	5
NUR 253	Rehabilitation Nursing	50	3
NUR 254	Reproductive Health Nursing	50	3
NUR 255	OB/Pediatric Nursing	90	5
NUR 261	Oncology Nursing	90	5
NUR 262	Psychiatric Nursing	50	3
NUR 263	Leadership and Supervision	140	8
<i>Core Totals</i>		1600	97
Diploma Totals		1600	97

Course Descriptions

Course Abbreviations

Accounting (ACC)	Legal (LEG)
Business (BUS)	Mathematics (MTH)
Communications (COM)	Medical (MED)
Computer Information Systems (CIS)	Nursing (NUR)
Economics (ECN)	Psychology (PSY)
English (ENG)	Reading (RDG)
Externship (EXT)	Sociology (SOC)
Heating, Ventilation and Air Conditioning (HVA)	Spanish (SPN)
History (HIS)	

Course Numbering System

SBBCollege uses the following course numbering systems:

000-099	Remedial and/or Non-Credit Courses
100-299	Lower Division Courses
300-499	Upper Division Courses

Higher course numbers represent increased levels of difficulty.

Courses having prerequisites and co-requisites are listed with the course description in the catalog.

Not all courses are offered each term.

Accounting

ACC 100 Accounting Principles I

40 Hours, 4 Credit Hours

This course will provide students with knowledge and experience in basic accounting. Emphasis will be placed on transaction analysis, journalizing, posting, preparing trial balances and simple financial statements, and simple adjusting and closing entries for a service industry sole proprietorship.

ACC 110 Accounting Principles II

40 Hours, 4 Credit Hours

This course will provide further development of journalizing and posting activities using both general and special journals. Particular emphasis will be given to completing the accounting cycle for a merchandising business, including purchase, sale, and valuation of inventory. Additionally, knowledge of internal controls and procedures for accounting for cash will be provided.

Prerequisite: Accounting Principles I (ACC 100)

ACC 120 Payroll Accounting

40 Hours, 4 Credit Hours

This course provides students with the theory and practice of payroll accounting and recordkeeping. Emphasis will be placed on employees' earnings records, payroll registers, government forms, employee deductions, employers' payroll taxes, wage and hour regulations, and Social Security and disability laws. Students will apply their knowledge by completing manual and computerized payrolls.

ACC 200 Financial Accounting

40 Hours, 4 Credit Hours

This course will provide knowledge of and information related to capital transactions for partnership and corporate entities and the preparation of journal entries for those transactions, financial statements for those entities and analysis and use of information from those financial statements. It will also provide knowledge about special topics including uncollectible accounts, notes and interest, and long term assets, to include computing and journalizing transactions related to these topics.

Prerequisite: Accounting Principles II (ACC 110)

ACC 300 Managerial Accounting

40 Hours, 4 Credit Hours

This course will provide students an introduction to terminology and procedures used to develop and use accounting information for managerial purposes. Emphasis will be placed on cost classifications and behavior, operation of job and process cost accounting systems and budgeting and decision making tools.

Prerequisite: Financial Accounting (ACC 200)

Business

BUS 100 College Success

40 Hours, 4 Credit Hours

This course is designed to teach the value of self-assessment and personal responsibility relative to the skills to develop healthy positive relationships, solve problems, and achieve academic success. Emphasis is placed on how the human brain processes information, the development of a positive self-image and attitude, and the value of goal setting as it applies to college, work, and life success. Critical thinking, communication skills, and financial literacy are also explored and improved.

BUS 120 Introduction to Business

40 Hours, 4 Credit Hours

This course is designed to provide students with a comprehensive overview of business management, including the management of people, information and resources. Emphasis will be placed on the understanding and utilization of entrepreneurial skills. Students will apply their knowledge by developing and presenting a business plan for the modern market place.

BUS 200 Professional Resource Development

40 Hours, 4 Credit Hours

This course is designed to provide students with the tools and job search techniques necessary for obtaining employment in their chosen fields and fostering lasting career success. Emphasis will be placed on resume preparation, interviewing skills, networking, and professional attitudes.

BUS 210 Business Communication

40 Hours, 4 Credit Hours

This course is designed to teach the student how to communicate effectively in the business world. Both written and oral communication is covered. Special emphasis is placed on “how to” communicate effectively: paying attention to visuals, words selected, sentence structure, fonts used, movement, tone, modulation, etc.

Prerequisite: English Composition (ENG 210)

BUS 220 Consumer Behavior and Economics

40 Hours, 4 Credit Hours

This course is a comprehensive study of consumerism. It provides the student with a variety of perspectives related to human behavior and economics. The focus is placed on consumer: power, demographics, reasoned action, psychology, protection and responsibility. Additionally, the student will study various industries as they relate the consumer process to: product development, laws, marketing, ethics and technology.

BUS 230 Business Ethics

40 Hours, 4 Credit Hours

This course introduces contemporary and controversial ethical issues influencing today’s business environment. Topics will include critical thinking, ethical dilemmas, the role of stakeholders, and various aspects of business (marketing, operations, finance, management and employees) with and without ethics. The purpose of this course is to enhance the student perspective of the influence of ethics and business concerns on administrative practices and decision making. Additionally, this course should prepare students for ethically based decision making as employees and managers in the business world.

BUS 240 Business Law

40 Hours, 4 Credit Hours

This course will provide business students with a survey of the principle areas of business law. It will explore the relationship between business and the law with respect to the following topics: torts, crimes, intellectual property, contracts, negotiable instruments, agency, employment, and forms of business organization. Students will also explore the relationship between business and the law with respect to ethics and social responsibility, government regulation,

personal property, real property, and international trade. Students will gain a working knowledge of practical rules of law and legal terminology, as well as legal solutions for business– related issues.

BUS250 Principles of Marketing

40 Hours, 4 Credit Hours

This course introduces the student to the purpose, function, process and responsibilities of marketing. Emphasis is placed on the assessment of marketing strategies and the importance of consumer behavior and relationships. Additional topics include: ethical responsibility, the impact and challenges of technology, and global marketing.

Prerequisite: Consumer Behavior and Economics (BUS220)

BUS 260 Personal Finance

40 Hours, 4 Credit Hours

This course provides students with a basic understanding of personal finance so that students may properly manage their own financial affairs. This course will enable students to understand and practice the principles of money management, consumer credit, savings, investments, taxation, and consumer protection.

BUS 315 Principles of Management

40 Hours, 4 Credit Hours

This course introduces students to management philosophies in today’s changing world. It includes globalization, ethics, diversity, customer service, and innovation from a managerial perspective.

BUS 320 Principles of Supervision

40 Hours, 4 Credit Hours

This course is designed to introduce students to the roles and responsibilities of supervisors. The course builds from a foundation of fundamental skills through a pyramid of understanding the expanded scope of responsibilities for first-time, first-line supervisors through the chairman of the board in private, service, or public organizations.

BUS 325 Organizational Behavior

40 Hours, 4 Credit Hours

This course examines organizational behavior as it relates to employees and management domestically and internationally. Studies of organization and behavioral theories, structures, and cultures provide the student greater understanding of business perspectives. Job satisfaction and the individual perspective of organizational cultures are explored. The course provides a comprehensive review of individual, group and organizational performance in relation to contemporary business settings.

Prerequisite: General Psychology (PSY 200)

BUS 340 Business Statistics

40 Hours, 4 Credit Hours

This course provides an introduction to statistical concepts and methods. Topics include data collection, presenting data in tables and charts, numerical descriptive measures, basic probability, discrete probability distributions and normal distribution.

Prerequisite: Intermediate Algebra (MTH 210)

BUS 345 Introduction to Finance

40 Hours, 4 Credit Hours

This is an introductory course that provides students with a foundational knowledge of financial management. The course covers key language and terminology, time-value of money, financial markets and securities, financial statements, financial analysis, risk and return, valuation of stocks and bonds, capital budgeting and valuation, cost of capital and capital structure, working capital management, dividend policy and international finance. Students are required to apply the various financial tools and understand how they impact financial decision-making.

Prerequisite: Managerial Accounting (ACC 300)

BUS 350 Business Information Systems

40 Hours, 4 Credit Hours

This course introduces the various information and communication technologies and explains how information systems are used to enhance business and solve business problems. Students will develop a strong understanding of technical components and terminology.

Prerequisite: Computer Applications (CIS 101)

BUS 410 Human Resources Management

40 Hours, 4 Credit Hours

This course is designed to give students a working knowledge of human resources management in medium to large businesses, small entrepreneurial environments, and global industries. Students learn the fundamentals of labor studies, job descriptions, recruitment, the interview process, background investigation, testing candidates, and the hiring process. Post hiring topics include: training and developing employees, performance appraisal, coaching, motivation of employees, and safety and health. The financial aspects of human resource management are also covered in the development of pay rates, employee incentives, and benefits packages. Broader topics include strategic planning, legal obligations, ethics, fair treatment, employee rights, and the unionization process.

Prerequisite: Principles of Management (BUS315), Principles of Supervision (BUS320)

BUS 430 International Business

40 Hours, 4 Credit Hours

This course introduces students to the challenges and opportunities related to international business. Financial considerations including exchange rates, taxation, and banking laws will be covered. Other topics include: cultural differences, political risks, and legal systems which play an important role in international business success/failure.

Prerequisite: Business Ethics (BUS230), Principles of Marketing (BUS250), Macroeconomics (ECN220)

BUS 440 E-Business Concepts

40 Hours, 4 Credit Hours

This course addresses current and emerging issues in business transactions utilizing a variety of electronic services. The e-commerce topics covered include: business models and concepts, infrastructure, marketing, security and encryption, retailing, supply chain, ethics, and social/political issues. This course also examines issues and topics in the functional areas of business as they relate to electronic commerce.

Prerequisite: Principles of Marketing (BUS250), Business Information Systems (BUS350)

BUS 445 Entrepreneurship

40 Hours, 4 Credit Hours

This course prepares the student for the entrepreneurial experience. Students will gain an understanding of the terminology, processes, and responsibilities associated with building and owning their own business. Additional topics include intellectual property rights, partnerships, franchising, and ethical considerations.

Prerequisite: Principles of Marketing (BUS250), Principles of Management (BUS 315), Organization Behavior (BUS 325) and Business Information Systems (BUS350)

BUS 450 Strategic Management

40 Hours, 4 Credit Hours

In this course students learn about the challenges and opportunities facing organizations (of all sizes, cultures and locations) and the role strategic planning plays in their success. Strategic planning theories and systems are presented. In addition, students learn how to systematically develop a clear strategic plan.

Prerequisite: Business Ethics (BUS230), Principles of Marketing (BUS250), Principles of Management (BUS 315) and Organization Behavior (BUS 325)

BUS 455 Electronic Business Marketing

40 Hours, 4 Credit Hours

This course teaches students how to engage and listen to buyers, and how to use what they learn to improve their offerings in today's Internet- and social media-driven marketing environment. With a focus on the Internet and other

technologies that have had a profound effect on how marketing is approached today, the course brings traditional marketing coverage up-to-date with a thorough, incisive look at e-marketing planning and marketing mix tactics from a strategic and tactical perspective.

Prerequisite: Principles of Marketing (BUS250)

BUS 490 Capstone Project

60 Hours, 4 Credit Hours

Each potential graduate will have a culminating experience in which he/she will demonstrate the ability to apply the knowledge gained during the baccalaureate program by analyzing and recommending solutions to issues central to businesses. This will be a research project documented by a formal written report which entails utilizing information from prior coursework and research. Students will also be required to present their research project.

Prerequisite: All Core Coursework, Microeconomics (ECN210), Macroeconomics (ECN220), Research Methods (SOC310)

Communications

COM 200 Speech Communications

40 Hours, 4 Credit Hours

This general education course provides the student with an introduction to the theories and practice of effective communication. Emphasis is placed on how to appropriately select a topic, research, organize, outline, and effectively write a variety of speeches.

Prerequisite: English Composition (ENG210)

Computer Information Systems

CIS 101 Computer Applications

50 Hours, 4 Credit Hours

This course is designed to integrate computer concepts and applications into practical combinations of concepts and skills in the context of a job. With this approach, students learn how to work in the real world where they will solve problems using computer concepts *and* skills related to the Internet, Microsoft Office applications, collaboration, social media, and cloud computing.

CIS 110 Microsoft Excel

50 Hours, 4 Credit Hours

This course is designed to provide students with the hands-on experience and skills necessary to perform complex tasks using Microsoft Excel. Students will learn to perform basic and advanced functions by creating, editing and presenting worksheets. Emphasis will be placed on formulas, functions, lists and charts, and performing analysis of data.

CIS 140 Accounting Software

50 Hours, 4 Credit Hours

This course is designed to provide a realistic approach to automated accounting principles using the computer. Emphasis is placed on general ledger, accounts payable and receivable, payroll, depreciation, inventory, and financial statements.

Prerequisite: Accounting Principles I (ACC 100)

CIS 150 Legal Software

50 Hours, 4 Credit Hours

This course is designed to provide hands-on experience using various legal software programs. Students will become familiar with calendaring, billing and legal citation programs.

Economics

ECN 210 Microeconomics

40 Hours, 4 Credit Hours

This general education course provides an introduction to microeconomics, the branch of economics which deals with the market behavior of individuals and firms. The main goal of this course is to provide the student with the ability to apply the basic concepts of economics to real life situations. Topics include resource allocation, monopolies and the role of government in regulating and supplementing the price system.

ECN 220 Macroeconomics

40 Hours, 4 Credit Hours

This general education course is designed to introduce the analytical framework used by economists to examine macroeconomic issues. Emphasis is placed on the market system, inflation, economic growth, economic fluctuations, fiscal policy, monetary policy and international trade. This course will provide a solid foundation from which students can thoughtfully and intelligently examine issues affecting economies throughout the world.

English

ENG 095R English Basics

40 Hours, 4 Credit Hours

This course reviews English language basics intended to strengthen the student's background and introduces students to the process of effective writing. Emphasis will be placed on the standard usage of grammar, punctuation, sentence structure, and spelling. Following established standards of usage, students will learn to develop clear, concise sentences into focused, cohesive paragraphs. By emphasizing paragraph structure, this course will lay the foundation for producing well-written research papers and other compositions. This course is graded on a satisfactory/unsatisfactory basis. The credits earned from successfully completing this course will not apply toward the credit hours required for graduation.

ENG 210 English Composition

40 Hours, 4 Credit Hours

This general education course equips the student to understand, create, and develop English essays. Students will connect and combine paragraphs into cohesive, coherent, and developed essays. In addition, students will develop vital research skills that can be used both in college and the workplace.

ENG 310 Writing Argumentation

40 Hours, 4 Credit Hours

This general education course is designed to strengthen the student's understanding of argumentation and the expression of reasoning in written media. This course emphasizes reading arguments, writing arguments, understanding visual arguments, understanding and avoiding logical fallacies and creating argumentative research projects.

Prerequisite: English Composition (ENG 210)

ENG 320 Critical Thinking

40 Hours, 4 Credit Hours

This general education course presents a variety of topics essential to a student's development in critical thinking. Students are introduced to concepts essential to the comprehension, analysis, and creation of arguments: induction, deduction, informal fallacies, modes of persuasion, perspective and bias, language and meaning, culminating in the development of reasonable strategies for belief formation.

Prerequisite: English Composition (ENG 210)

ENG 330 Introduction to Literature

40 Hours, 4 Credit Hours

This general education course presents the elements and examples of three genres of literature: fiction, poetry, and drama. Students will learn the origins of literature and the purposes of the study of literature. Students will associate the study of literature and thinking skills, such as critical reading. Students will utilize thinking skills to research and apply literary criticism, to analyze and critique various literary works, in the context of discussing and writing about literature.

Prerequisite: English Composition (ENG 210)

Externship

EXT 290 Externship

180 Hours, 6 Credit Hours

Students will extern in a professional environment related to their field of study in order to gain on-the-job experience. Attendance and class participation for externship is facilitated and assessed through classwork as well as the on-site externship experience. This course is graded on a pass/fail basis.

Prerequisite: Successful completion of all core courses in the student's program of study.

EXT296 Externship

160 Hours, 6 Credit Hours

Students will extern in a professional environment related to their field of study in order to gain on-the-job experience. Attendance and class participation for externship is facilitated and assessed through classwork as well as the on-site externship experience. This course is graded on a pass/fail basis.

Prerequisite: Successful completion of all core courses in the student's program of study.

Heating, Ventilation and Air Conditioning

HVA 101 Introduction to Heating

45 Hours, 4 Credit Hours

This course is designed to cover the fundamentals of heating systems and the combustion process. Gas furnaces and their components, as well as basic procedures for their installation and service, is provided. Students will learn about heat pump systems as well as installation considerations of both split and packaged heat pump systems.

HVA 106 Troubleshooting Heating

40 Hours, 3 Credit Hours

In this course, students will have a thorough review of heat pump systems, operating cycle and troubleshooting procedures for components. The course covers information and skills needed to troubleshoot gas-fired furnaces and boiler, and describes the construction and operation of oil-fired heating systems and their components. Servicing and testing of oil furnaces and procedures for isolating and correcting oil furnace malfunctions will be a component of the course.

HVA 111 Introduction to Cooling

45 Hours, 4 Credit Hours

This course explains the fundamental operating concepts of the refrigeration cycle and identifies both primary and secondary components found in typical HVAC/R systems, and also introduces common refrigerants. The principles of heat transfer and the essential pressure temperature relationships of refrigerants are also addressed, as well as the basic control concepts for simple systems. Students will learn about refrigerants and oils used in modern refrigeration and air conditioning systems including up-to-date handling and service requirements.

HVA 116 Troubleshoot Cooling

40 Hours, 3 Credit Hours

This course provides students with specific guidance related to troubleshooting cooling systems. It also covers the applications, principles, and troubleshooting of retail refrigeration systems.

HVA 121 Basic Fundamentals of Refrigeration

45 Hours, 4 Credit Hours

This course is designed to cover the fundamentals of the basic refrigeration cycle and key components. Principles of thermal dynamics with pressure and temperatures in the systems high and low sides, as well as the nomenclature of the heat exchangers of the Evaporator and Condenser, is provided. Students will learn the critical aspects of the various compressors and metering devices that create the high and low pressure in the refrigeration system.

HVA 126 Soldering, Brazing and HVAC Piping

40 Hours, 3 Credit Hours

In this course, students are introduced to the equipment, techniques, and materials used to safely join copper tubing through soldering and brazing, along with details on the required PPE, preparation, and work processes. Students learn how to identify types of copper tubing and fittings used in the HVAC/R industry and how they are mechanically joined. The identification and application of various types of plastic piping, along with their common assembly and installation practices, are also presented, as are those of various carbon steel piping materials and fittings. The course also includes specifics on the joining and installation of threaded and grooved carbon steel piping systems.

HVA 132 Basics of Electricity

80 Hours, 6 Credit Hours

In this course, students are introduced to electrical principles such as electrical safety, electrical history, electrical theory and function, electrical power, electrical measuring and testing, application of electricity and corresponding components. Students will apply learned basic electrical fundamentals, integrated with specific hands-on lab activities incorporating electrical wiring diagrams, wiring of electrical components such as relays, thermostats, and motors. Students will also be introduced to general electrical measuring, testing, and diagnostics utilizing a digital multi-meter.

HVA 141 Maintenance and Energy Auditing

40 Hours, 3 Credit Hours

This course provides students with an overview of the common tasks associated with basic HVAC/R maintenance. Specific tasks, such as lubrication and belt installation, are reviewed in detail. The course also covers detailed information regarding maintenance inspections of gas furnaces and common cooling/heat pump systems. Students also learn the importance of energy auditing and the impact maintenance and auditing have on energy consumption, cost savings and equipment life.

HVA 151 Introduction to Air Balancing and Distribution Systems

45 Hours, 4 Credit Hours

In this course, students are introduced to air properties and gas laws. Students learn about the tools, instruments, and procedures used to balance an air distribution system. This course also provides information on the factors related to air movement and its measurement in common air distribution systems. The required mechanical equipment and materials used to create air distribution systems are also presented. Basic system design principles for both hot and cold climates are introduced.

HVA 156 Airside and Commercial Systems

45 Hours, 4 Credit Hours

In this course, students are provided with an overview of systems used in commercial structures such as schools and office buildings that are divided into comfort heating and cooling zones, and covers the various types of systems, as well as the air terminals and air source equipment and accessories. Students are also exposed to the various types and components of commercial hot-water heating and chilled-water cooling systems, and learn how those systems function.

History

HIS 210 American History

40 Hours, 4 Credit Hours

This general education course is designed to provide students with a survey of American history with emphasis on United States social, economic and institutional developments from 1865 to the present. Areas of study consist of Reconstruction, the Gilded Age, Progressivism, World Wars, the New Deal, the Cold War, civil rights, gender, social class, and 21st century issues. This course also includes factual understanding of these historical periods through the use of primary sources and historic documents.

Legal

LEG 100 Ethics for Paralegals

40 Hours, 4 Credit Hours

This course provides students with practical knowledge of the law of professional responsibility and how that law is applied to paralegals. In addition to the general legal ethical concepts presented in the course, students will research individual state professional responsibility rules. Upon completion of this course, the paralegal student will be able to recognize legal ethical issues, categorize them, and research the possible solutions to these issues.

LEG 105 Introduction to Paralegal Studies

40 Hours, 4 Credit Hours

This course presents the role of paralegals in the legal system, paralegal skills, legal working environments, ethical considerations, and career opportunities. Students are introduced to the sources of law, an overview of courts, alternate dispute resolution systems, and various substantive and procedural areas of the law.

LEG 110 Criminal Law

40 Hours, 4 Credit Hours

This course is designed to provide a basic understanding of criminal law. This course will emphasize historical common law and constitutional law issues. Students will become familiar with the elements of crimes, criminal intent, defenses to crimes and the differences between felonies and misdemeanors.

LEG 115 Contract Law

40 Hours, 4 Credit Hours

This course is designed to provide an understanding of the legal terminology and applications in the field of contract law. Emphasis will be placed on the essential elements of a contract, types of contracts, and remedies for breach. In addition, this course will provide an overview of the Uniform Commercial Code and Common law concepts related to contracts.

LEG 120 Civil Law

50 Hours, 4 Credit Hours

This course is designed to provide an understanding of legal terminology, procedures and applications in civil litigation. Students will gain knowledge and experience in preparing legal documents using standard and special legal forms in a simulated legal environment. In addition, this course will provide a comprehensive overview of the litigation process with an emphasis placed on drafting and filing pleadings, responding to discovery and performing trial preparations.

LEG 130 Probate/Wills and Trusts

50 Hours, 4 Credit Hours

This course is designed to provide an understanding of legal terminology, procedures and applications in the field of trusts and probate law. Students will gain knowledge and experience in preparing legal documents using standard and special legal forms in a simulated legal environment. This course will emphasize drafting valid wills and trusts, understanding the laws of intestate succession, identifying various types of trusts, and the duties of the personal representative.

LEG 140 Family Law

50 Hours, 4 Credit Hours

This course is designed to provide an understanding of legal terminology, procedures and applications in the field of family law. Students will gain knowledge and experience in preparing legal documents using standard and special legal forms in a simulated legal environment. In addition, this course will emphasize dissolution of marriage, child custody, child and spousal support, and division of property.

LEG 200 Employment and Labor Law**40 Hours, 4 Credit Hours**

This course is designed to provide a general understanding of law in the workplace. Emphasis will be placed on legal classification of workers, discrimination claims, workplace safety, and wage and hour regulations. In addition, the rights and remedies of both employers and employees will be discussed.

LEG 205 Tort Law**40 Hours, 4 Credit Hours**

This course provides a general understanding of the concepts of intentional torts, negligence, product liability and strict liability. In addition, students will gain an understanding of the defenses and remedies.

LEG 251 Legal Research and Writing I

50 Hours, 4 Credit Hours

This course is designed to teach the fundamentals of legal research and writing. The student will identify, locate, validate, analyze, and apply primary sources of law. The student will learn to cite and use legal authorities effectively in legal memoranda and case briefs. In addition, the basics of electronic research tools will be covered.

Prerequisites: English Composition (ENG210)

LEG 252 Legal Research and Writing II

50 Hours, 4 Credit Hours

This course is designed to further develop legal analysis and writing skills. The student will identify research, cite, analyze, and apply secondary sources of law. The various styles and formats of legal writing will also be emphasized.

Prerequisites: Legal Research and Writing I (LEG 251)

LEG 260 Case Report Writing

40 Hours, 4 Credit Hours

This course defines the basic elements of criminal investigation report writing. Emphasis is placed on the writing process, style, research and techniques necessary for complete, clear and concise reporting.

Prerequisite: English Composition (ENG210)

Mathematics

MTH 095R Math Basics

40 Hours, 4 Credit Hours

This course reviews the basics of arithmetic intended to strengthen the student's background and introduces the student to pre-algebra concepts. Emphasis will be placed on fractions, decimals, order of operations, ratios, rates, proportions, percentages, and basic arithmetic with signed numbers. This course is graded on a satisfactory/unsatisfactory basis. The credits earned from successfully completing this course will not apply toward the credit hours required for graduation.

MTH 110 Elementary Algebra

40 Hours, 4 Credit Hours

This general education course provides students with the key concepts of college algebra. Students will be introduced to the fundamental concepts of algebra, solving and graphing equations and inequalities, and solving systems of linear equations in two variables.

MTH 115 College Math I

40 Hours, 4 Credit Hours

This general education course explores fundamental mathematical concepts that include quadratic, polynomial and radical equations, linear functions and their graphs, and systems of linear equations, and triangles and trigonometric functions.

MTH 210 Intermediate Algebra

40 Hours, 4 Credit Hours

This general education course provides an overview of intermediate algebra topics. Topics include rational expressions and equations, functions and graphs, systems of equations, radical expressions, and quadratic equations. This course will emphasize a problem-solving approach for problem analysis and solution.

Prerequisite: Elementary Algebra (MTH 110)

MTH 215 College Math II

40 Hours, 4 Credit Hours

This general education course explores topics that include but are not limited to sinusoidal, exponential and logarithmic functions and equations, graphs of trigonometric functions, polar coordinates and complex numbers.

Prerequisite: College Math I (MTH 115)

Medical

MED 100 Medical Terminology

40 Hours, 4 Credit Hours

This course is designed to provide an understanding of basic medical terminology, and anatomy and physiology. The student will learn medical terminology word-parts including prefixes, suffixes, and combining forms. Emphasis will be placed on spelling and pronunciation of medical terminology used in today's healthcare environment.

MED 105 Medical Office Procedures

50 Hours, 4 Credit Hours

This course is designed for students to become familiar with patient confidentiality, professional responsibility, and the interaction between patients and the healthcare professional. Emphasis will also be placed on the administrative activities of the medical office including creating and maintaining records, telephone techniques, appointment scheduling and billing procedures.

MED 111 Medical Insurance and Coding

50 Hours, 4 Credit Hours

This course is designed to provide an understanding of basic health insurance and claims processing including the CMS1500 form. The course will deliver hands-on practice in completing claims with accuracy and completeness. The course will also provide a basic understanding of the skills required to accurately code diagnostic and procedural services. Students will learn to correctly apply the different coding systems, such as International Classification of Diseases (ICD), Current Procedural Terminology (CPT), and the Healthcare Common Procedure Coding System (HCPCS). Emphasis will be placed on utilizing appropriate coding systems in preparation to bill for reimbursement.

MED 120 Medical Billing Procedures

50 Hours, 4 Credit Hours

This course is designed to familiarize students with computerized procedures such as accounts receivable, insurance billing and appointment management. Emphasis will be placed on the use of medical software for patient information, billing, insurance claims and reports.

Prerequisite: Medical Insurance and Coding (MED 111)

MED 130 Electronic Health Records

50 Hours, 4 Credit Hours

This course is designed to introduce the student to electronic processes for collecting, maintaining and transmitting health related information using a program that is coordinated with the medical office schedule and financial transactions. The student will develop an understanding of their professional responsibilities to HIPAA regulations as they pertain to electronic transfer of records and billing information. Emphasis will be placed on the content of the health records, documentation requirements and regulatory agencies.

MED 131* Structure and Function of the Human Body I

40 Hours, 4 Credit Hours

This course is designed to provide basic knowledge of the anatomy, physiology, and disease process of the integumentary, skeletal, muscular, nervous, sensory, endocrine and respiratory systems. Included as well is the study of the structure, function, and pathology of these body systems. Associated medical terminology will also be covered.

*Course does not require instruction in sequence to any other course(s).

MED 132* Structure and Function of the Human Body II 40 Hours, 4 Credit Hours

This course is designed to provide basic knowledge of the anatomy, physiology, and disease process of the cardiovascular, lymphatic, digestive, urinary, and reproductive systems. Included as well is the study of the structure, function, and pathology of these body systems. Associated medical terminology will also be covered.

*Course does not require instruction in sequence to any other course(s).

MED 201 Drug Fundamentals 40 Hours, 4 Credit Hours

This course is designed to provide a fundamental understanding of drug actions with emphasis on drugs used for the various body systems. Students will learn drug uses, contraindications, adverse reactions, implications for patient care, and patient education. Appropriate terminology will be included.

MED 202 Drug Administration 50 Hours, 4 Credit Hours

This course is designed to provide an understanding of drug calculations, administration and documentation. In addition, pharmacology abbreviations will be covered. Emphasis will be placed on spelling and pronunciation of medical terminology used in today's healthcare environment. Drugs that affect multiple organ systems will also be studied including analgesics, immunizations, antimicrobials and antineoplastic agents.

MED 215 Advanced Medical Coding 40 Hours, 4 Credit Hours

This course is designed to enhance the skills required to code patient encounters with accuracy. Students will improve their skills with the ICD, CPT and HCPCS coding systems through the use of patient cases. Emphasis will be placed on coding conventions, HIPAA regulations and the correct use of modifiers.

Prerequisite: Medical Insurance and Coding (MED111)

MED 220 Medical Law and Ethics 40 Hours, 4 Credit Hours

This course is designed to provide an overview of the laws and ethics of medicine. The student will learn key medical legal terms, review actual court cases, and learn what medical ethics are and how to apply them to the healthcare profession. Emphasis will be placed on law and ethics affecting the workplace, patient care, medical records, patient privacy and confidentiality, HIPAA, and the healthcare professional.

MED 221* Clinical Procedures I 40 Hours, 2 Credit Hours

This course is designed to provide an introduction to procedures used in the examination and treatment of patients including pregnant patients and children in the medical office. Students will build knowledge and skills in the following areas: medical asepsis, sterilization, medical history, documentation, patient education, vital signs, assisting with the physical examination, agents to promote tissue healing, minor office surgery and procedures for the eye and ear. Associated medical terminology will be covered.

*Course does not require instruction in sequence to any other course(s).

Prerequisite: Medical Terminology (MED100)

MED 222* Clinical Procedures II 40 Hours, 2 Credit Hours

This course is designed to provide an introduction to cardiopulmonary and colon procedures as well as the collection and testing of laboratory specimens. Students will practice laboratory procedures such as venipuncture, urinalysis, hematology, and microbiology including universal precautions and proper specimen handling. The student will also learn the principles of emergency care. Associated medical terminology will be covered.

*Course does not require instruction in sequence to any other course(s).

Prerequisite: Medical Terminology (MED100)

MED 255 Advanced Hematology

60 Hours, 4 Credit Hours

This course is designed to provide knowledge of cardiovascular anatomy and physiology as related to hematology. The student will practice laboratory procedures such as venipuncture, skin punctures, laboratory safety, use of collection equipment, requisitions, specimen transport, and specimen handling. Emphasis will be placed on anatomical site selection, patient education and preparation, preanalytical sources of error, risk factors, and corrective actions to take with phlebotomy-associated problems. Students will also discuss communication skills, interpersonal relationships and stress management skills needed for success in the laboratory. Legal and ethical issues associated with blood collection will be discussed.

Prerequisites: Structure and Function of the Human Body I (MED131), Structure and Function of the Human Body II (MED132), Clinical Procedures I (MED221), Clinical Procedures II (MED222)

MED 300 Healthcare Delivery Systems

40 Hours, 4 Credit Hours

This course provides the student with a comprehensive review of healthcare delivery systems in the US including history, types of delivery systems and their organization and the personnel associated with them. Regulation of healthcare systems and the role of government are also covered. The new US Healthcare Plan is explored and compared to other universal healthcare plans.

MED 310 Public and Community Health

40 Hours, 4 Credit Hours

This course provides the student with a solid understanding of global and local community health issues, regulations and preventative measures. The course covers global health organizations, epidemiology, leading causes of death, underserved populations and the emerging communities and health concerns of the 21st century. Much focus is placed on the global and local environmental issues associated with water and air quality, waste management, communicable disease, and occupational health issues.

MED 320 Healthcare Finance

40 Hours, 4 Credit Hours

This course covers the most important principles and applications of healthcare accounting, finance and business management. The course considers a variety of environments including hospitals, medical practices, clinics, home health agencies, nursing homes, and managed care organizations, for-profit, and not-for-profit. Planning, budgeting, and pricing strategies are also covered.

Prerequisite: Accounting Principles II (ACC 110)

MED 330 Health Information Management Systems

40 Hours, 4 Credit Hours

This course is a comprehensive study of the management of health information, and the technology and regulations impacting those processes. The students will gain an understanding of the history, purpose, and the benefits of health information management systems and technology. Topics include the fundamentals of healthcare delivery and information systems, and the integration of multiple department data.

Prerequisites: Healthcare Delivery Systems (MED 300); Public and Community Health (MED 310)

MED 410 Managed Care

40 Hours, 4 Credit Hours

This course provides an overview of managed care and what contributes to this system. Students will gain an understanding of the health sector of the economy, the national policy concerns resulting from the importance people attach to the economic problems they face in maintaining their health care and how managed care addresses those issues.

Prerequisite: Microeconomics (ECN 210); Healthcare Delivery Systems (MED 300)

MED 430 Healthcare Marketing

40 Hours, 4 Credit Hours

This course will examine the role and function of marketing and strategy development in healthcare. Marketing concepts including market research, segmentation, branding and promotion are studied. Strategy development includes the role

of vision and mission, internal and external assessment, developing strategic initiatives, tactical planning and strategic execution.

Prerequisites: Healthcare Delivery System (MED 300); Public and Community Health (MED 310)

MED 440 Strategic Management in Healthcare

40 Hours, 4 Credit Hours

In this course students will gain an understanding of the changes shaping healthcare today and the development and reasons for strategic management. The analysis of current healthcare businesses, challenges and plans provides a relevant, reality based approach to strategic planning in this quickly changing industry.

Prerequisites: Principles of Management (BUS315); Organizational Behavior (BUS 325); Healthcare Delivery Systems (MED300); Public and Community Health (MED310)

MED 490 Capstone Project

60 Hours, 4 Credit Hours

Each potential graduate will have a culminating experience in which he/she will demonstrate the ability to apply the knowledge gained during the baccalaureate program by recognizing and analyzing problems and recommending solutions to issues central to healthcare. This will be a research project documented by a formal written report which entails utilizing information from prior coursework and research. Students will also be required to present their research project.

Prerequisite: All Core Coursework, Research Methods (SOC310)

Nursing

NUR 100 Fundamentals of Nursing I

120 Hours, 12 Credit Hours

This course is designed to provide an understanding of nursing on which all other courses are constructed. The history of nursing introduces the student to the scope of vocational nursing within the health care system. Holistic care is stressed with emphasis placed on the individual as a whole being. Nursing principles are examined and the needs of individuals, family and community are identified. Other areas examined include ethical and legal issues, medical terminology, cultural diversity, religion, critical thinking and professional adjustment. Mathematical concepts necessary for calculations of dosage in relation to medication administration are taught. The Apothecary, Metric and Household systems will be evaluated and conversions between systems in reference to pharmacology. The Health Insurance Portability and Accountability Act (HIPAA) is examined and applied to the nursing profession. The individual role of the student and nurse with penalties regarding violations are discussed. Basic anatomy and physiology are analyzed in relationship to normal versus abnormal and how deviations relate to disease processes. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide clients with individualized client centered care across the lifespan. This course consists of 120 hours of theory.

NUR 101 Nursing Skills Lab I

120 Hours, 6 Credit Hours

This practicum emphasizes the application of basic nursing skills in a laboratory setting utilizing aseptic and sterile techniques. Body mechanics, positioning, bathing, dressing, grooming, toileting, oral, gastric (G) and nasogastric (NG) feeding, range of motion, vital signs, oxygen administration and isolation techniques are practiced on mannequins and classmates. This course consists of 120 hours in a laboratory setting where skills are practiced and perfected. This course is graded on a pass/fail basis.

NUR 110 Fundamentals of Nursing II

40 Hours, 4 Credit Hours

This course is designed to provide an understanding of nursing and continues to build on NUR-100. The nursing process is incorporated into holistic, client centered care. Communication skills are identified and evaluated for use for various types of clients. Basic anatomy and physiology are analyzed in relation to normal versus abnormal and how deviations relate to disease processes. The Health Insurance Portability and Accountability Act (HIPAA) is examined and applied to the nursing profession. The individual role of the student and nurse with penalties regarding violations are discussed. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide clients with individualized client centered care across the lifespan. This course consists of 40 hours of theory.

Prerequisites: Completion of Fundamentals of Nursing I (NUR 100) with a grade of "C" or better and a pass grade in Nursing Skills Lab I (NUR 101)

NUR 111 Nursing Skills Lab II

20 Hours, 1 Credit Hour

This practicum emphasizes the application of basic nursing skills in a laboratory setting utilizing aseptic and sterile techniques. Physical exam skills, tracheotomy suctioning and care, dressing types and use are evaluated for application for various types of wounds and incisions. The nursing process is applied to situations in a laboratory setting. Health Insurance Portability and Accountability Act (HIPAA) is discussed and applied to client care situations. This course consists of 20 hours in a laboratory setting where skills are practiced and perfected. This course is graded on a pass/fail basis.

Prerequisites: Completion of Fundamentals of Nursing I (NUR 100) with a grade of "C" or better and a pass grade in Nursing Skills Lab I (NUR 101)

NUR 115 Geriatric Nursing

90 Hours, 5 Credit Hours

This course is designed to provide an understanding of the geriatric client and special needs related to aging and diseases/disorders that accompany aging. Cultural diversity, legal and ethical issues and the process of communication are studied. The student learns to develop critical thinking skills, utilize educational resources, access and make

decisions in the health care system and investigate biological, sociological and psychological theories as they apply to the aging client. The family is emphasized and alternatives in care are explored. This course examines the normal aging process while promoting health, maintenance and rehabilitation applicable to the older client. Health Insurance and Portability and Accountability Act (HIPAA) is applied to the geriatric population in the various settings where health care is delivered. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide clients with individualized client centered care across the lifespan. This course consists of 30 hours of theory and 60 hours of clinical.

Prerequisites: Completion of Fundamentals of Nursing I (NUR 100) and Fundamentals of Nursing II (NUR 110) with a grade of "C" or better and pass grades in Nursing Skills Lab I (NUR 101) and Nursing Skills Lab II (NUR 111)

NUR 221 Orthopedic Nursing

90 Hours, 5 Credit Hours

This course is designed to provide an understanding of orthopedic clients and their special needs related to care of casts, splints, traction, pins and impaired mobility. Critical thinking skills are applied to provide a holistic approach to the clients and families. Cultural diversity and legal and ethical issues are studied in relation to care of the orthopedic client. Pre-op and post-op care and effects of surgical interventions are evaluated for impact on the clients and how care is provided. The Health Insurance Portability and Accountability Act (HIPAA) is applied to the medical/surgical client in an orthopedic setting. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide clients with individualized client centered care across the lifespan. This course consists of 30 hours of theory and 60 hours of clinical.

Prerequisites: Completion of Fundamentals of Nursing I (NUR 100), Fundamentals of Nursing II (NUR 110) and Geriatric Nursing (NUR 115) with a grade of "C" or better and pass grades in Nursing Skills Lab I (NUR 101) and Nursing Skills Lab II (NUR 111)

NUR 231 Respiratory Nursing

90 Hours, 5 Credit Hours

This course is designed to provide an understanding of clients with respiratory diseases / disorders and complications and their special needs related to medications, oxygen therapy, breathing treatments and dietary restrictions. By utilizing previous knowledge and skills in combination with new information, client and family centered care is provided to clients. Critical thinking skills are applied to assist in providing a holistic approach to clients and their families. Cultural diversity and legal and ethical issues are studied in relation to care of the respiratory-compromised client. The Health Insurance Portability and Accountability Act (HIPAA) is examined and applied to role of the student nurse. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide clients with individualized client centered care across the lifespan. This course consists of 30 hours of theory and 60 hours of clinical.

Prerequisites: Completion of Fundamentals of Nursing I (NUR 100), Fundamentals of Nursing II (NUR 110) and Geriatric Nursing (NUR 115) with a grade of "C" or better and pass grades in Nursing Skills Lab I (NUR 101) and Nursing Skills Lab II (NUR 111)

NUR 232 Cardiovascular Nursing

140 Hours, 8 Credit Hours

This course is designed to provide an understanding of clients with cardiovascular diseases / disorders, complications and their special needs related to medications, oxygen therapy, telemetry and dietary restrictions. By utilizing previous knowledge and skills in combination with new information, client and family centered care is provided to clients. Critical thinking skills are applied to assist in providing a holistic approach to the clients and their families. Cultural diversity and legal and ethical issues are studied in relation to care of a client with cardiovascular diseases and complications. The Health Insurance Portability and Accountability Act (HIPAA) is examined and applied to role of the student nurse. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide clients with individualized client centered care across the lifespan. This course consists of 50 hours of theory and 90 hours of clinical.

Prerequisites: Completion of Fundamentals of Nursing I (NUR 100), Fundamentals of Nursing II (NUR 110) and Geriatric Nursing (NUR 115) with a grade of "C" or better and pass grades in Nursing Skills Lab I (NUR 101) and Nursing Skills Lab II (NUR 111)

NUR 233 Urinary/Renal Nursing**50 Hours, 3 Credit Hours**

This course is designed to provide an understanding of clients with renal and/or urinary diseases / disorders, complications and their special needs related to medications, catheters, irrigations of the bladder and dietary restrictions. By utilizing previous knowledge and skills in combination with new information, client and family centered care is provided. Critical thinking skills are applied to assist in providing a holistic approach to the clients and their families. Cultural diversity and legal and ethical issues are studied in relation to care of a client with urinary / renal diseases and complications. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide clients with individualized client centered care across the lifespan. This course consists of 20 hours of theory and 30 hours of clinical.

Prerequisites: Completion of Fundamentals of Nursing I (NUR 100), Fundamentals of Nursing II (NUR 110) and Geriatric Nursing (NUR 115) with a grade of "C" or better and pass grades in Nursing Skills Lab I (NUR 101) and Nursing Skills Lab II (NUR 111)

NUR 241 Endocrine Nursing**90 Hours, 5 Credit Hours**

This course is designed to provide an understanding of clients with endocrine diseases / disorders, complications and their special needs related to medications, dietary needs and their impact on body systems. By utilizing prior knowledge and skills in combination with new information, client and family centered care is provided. Critical thinking skills are applied to assist in providing a holistic approach to the clients and their families. Cultural diversity and legal and ethical issues are studied in relation to care of a client with an endocrine disorder and complications. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide clients with individualized client centered care across the lifespan. This course consists of 30 hours of theory and 60 hours of clinical.

Prerequisites: Completion of Fundamentals of Nursing I (NUR 100), Fundamentals of Nursing II (NUR 110) and Geriatric Nursing (NUR 115) with a grade of "C" or better and pass grades in Nursing Skills Lab I (NUR 101) and Nursing Skills Lab II (NUR 111)

NUR 242 Gastrointestinal Nursing**90 Hours, 5 Credit Hours**

This course is designed to provide an understanding of clients with gastrointestinal diseases / disorders, complications and their special needs related to medications, dietary needs, and diversions of the GI tract. By utilizing previous knowledge and skills in combination with new information, client and family centered care is provided. Critical thinking skills are applied to assist in providing a holistic approach to the clients and their families. Cultural diversity and legal and ethical issues are studied in relation to care of a client with gastrointestinal diseases and complications. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide clients with individualized client centered care across the lifespan. This course consists of 30 hours of theory and 60 hours of clinical.

Prerequisites: Completion of Fundamentals of Nursing I (NUR 100), Fundamentals of Nursing II (NUR 110) and Geriatric Nursing (NUR 115) with a grade of "C" or better and pass grades in Nursing Skills Lab I (NUR 101) and Nursing Skills Lab II (NUR 111)

NUR 243 Neurological Nursing**100 Hours, 6 Credit Hours**

This course is designed to provide an understanding of clients with neurological diseases / disorders, complications and their special needs related to medications, dietary needs, safety needs and precautions. By utilizing previous knowledge and skills in combination with new information, client and family centered care is provided. Critical thinking skills are applied to assist in providing a holistic approach to the clients and their families. Cultural diversity and legal and ethical issues are studied in relation to care of a client with neurological diseases and complications. Orem's nursing theory of self-care provides a basis for nursing care is incorporated to provide clients with individualized client centered care across the lifespan. This course consists of 40 hours of theory and 60 hours of clinical.

Prerequisites: Completion of Fundamentals of Nursing I (NUR 100), Fundamentals of Nursing II (NUR 110) and Geriatric Nursing (NUR 115) with a grade of "C" or better and pass grades in Nursing Skills Lab I (NUR 101) and Nursing Skills Lab II (NUR 111)

NUR 251 Integumentary Nursing

90 Hours, 5 Credit Hours

This course is designed to provide an understanding of clients with integumentary diseases / disorders, complications and their special needs related to medications, dietary needs, wound care and the use of aseptic or sterile techniques when providing care by incorporating standard precautions. By utilizing previous knowledge and skills in combination with new information, client and family centered care is provided. Critical thinking skills are applied to assist in providing a holistic approach to the clients and their families. Cultural diversity and legal and ethical issues are studied in relation to care of clients with integumentary diseases and complications. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide clients with individualized client centered care across the lifespan. This course consists of 30 hours of theory and 60 hours of clinical.

Prerequisites: Completion of Fundamentals of Nursing I (NUR 100), Fundamentals of Nursing II (NUR 110) and Geriatric Nursing (NUR 115) with a grade of "C" or better and pass grades in Nursing Skills Lab I (NUR 101) and Nursing Skills Lab II (NUR 111)

NUR 253 Rehabilitation Nursing

50 Hours, 3 Credit Hours

This course is designed to provide an understanding of rehabilitation nursing and the conditions that often require extensive rehabilitation. The rehabilitation process is evaluated in reference to the various disciplines involved to provide a holistic approach to client care and optimize the rehabilitation potential of the client. By utilizing previous knowledge and skills in combination with new information, client and family centered care is provided. Critical thinking skills are applied to assist in providing a holistic approach to the clients and their families. Cultural diversity and legal and ethical issues are studied in relation to care of clients requiring rehabilitation. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide clients with individualized client centered care across the lifespan. This course consists of 20 hours of theory and 30 hours of clinical.

Prerequisites: Completion of Fundamentals of Nursing I (NUR 100), Fundamentals of Nursing II (NUR 110) and Geriatric Nursing (NUR 115) with a grade of "C" or better and pass grades in Nursing Skills Lab I (NUR 101) and Nursing Skills Lab II (NUR 111)

NUR 254 Reproductive Health Nursing

50 Hours, 3 Credit Hours

This course is designed to provide an understanding of clients with reproductive diseases or disorders and the impact on health and sexuality. Reproductive health nursing focuses on providing care to adolescents and adults. Nutrition and pharmacology are integrated. Nursing management, principles and communication skills are integrated into the care of adolescents and adults with conditions/infections/disorders that impact their reproductive abilities. Problem-solving, critical thinking skills and competency in knowledge are set within the legal-ethical guidelines for the vocational nurse. Pharmacology and medication administration are tailored to medications to reproductive conditions. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide clients with individualized client-centered care across the lifespan. This course consists of 20 hours of theory and 30 clinical hours.

Prerequisites: Completion of Fundamentals of Nursing I (NUR 100), Fundamentals of Nursing II (NUR 110) and Geriatric Nursing (NUR 115) with a grade of "C" or better and pass grades in Nursing Skills Lab I (NUR 101) and Nursing Skills Lab II (NUR 111)

NUR 255 OB/Pediatric Nursing

90 Hours, 5 Credit Hours

This course is designed to provide an understanding of obstetrical nursing and the pediatric population. Obstetrical nursing focuses on providing care to childbearing and childrearing families. The ante-partum, intra-partum and post-partum phases are included with an emphasis on normal versus abnormal development. Nutrition and pharmacology are integrated. Pediatrics include care of the newborns, high risk newborns and development from infant to adolescent. Nursing management, principles and communication skills are integrated into the care of the obstetrical and pediatric client. Problem-solving, critical thinking skills and competency in knowledge are set within the legal-ethical guidelines for the vocational nurse. Pharmacology and medication administration are tailored to the obstetric and pediatric populations. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide clients with individualized client centered care across the lifespan. This course consists of 13 theory hours in obstetrical nursing, 17 theory hours in pediatric nursing and 60 hours of clinical (30 hours each specialty).

Prerequisites: Completion of Fundamentals of Nursing I (NUR 100), Fundamentals of Nursing II (NUR 110), Geriatric Nursing (NUR 115) and Orthopedic Nursing (NUR 221) with a grade of "C" or better and pass grades in Nursing Skills Lab I (NUR 101) and Nursing Skills Lab II (NUR 111)

NUR 261 Oncology Nursing

90 Hours, 5 Credit Hours

This course is designed to provide an understanding of clients with oncology diseases / disorders, complications and their special needs related to medications, dietary and psychological issues. By utilizing previous knowledge and skills in combination with new information, client and family centered care is provided. Critical thinking skills are applied to assist in providing a holistic approach to the clients and their families. Cultural diversity and legal and ethical issues are studied in relation to care of clients with cancerous diseases and complications. Advanced Directives, Durable Power of Attorney for Health Care and End of Life issues will be studied. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide clients with individualized client centered care across the lifespan. This course consists of 30 hours of theory and 60 hours of clinical.

Prerequisites: Completion of Fundamentals of Nursing I (NUR 100), Fundamentals of Nursing II (NUR 110) and Geriatric Nursing (NUR 115) with a grade of "C" or better and pass grades in Nursing Skills Lab I (NUR 101) and Nursing Skills Lab II (NUR 111)

NUR 262 Psychiatric Nursing

50 Hours, 3 Credit Hours

This course is designed to provide an understanding of clients with mental health issues, complications and their special needs related to medications, dietary and psychological issues. Communication skills are refined to effectively communicate therapeutically with clients with mental illnesses and their families. By utilizing previous knowledge and skills in combination with new information, client and family centered care is provided. Critical thinking skills are applied to assist in providing a holistic approach to the client and their families. Cultural diversity and legal and ethical issues are studied in relation to care of clients with mental illness and complications. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide clients with individualized client centered care. This course consists of 20 hours of theory and 30 hours of clinical.

Prerequisites: Completion of Fundamentals of Nursing I (NUR 100), Fundamentals of Nursing II (NUR 110) and Geriatric Nursing (NUR 115) with a grade of "C" or better and pass grades in Nursing Skills Lab I (NUR 101) and Nursing Skills Lab II (NUR 111)

NUR 263 Leadership and Supervision

140 Hours, 8 Credit Hours

This course is designed to assist the vocational nursing student to successfully transition into the role of a Licensed Vocational Nurse after passing the NCLEX-PN exam. Leadership styles are incorporated in theory and clinical practice. Supervision of peers offers the opportunity to practice skills. By utilizing previous knowledge and skills in combination with new information, client and family centered care is provided. Critical thinking skills are applied to assist in providing a holistic approach to the client and their families. Cultural diversity and legal and ethical issues are studied in relation to the role of the Licensed Vocational Nurse in diverse settings. Orem's nursing theory of self-care provides a basis for nursing care and is incorporated to provide clients with individualized client centered care across the lifespan. An NCLEX review class is incorporated into the curriculum. This course consists of 50 hours of theory and 90 hours of clinical.

Prerequisites: Completion of Fundamentals of Nursing I (NUR 100), Fundamentals of Nursing II (NUR 110), Geriatric Nursing (NUR 115), Orthopedic Nursing (NUR 221), Respiratory Nursing (NUR 231), Cardiovascular Nursing (NUR 232), Urinary/Renal Nursing (NUR 233), Endocrine Nursing (NUR 241), Gastrointestinal Nursing (NUR 242), Neurological Nursing (NUR 243), Integumentary Nursing (NUR 251), OB/Pediatric Nursing (NUR 252), Rehabilitation Nursing (NUR 253), Oncology Nursing (NUR 261) and Psychiatric Nursing (NUR 262) with a grade of "C" or better and pass grades in Nursing Skills Lab I (NUR 101) and Nursing Skills Lab II (NUR 111)

Psychology

PSY 200 General Psychology

40 Hours, 4 Credit Hours

This general education course presents principles and concepts of psychology, the science concerned with understanding and explaining mental processes and behavior. Topics include human development, learning, thinking, motivation, sensation, and perception.

Sociology

SOC 200 Introduction to Sociology

40 Hours, 4 Credit Hours

This general education course is designed to provide students with an introduction to the discipline of Sociology including research methods, data analysis and theories developed. The impact of various diversity models, poverty, power and politics on societies, world economies and the environment will be studied. Special emphasis will be placed on critical thinking and ethical considerations.

SOC 310 Research Methods

40 Hours, 4 Credit Hours

This general education course offers a step-by-step, systematic approach to conducting research. Emphasis is on using critical thinking, efficient and appropriate research techniques and the Internet to produce a factual, relevant in-depth white paper. Students will develop and evaluate data collection methods.

Prerequisite: English Composition (ENG 210)

Spanish

SPN 200 Spanish I

40 Hours, 4 Credit Hours

This general education course provides an introduction to the Spanish language and cultures which use Spanish as the primary language. The main focus is on the basics of the Spanish language. Vocabulary, grammar, and sentence structure are studied. This course also prepares the student for a smooth transition to more advanced Spanish language learning.

SPN 210 Spanish II

40 Hours, 4 Credit Hours

This general education course gives the student experience with more advanced Spanish. Extensive practice writing using advanced Spanish terms and phrases are provided. The primary focus is on advanced vocabulary, grammar, and complex sentence structure. This course also prepares the student for using Spanish on a regular basis in the business world.

Prerequisite: Spanish I (SPN 200)

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